



BARTLETT POLICE DEPARTMENT

Subject: Range Use and Access

Memorandum 702

Issued: May 7, 1997

Rescinds: G.O. 92-11

Effective Date: May 7, 1997

Termination Date: N/A

Reference CALEA Standards:

**Related Directives:
PO409**

Amended Date: May 8, 2015

PURPOSE: To control the use and access to the Bartlett Police Department Range. Prescribes responsibilities for inspection and medical surveillance for applicable personnel.

I. General Range Rules

- A. Use of the Range is **restricted to Bartlett Police Officers only**. All other persons must have the approval of the Chief of Police to use the Range. The Range will be used only for department authorized purposes (i.e. firearms trainings, qualifications, practices).
- B. The Range may only be used when there is a Bartlett Police Department Range Officer (see Personnel Order 409) there to unlock the Range and monitor its use.
- C. All non-members of the Bartlett Police Department who have received permission to use the Range will sign a waiver of liability (**Annex I**) prior to using the Range.
- D. All targets and ammunition that are to be used will be supplied by the Department.
- E. All weapons will remain holstered except when on the firing line. When on the firing line and a weapon is unholstered, it will always be pointed down range.
- F. The Control Room controls for the "CasRail Target System" will only be activated by Range Officers. After a Range Officer turns on the system and instructs the shooter on the proper use of firing line controls, a shooter may then use the firing line controls.
- G. The Range will be policed of all brass, used targets and trash, and will be inspected by the monitoring Range Officer prior to officers leaving the Range.
- H. All persons that use the Range must follow standard Range safety procedures at all times.
- I. Any damage to the Range will be reported to the Range Supervisor by the monitoring Range Officer by way of a To/From.
- J. Any injuries that occur on the Range will be immediately reported to the on duty shift supervisor.
- K. All sergeants will have keys for the Range. Sergeants may use these keys in emergency situations to obtain tactical equipment from the armory and/or ammunition from the Range Control Room.
- L. The Range Officer on duty is in direct charge of the Range at all times when firing is taking place on the Range.

II. Personal Protective Equipment (PPE):

- A. All personnel in the range during firing shall wear eye protection that meets ANSI Z87.1-1989 requirements.
- B. All personnel in the range during firing shall wear hearing protection that is approved in 29 CFR 1910.95 Appendix B.

- C. All personnel involved with cleaning or maintenance of an indoor firing range must wear the proper respiratory equipment that is outlined in 29 CFR 1910.1025, Section F.
- D. Personnel may wear appropriate gloves during removal of spent ammunition casings. Gloves may be reusable or disposable type, but reusable types shall not be removed from range.

III. Firearms

The following firearms are allowed to be used on the Range:

- A. All handguns .45 caliber and under.
- B. Center fire rifles that are used with frangible ammunition to prevent bullet trap damage. At the discretion of the range officer, ball ammo can be used with the additional roll out padding.
- C. Shotguns are allowed for the purpose of duty qualifications and departmental training.

IV. Ammunition

- A. The following ammunition is allowed on the Range:
 - 1. All standard commercial and reloaded ammunition.
 - 2. Any ammunition that has been approved by a Range officer.
- B. The following ammunition **is not** allowed on the Range:
 - 1. Any type of reload ammunition that has been barred by a Range Officer.
 - 2. Any type of ammunition that has been designed for penetrating metal.
 - 3. No steel shot ammo, to include "BB's".
 - 4. No tracer, incendiary, gas or explosive ammunition.
- C. Spent ammunition casings shall not be transferred from one storage container to another without ventilation system activated.

V. Prohibitions

- A. Personnel will not be permitted in the plenum area during firing.
- B. Plenum area and area behind the bullet trap will not be used for storage of any equipment.
- C. All areas directly in front of the plenum wall will be kept clear at all times.
- D. Variable speed fans are not permitted.
- E. Dry sweeping of indoor firing ranges is prohibited. HEPA vacuum is the required method.
- F. Walking downrange is prohibited at all times except for properly authorized maintenance and inspection personnel, or under specific instruction and supervision of range officer.
- G. To prevent contamination with lead dust, additional clothing or equipment not used during firing will not be brought into the range.

VI. Maintenance Requirements

- A. Every three months or after 480 hours of use (whichever comes first), the Range Master will arrange for a professional service to conduct maintenance on the Range.
- B. Cleaning Requirements:
 - 1. Dry sweeping is prohibited.
 - 2. The range will be cleaned every 80 hours of use with a HEPA vacuum.
 - 3. When performing monthly cleaning, clean the floor and horizontal surface 15 feet in front of the firing line and entire area behind the firing line.
 - 4. Contact maintenance service for proper disposal instructions when bullet trap catch trays are $\frac{3}{4}$ full.

VII. Lead Exposure

- A. The following recommendations are made to assist the department in reducing employee exposures to lead. The OSHA Quick Card (**Annex IV**) will be provided to all employees.
 - 1. Food, beverages, tobacco products and cosmetics should not be used, carried into, or stored in the firing range or in adjacent areas where lead exposures may occur. All personnel exposed to lead in the firing range should wash their hands and face before eating, drinking, smoking, or having hand contact with other people. Washing should occur after shooting, handling fire cartridges cases and cleaning weapons. These practices will reduce the potential for lead exposure by ingestion and contaminating areas outside the firing range with lead.
 - 2. After shooting or maintenance work in the firing range, individuals should shower and change clothes as soon as practical.
 - 3. Shooters using a kneeling or prone position should place a sheet of heavy paper or other disposable material on the ground beneath them. This will reduce the amount of settled lead containing dust that is transferred to the shooter's clothing.
 - 4. When shooting indoors, the firing range ventilation system should be in operation at all times while the range is in use and during clean-up.
 - 5. Skin contact with spent cartridges should be avoided whenever possible to reduce the likelihood of the hand to mouth source of lead exposure. Cartridges should be collected using a floor squeegee/or dust mop and picked up using a dust pan or a HEPA Vacuum.
 - 6. Care must be taken to prevent lead from being carried into the home on clothing, skin, hair and shoes. Shoes worn in the range should not be worn home. Clothes worn in the range should be washed separately from the family wash. Officers should be advised that small children and pregnant women are especially susceptible to adverse health effects from exposure to even small amounts of lead.
- B. Medical Surveillance (OSHA lead standard 29 CFR 1910.1025):
 - 1. Personnel who are or may be exposed to lead above the action level (0.03 mg/m³) for more than 30 days per year must be enrolled in a medical surveillance program.
 - 2. Medical surveillance is not required for intermittent users of indoor firing ranges, if the maximum allowable exposure hours shown in Annex III are not exceeded.

By Order of:

Patrick Ullrich
Chief of Police
Annex I-IV



Est. 1892

DEPARTMENT OF POLICE

The Village of
Bartlett

Police Department, 228 South Main Street, Bartlett, Illinois 60103-4495
Telephone 630.837.0846 Fax 630.837.0865

Whereas, I _____ have volunteered to observe or participate in a Firearms Training Program conducted on the property of the Bartlett Police Department, and;

Whereas, I am doing so entirely upon my own initiative, risk, and responsibility as an employee of _____, a municipal corporation of the State of Illinois, or Federal Law Enforcement Agency, and;

Whereas, I wish to observe or participate in said firearms and specialized tactical training from time to time during the year beginning January 1, _____ to and through December 31, _____;

Now Therefore, in consideration of the opportunity afforded me by the Bartlett Police Department, to observe or participate in said program and in recognition of the possible dangers to which I may voluntarily subject myself in the course of said Firearm Training Program, I do hereby, for myself, my heirs, executors, administrators, personal representatives, successors and assign, remise, release and forever discharge the Village of Bartlett, the Bartlett Police Department, and their respective agents, servants, officers, directors, commissioners, and employees, acting officially or otherwise, from any and all claims, loss, damage, cost, expense or liability, including attorneys fees and costs, demands, actions, causes of action or suits of whatsoever kind or nature, whether in law or in equity, which I may have on account of my death or on account of any injuries sustained by me while participating at any time during the year beginning January 1, _____ to and through December 31, __, in the activities or operations conducted incident thereto.

Signature of Applicant

Employing Agency

Contact person and phone number in case of emergency



450th National
Accredited

FIRING RANGE SPECIFICATIONS**A. General Criteria:**

1. Each firing lane should be approximately 4 feet wide.
2. Pipes, conduits, lights, lighting fixtures and other projecting surfaces are baffled or covered by a material to protect these items and prevent ricochets.
3. Baffles should not disrupt the uniform airflow of the range.
4. In older ranges, sidewall windows in front of the firing line shall be removed and openings sealed flush to the wall with materials compatible to the adjacent walls.

B. Ventilation:

1. The range must have an operational mechanical ventilation system.
2. The average airflow at the firing line in each firing lane shall be at least 50 feet per minute (fpm).
3. Air is exhausted at or behind the bullet trap.
4. Make-up air is introduced into the range behind the firers.
5. Air introduced through vents into the plenum does not exceed a velocity of 600 fpm.
6. Air exiting through holes in the plenum wall should have a velocity of between 600 and 800 fpm.
7. The ventilation system is so constructed that air exhausted from the indoor firing range does not enter into another part of the building or any other air supply system.
8. The exhaust exceeds the make-up air by 10% to form a negative air pressure range in relation to adjoining areas.
9. Air is not recirculated in the firing range unless equipped with 99.97% HEPA filtration and an alarm system.
10. The static pressure, as measured from 6 inches inside the range entrance to 6 inches outside the range, is at least -.05 inches of water gauge (w.g.) but does not exceed -.20 w.g.
11. In non-powered systems, the supply air louvers and exhaust fan must be electrically interlocked.
12. In powered systems, the supply and exhaust fans must be electrically interlocked. The make-up air fan should start after and stop prior to exhaust fan activation to ensure the range maintains a negative pressure.

C. Range Lighting:

1. Lighting is uniform, non-glaring and does not cause shadows.
2. Illumination is recommended at 75-foot candles on the targets and 30-foot candles in all other areas unless otherwise needed for low light training exercises.
3. All lighting is protected by baffles and placed so that the firer has an unobstructed view down range.

FIRING RANGE SPECIFICATIONS

4. Downrange lighting begins approximately 18 feet from the firing line and ends approximately 8 feet from the target line.
 5. Emergency lights are provided behind the firing line.
 6. Exit lights are provided as required.
 7. Lighting of at least 30-foot candles is provided behind the bullet trap for maintenance.
- D. Bullet Traps:
1. A bullet trap is permanently installed in the range.
 2. Bullet traps are of a commercial design, which is in compliance with current regulations.
 3. The thickness of plate/depth of rubber type bullet trap must be adequate to attenuate the maximum caliber of ammunition authorized to be fired on the range.
 4. All plate/sand trap type bullet traps must be designed to prevent back splatter.
 5. Forward edges in a louver or venetian blind type bullet trap are maintained in a knife edge condition to prevent ricochets.
- E. Targets and Target Carriers:
1. A target retrieval system is operable in all lanes and is constructed in such a manner as to minimize flat surfaces exposed to the firing line. (Any firing lane without a retrieval system will not be used.)
 2. Only authorized targets are used.
- F. Lead Levels:
1. For personnel exposed less than 30 days per year, lead levels do not exceed .05 mg/m³ of air.
 2. For personnel exposed more than 30 days per year, lead levels do not exceed .03 mg/m³ of air.

TABLE OF LEAD EXPOSURE LIMITS

Personnel Exposure Limits (PEL) for Intermittent Atmospheric Lead Contamination		
Concentrations (in mg/m³)	Maximum Hours Allowable Exposure Per Day For:	
	A.	B.
	Personnel exposed less than 30 days per year	Personnel exposed more than 30 days per year
0.000 - 0.030	8	8
0.031 - 0.040	8	6
0.041 - 0.050	8	4.5
	LIMITED USE OF RANGES	LIMITED USE OF RANGES
0.051 - 0.060	6	4
0.061 - 0.080	5	3
0.081 - 0.100	4	2.25
0.101 - 0.150	2.5	1.5
0.151 - 0.200	2	1
0.201 - 0.300	1.25	0.75
0.301 - 0.400	1	0.5



If You Work Around Lead, Don't Take It Home!

Did you know that if you work with lead you could be bringing this toxic metal home on your clothes, shoes, skin, hair and hands? Take-home lead can cause lead poisoning in children and other family members. Stop lead from getting into your home and vehicle by always washing, showering, and changing out of your work clothes and work shoes before leaving work. OSHA has regulations to protect workers from lead exposure in both general industry (1910.1025) and construction (1926.62).

Common jobs with lead exposure

- Painting
- Building renovation
- Radiator repair
- Bridge work
- Shooting range work
- Demolition
- Battery manufacturing
- Metal production
- Metal scrap cutting and recycling
- Ceramic work
- Soldering
- Plumbing

Lead is dangerous to children and adults:

- Lead harms the brain, nervous system, blood, and kidneys.
- Low levels of lead in the blood may cause learning and behavioral problems in children under age 6.
- Children and pregnant family members living in your house should be tested for lead. Contact your doctor, health clinic, or local health department.



For more information:



OSHA

Occupational
Safety and Health
Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)

OSHA 3690-06 2014



- Adults with levels of lead in their blood above 30 µg/dL should be seen by a doctor.
- Some harmful effects of lead are permanent.

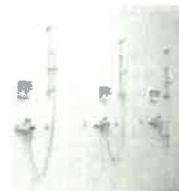
Requirements employers must follow to stop take-home lead exposure:

- Test workplace air for lead and blood lead levels in workers.
- Tell you if your work involves lead and train you on lead safety.
- Control lead dust and fumes in the workplace.
- Provide protective work clothing and equipment for workers.
- Give workers a place to wash hands and take a shower.
- Provide workers a place to change into clean clothes. Keep work clothes away from street clothes.



What you can do to prevent take-home lead exposure:

- Wash your hands often and shower at the end of the work shift.
- Change out of your work clothes and shoes before going home.
- Do not take contaminated work clothing or shoes exposed to lead home. If you must, put them in a plastic bag and wash your work clothes separately.
- Tell your doctor that you work with lead.



Remember, keep your family safe and don't bring home lead.

For more information:



OSHA

Occupational
Safety and Health
Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)



BARTLETT POLICE DEPARTMENT

Subject: Mobile Data Computers

Memorandum 706

Issued: May 6, 1997

Rescinds: S.O. 94-04

Effective Date: May 6, 1997

Termination Date: N/A

Reference CALEA Standards:

41.3.7, 81.2.4, 82.1.7

Amended Date: February 6, 2018

PURPOSE: To establish procedures to be used by identified Department personnel for compliance with the procedural and administrative requirements in the use of Mobile Data Computers (MDC's).

POLICY: It shall be the policy of the Bartlett Police Department to adhere strictly to all the provisions, guidelines, and rules set forth by the Federal Communications Commission (FCC), DuPage County Safety Communications (DuComm), Illinois Law Enforcement Agencies Data Systems (LEADS), Chapter 5 Act 140, et al., of the Illinois Compiled Statutes commonly referred to as the Freedom of Information Act, herein after called "the Act", as well as all additional local, state, or federal ordinances, statutes, or law which would have like application concerning the use of MDC's maintained by the Bartlett Police Department.

I. Procedures (82.1.7)

- A. All MDCs used by the Bartlett Police Department are subject to the rules and regulations of multiple entities to include, but not limited to, the FCC, DuComm, LEADS, and various other Federal, State, Local and Departmental laws, rules, regulations and guidelines.
- B. MDCs are computers which operate through the use of radio frequencies and are thus radio transmitters and receivers under the control of the FCC. All MDCs operated by the Bartlett Police Department are done so through DuComm. All Department MDCs are capable of accessing various forms of protected information to include that governed by LEADS policy and State and Federal laws such as criminal history information, wanted information, and various other protected personal information. (8.1.2.4)

II. Approved Uses of MDC System

- A. Routine driver's license, vehicle registrations, and wanted/stolen inquiries.
- B. Routine work related messages.
- C. Status Changes.
- D. Anything of a "sensitive" nature. (e.g. Specially indicated information about an address or person, communicating while on a "stake out", or anything of such a nature that it should not be broadcast over the radio.)
- E. Documentation on the in-car reporting system.
- F. Criminal history checks.
 - 1. Only sworn police officers are allowed to conduct criminal history checks on the MDCs.
 - 2. All LEADS regulations regarding obtaining and disseminating of information shall be observed. Information regarding LEADS policies, procedures, and regulations may be found in the computerized LEADS on-line manuals, and in hard copy Reference Manuals available in the Records Section.
 - 2. Officers completing criminal history inquiries shall ensure all appropriate LEADS/NCIC procedures are adhered to including the use of the correct reason code, indication of the requestor's unique last name and/or employee number, and proper dissemination of the information. No criminal history will be run without a valid incident number assigned to the officer.

3. Failure to adhere to LEADS/NCIC policies or procedures may result in disciplinary action up to, and including, termination from employment.
4. Supervisors will receive a monthly report to verify criminal histories are only being run in conjunction with an active incident and follow LEADS/NCIC policies and procedures.

III. Prohibited Acts

- A. In addition to the potential violations of State and Federal law, it shall also be violation of Department policy to:
 1. Disclose any information accessed via MDC to any person other than a sworn law enforcement officer, and only then when said officer is acting in his/her official capacity for an authorized law enforcement function.
 2. Utilize the MDC for anything other than an official law enforcement necessity. MDCs will not be used for idle chit-chat.
 3. Utilize the MDC in such a manner as to otherwise violate any other applicable rule or regulation.
 4. Signing on to an MDC using another member's code or using an MDC while it is signed on by a member other than the member accessing the MDC.
- B. The introduction of any non-departmental disk or outside software on the MDC system is **strictly prohibited**. Personnel are further advised they are not allowed to use any disk they have brought from home on the MDC. Any and all outside disks authorized for use on the MDC must first be scanned for viruses by the Records Section Supervisor. All installed software programs will be properly licensed. **(41.3.7.a)**
- C. Manipulation or alteration of current software running on department-owned MDCs is strictly prohibited. **(41.3.7.b)**

IV. Prohibited Messages

- A. Employees shall utilize verbal radio transmission policies, procedures and standards in their use of MDC messaging. Utilization of MDC messaging capabilities for personal information exchange is strictly prohibited.
- B. Messages from MDCs to DuComm advising status changes, clearance codes, or activity will not be accepted or acted upon solely by themselves. Employees are still expected to change status and clear calls via DuComm radio.

V. Accountability

- A. The Deputy Chief of Support Services will conduct periodic inspections of transmissions stored in computer databases to ensure compliance with the rules and/or prohibitions of this Order.
- B. Due to the nature of MDC transmissions, all messages are logged to a disc file at DuComm. Messages are stored for a period of time before erasing. Printouts of all messages sent from a particular terminal or by a particular officer or telecommunicator are available to Department and DuComm Staff personnel upon request. DuComm telecommunicators and Department personnel are therefore cautioned to be prudent and judicious in using the MDC system.
- C. Failure to comply with the provisions of this directive may result in disciplinary action.

VI. In-Car Reporting System

- A. Department employees will be trained in the use of the In-Car Reporting System prior to utilizing it.
- B. Reports will be done on the MDC whenever possible. Personnel may use the Report Writing computers to complete RMS reports when their vehicle's laptop is malfunctioning or experiencing software problems.
- C. Personnel will notify the Deputy Chief of Support Services via a Vehicle Maintenance Checklist (Administrative Order 104, Annex I) when their assigned laptop computer is malfunctioning or a software problem has persisted.
- D. If personnel take another laptop computer from a different squad for use during their shift when their assigned laptop is out for service, they must return it to the assigned squad at the end of the shift.

By order of:

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Police Station Building Security

Memorandum 707

Issued: May 19, 1997

Rescinds: G.O. 89-04

Effective Date: May 19, 1997

Termination Date: N/A

Reference CALEA Standards:

Amended Date: November 24, 2015

PURPOSE: To establish procedures to ensure the security of the police department and the access of non-police persons to the facility.

I. Police Department Security

A.

B.

C.

II. Non-Employee Access Into The Building

- A. All persons who come to the Department to meet with a Police Officer or Detective for purposes of a criminal investigation will be escorted into the building by a member of the Department.
- B. All visitors, with the exception of other law enforcement agency personnel in uniform or with proper identification or Village of Bartlett employees, will be issued a numbered visitor's tag by the Records Section. This includes members of the cleaning crew or any person here to repair and/or work on Department equipment.
- C. It will be the responsibility of the Records Section Supervisor to maintain and record the issuance of the visitor tags.

By Order of

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Graffiti Ordinance Enforcement Memorandum 709

Issued: July 16, 1997

Rescinds: S.O. 94-05

Effective Date: July 16, 1997

Termination Date: N/A

Reference CALEA Standards:

Amended Date: February 19, 2020

Related Directives:

PURPOSE: This order establishes a policy for enforcement of the Village of Bartlett Graffiti Ordinance 4-3-3.

I. Definition/Prohibitions

- A. Graffiti will be defined as the inscription, drawing or otherwise placing upon any sidewalk, street, or the surface of any structure or wall, whether publicly or privately owned, any word, phrase, diagram, symbol, sketch, or letters where the content thereof is visible to any member of the general public and contains without limitation, but merely as illustration, references to sexual activity or sexual organs, references to criminal activities or groups involved in criminal activity, swearing or fighting words, defamatory materials or words about any persons, or references to relationships.
- B. It will be unlawful for any person to inscribe, draw, or otherwise place upon any sidewalk, street or the surface of any structure or wall, whether publicly privately owned, any graffiti as defined in this section.

II. Procedures for Reporting Graffiti

- A. The following procedures will be used by Department members for reporting graffiti
 - 1. Upon any complaint of graffiti, be it gang related or strictly an act of vandalism, the officer or CSO will initiate an Incident/Offense Report. If the graffiti is gang related, photographs will be taken when possible. (Limit of two photographs per incident.)
 - 2. Copies of all graffiti reports will also be sent to the Directed Patrol Unit. The Directed Patrol Unit will keep a file of all graffiti incidents, and will conduct follow-ups to ensure that the graffiti has been removed within the fourteen (14) days as required by the Village ordinance.

III. Responsibility for Removal of Graffiti, Compensation and Restitution

- A. It will be the duty of the owner of the sidewalk, street, structure or wall upon which any inscription or representation prohibited in Section I, subsection A, hereof to remove, eradicate, or eliminate such inscription or representation within fourteen (14) days from the occurrence of the offense. In such event the owner has failed to remove such graffiti, the owner will be notified by certified mail or personal notice that he/she has an additional fourteen (14) days in which to remove the graffiti.
- B. The owner of the property might be entitled to restitution and compensation for the direct cost incurred in the repair and restoration of his/her property to its previous condition from any person convicted of the offense listed in Section I, subsection A hereof, provided that the property owner submits receipts or other evidence of the cost for the removal or repair of the graffiti and provided further that the court enters an order of restitution.

IV. Reporting Graffiti on Public Property or Village-Owned Property to Public Works

- A. The following procedures will be used for reporting graffiti on public property or Village-owned property to the Public Works Department for removal.
 - 1. Upon any complaint of graffiti on public property or Village-owned property, be it gang related or strictly an act of vandalism, the officer or CSO will initiate an Incident/Offense Report. If the graffiti is gang related, photographs will be taken when possible. (Limit of two photographs per incident.)

2. Upon completion of the report, the officer/CSO will promptly notify the supervisor on duty and/or the Records Section that a copy of the report needs to be forwarded to the Public Works Department.
3. Records clerks, upon being requested to send a copy to the Public Works Department, will automatically make a photocopy and forward it to Public Works Department or forward the report via email.

V. Reporting Graffiti on Private Property to Code Enforcement

- A. The following procedures will be used for reporting graffiti on private property to the Code Enforcement Division of the Village Planning and Development Services Department for removal.
 1. Upon any complaint of graffiti on private property, be it gang related or strictly an act of vandalism, the officer or CSO will initiate an Incident/Offense Report. If the graffiti is gang related, photographs will be taken when possible. (Limit of two photographs per incident.)
 2. Upon completion of the report, the officer/CSO will promptly notify the supervisor on duty and/or the Records Section that a copy of the report needs to be forwarded to the Code Enforcement Division.
 3. Records clerks, upon being requested to send a copy to the Code Enforcement Division, will automatically make a photocopy and forward it to the Code Enforcement Division or forward the report via email.

By Order of:

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Ride Along Program

Memorandum 711

Issued: July 16, 1997

Rescinds: G.O. 94-16

Effective Date: July 16, 1997

Termination Date: N/A

Reference CALEA Standards:

Related Directives:

A0135

Amended Date: July 17, 2018

PURPOSE: In order to improve police and community relations and to provide civilians the opportunity to view police operations under certain restrictions, the Department operates a Ride-Along Program. This program allows the participants the opportunity to acquaint themselves with an officer's work environment under regulated safe conditions and guidelines.

I. Requesting Permission for a Ride-Along

- A. All persons wishing to do a Ride-Along or a "Ride with Police to School Program" with a Department member will complete and sign a Request & Waiver of Liability (Annex I) prior to the date of the Ride-Along. The Department member wishing to have someone ride with them will submit the request to his/her immediate supervisor a minimum of twenty-four (24) hours prior to the date. It will be the responsibility of the Shift Supervisor to forward the request to the Office of the Chief of Police for approval.
- B. The following persons must receive permission from the Office of the Chief of Police prior to participating in the Ride-Along Program:
 - 1. Relatives of an employee.
 - 2. Out of state guest of an employee.
 - 3. Village employees.
- C. The following individuals must receive the permission of a Deputy Chief prior to participating in the Ride-Along Program. These requests may be made in writing or orally:
 - 1. DuComm dispatchers with the prior approval of the Director of DuComm or his designee.
 - 2. Citizens whose background and/or associations do not breach police department security.
 - 3. Members of the news media.
 - 4. Community leaders.
 - 5. Any person under 18 years of age.
 - 6. Any other interested parties.

II. Ride-Along Program Provisions

- A. Each individual wishing to participate in the Ride-Along Program or the Ride with Police to School Program will be required to complete a written Request & Waiver of Liability (Annex I) prior to beginning the Ride-Along. For those persons who are under the age of 18, the waiver will be executed by a parent or legal guardian.
- B. The following parties are exempt from the Request & Waiver of Liability requirements of this policy and are not considered Ride-Along participants:
 - 1. Law Enforcement Officers during the course of official business.
 - 2. Persons who are being transported for authorized official police business or services.
- C. No person will be allowed to participate in the program more than once a year.
- D. Participants in the program will be required to wear appropriate clothing. No clothing will be allowed that is considered distasteful or contains any discriminatory or distasteful logos or printing. Clothing, or the lack thereof, which is not consistent with the proper image of the Department will not be tolerated. The Shift Supervisor will have the discretion to refuse or postpone participation in the program if the participant is not properly dressed.

- E. [REDACTED]
- F. Generally, participants will not accompany an officer on a call which by its nature, factually or inherently, poses a possible risk of exposure. Participants will stay in the squad car. These type of incidents may include, but are not limited to:
1. Calls that suggest violence has or is going to occur;
 2. Calls where there is the possibility of an arrest occurring;
 3. Calls where the officer believes there is a risk exposure;
 4. Traffic Stops;
 5. Alarm Investigations.
- G. Generally, the purpose of the Ride-Along Program is to provide an observational opportunity to the participant. Active participation is restricted and will only be done at the discretion of the officer. Some examples of restricted activities include, but are not limited to:
1. Directing Traffic
 2. Assisting with the booking of an offender
- H. If an officer is dispatched to a call where conditions create the potential of posing a clear and present danger to the participant, the officer will drop the participant off at a safe location before proceeding to the call. The officer will make arrangements for another person to pick up the participant immediately.

III. Termination of Participation

- A. Participation in the Ride-Along program may be terminated by the Shift Supervisor at any time.
- B. The reasons for the termination may include but are not limited to:
1. Shift activity;
 2. Sensitivity of a call;
 3. Emergency situations;
 4. Program violations by the participant.

IV. Officer Responsibility

Officers who have a Ride-Along with them will provide the participant with every possible opportunity for a clear observation of the operations of the police department. It is the responsibility of the officer to monitor conditions and provide the necessary safety for the participant. It is also the responsibility of the officer to ensure that the provisions of the policy are complied with to the best of his/her ability.

By Order of

Patrick Ullrich
Chief of Police

Annex I



RIDE-ALONG REQUEST & WAIVER OF LIABILITY

I, _____, as a (check one appropriate identifying box below)

- ☐ Relative of employee _____ (Name of employee)
☐ Guest of employee _____ (Name of employee)
☐ Village employee _____ Department
☐ DuComm dispatcher
☐ Student interested in law enforcement _____ (Name of School)
☐ Member of News Media _____ (Specify)
☐ Community Member _____ (Specify)

request to participate in the Bartlett Police Department Ride-Along Program and to accompany an officer so that I may observe the duties and operations of Bartlett Police Department officers and employees.

Last Name		First Name		Middle Initial
Street Address				
City		State		Zip
Home Phone	Work Phone		Cell Phone	
Date of Birth	Age	Sex	Race	

For and in consideration of the undersigned being given the opportunity to observe the police operations and functions of the Bartlett Police Department and by any and all other means of observation whatsoever, the undersigned, in order to avail him/herself of ease of opportunity, recognizes and assumes any and all risk pertaining thereto, and hereby releases the Village of Bartlett, its Officials and Officers, and all other personnel of the Village of Bartlett from any and all liability whatsoever for any injuries, damages and claims the undersigned, his/her heirs, dependents and assigns may sustain in and about any patrol car or in any other way during the course of observation and studies by the undersigned of the operations and functions of the Bartlett Police Department. I further agree to abide by the Bartlett Police Department rules and restrictions of the Ride-Along Program which have been provided to me on the back of this form.

In witness whereof, the undersigned has affixed his/her hand and seal at Bartlett, Illinois, this ____ day of _____ 20__.

Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Supervisor Approval/Date _____

Chief of Police/Deputy Chief of Police/Date _____

Ride Along Completed Date: _____

Original to Administration
Copy to Shift Supervisor



RIDE-ALONG RULES & RESTRICTIONS

1. No person will be allowed to participate in the program more than once a year.
2. Participants in the program will be required to wear appropriate clothing. No clothing will be allowed that is considered distasteful or contains any discriminatory or distasteful logos or printing. Clothing, or the lack thereof, which is not consistent with the proper image of the Bartlett Police Department will not be tolerated. The Shift Supervisor will have the discretion to refuse or postpone participation in the program if the participant is not properly dressed.
3. Generally, participants will not possess or carry any firearms, batons, knife or other dangerous weapon, while participating in the program. The exception to this will be participants who are authorized to carry a weapon by virtue of their office. In these incidents, the Shift Supervisor will be required to approve the carrying of the weapon.
4. Generally, participants will not accompany an officer on a call which by its nature, factually or inherently, poses a possible risk of exposure. Participants will stay in the squad car. These type of incidents may include, but are not limited to:
 - a. Calls that suggest violence has or is going to occur;
 - b. Calls where there is the possibility of an arrest occurring;
 - c. Calls where the officer believes there is a risk exposure;
 - d. Traffic Stops;
 - e. Alarm Investigations.
5. Generally, the purpose of the Ride-Along Program is to provide an observational opportunity to the participant. Active participation is restricted and will only be done at the discretion of the officer. Some examples of restricted activities include, but are not limited to:
 - a. Directing Traffic
 - b. Assisting with the booking of an offender
6. If an officer is dispatched to a call where conditions create the potential of posing a clear and present danger to the participant, the officer will drop the participant off at a safe location before proceeding to the call. The officer will make arrangements for another person to pick up the participant immediately.

Participation in the Ride-Along program may be terminated by the Shift Supervisor at any time. The reasons for the termination may include but are not limited to, shift activity; sensitivity of a call; emergency situations; program violations by the participant.

BARTLETT POLICE DEPARTMENT



Subject: Detached Duty Assignments

Memorandum 712

Issued: October 25, 1999

Effective Date: October 25, 1999

Termination Date: N/A

Rescinds: G.O. 86-08/92-10

**Reference CALEA Standards:
43.1.1**

**Related Directives:
IO302, PO400**

Amended Date: January 23, 2017

PURPOSE:

To establish policies and procedures for officers assigned to detached duty assignments and to establish a policy for the referral of information to the officer(s) working the detached duty.

I. Assignments to Detached Duty

- A. The Chief of Police may from time to time assign officers to an outside agency to perform specialized duties or assignments.
- B. All officers that are so assigned will continue to be employees of the Bartlett Police Department and as such, are subject to the following:
 - 1. Rules and Regulations of the Department
 - 2. General Orders of the Department
 - 3. Policies of the Department
- C. All officers assigned to detached duty will retain and continue to be entitled to the following:
 - 1. Employment Rights
 - 2. Promotional Opportunities
 - 3. Fringe Benefits
 - 4. Annual Performance Reviews

II. Drug Enforcement Officer (43.1.1.a)

- A. The Drug Enforcement Officer will serve on detached duty to the Drug Enforcement Administration (DEA) and be under the internal supervision of the Directed Patrol Team (DPT) supervisor.
- B. When an officer has obtained information relating to the violation of the Illinois Controlled Substances Act or Cannabis Control Act which is concerned with the manufacturing and/or delivery of a controlled substance or cannabis, whether through the officer's own observance or through information from a Confidential Informant (C.I.), the information will be documented on an Incident/Offense Report.
- B. The report will be forwarded to the DPT Sergeant for review. It will be the responsibility of the DPT Sergeant to either assign the matter to a DPT officer or forward it to the detached duty drug enforcement officer's DEA Supervisor for follow-up by that agency.
- C. C.I.s identified by officers need not be identified on the Incident/Offense Report unless directed by a supervisor or a command level officer. Officers will be contacted by either a DPT officer or the detached duty officer for the purpose of meeting and interviewing the C.I.
- D. Officers may contact the Bartlett officer assigned to the DEA for the purpose of discussing potential referrals. An Incident/Offense Report will still be done in accordance with the aforementioned guidelines.
- E. Confidential Informants will be handled in accordance with the procedures in Investigations Order 302.

By Order Of:

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Fingerprinting of Citizens

Memorandum 714

Issued: October 12, 1999

Rescinds: G.O. 94-05

Effective Date: October 12, 1999

Termination Date: N/A

Reference CALEA Standards:

Amended Date: September 18, 2020

PURPOSE: This order establishes a procedure for the fingerprinting of residents of the Village of Bartlett for job applications and for local, State and Federal licenses and permits.

I. Citizen Fingerprinting

- A. Unless otherwise noted, non-custodial fingerprinting will be done in the sub-lobby of the Police Department utilizing the fingerprinting pad and cardholder or the LIVESCAN equipment. If the room is unavailable, the resident will be asked to return at another time. Non-custodial fingerprinting may be done by sworn officers or Community Service Officers. Community Service Officers will not fingerprint sex offender registrations.
- B. The person requesting to be fingerprinted must provide the fingerprint card designated by the agency or governmental unit requesting the fingerprints. After the fingerprints have been completed, the card should be returned to the person.
- C. The following procedure pertains to the fingerprinting of applicants for Village Liquor License:
 - 1. Requests for fingerprinting of liquor license applicants will come from the Village Main Office. The Main Office will be responsible for collecting the fee from the applicant.
 - 2. The Main Office will set up an appointment for the applicant to be fingerprinted with the police department Records Section.
 - 3. The applicant will be fingerprinted using LIVESCAN. In the event LIVESCAN is down or not available, the fingerprint appointment will be rescheduled.
 - 4. The Records Clerk will create the demographic information record prior to applicant's arrival.
 - 5. The member fingerprinting the applicant will:
 - a. Search the database and find the record by name
 - b. Fingerprint and print out the fingerprint card
 - c. The member will electronically transmit the record.
 - 6. Once the fingerprinting has been completed, the card and other information will be given to the Administrative Secretary for further processing. Under no circumstances are members to give the fingerprint cards to the applicant.
- D. The following procedure pertains to LIVESCAN fingerprinting for Bartlett Cleaning Crew; Bartlett Learning Center; Bartlett Park District; Bartlett Police Academy; Bartlett Police Department Job Applicants:
 - 1. Applicants will be directed to the Records Section. In the event LIVESCAN is down or not available, the fingerprint appointment will be rescheduled.
 - 2. The Records Clerk will create the demographic record in LIVESCAN based upon paperwork and photo ID provided.
 - 3. The member fingerprinting the applicant will:
 - a. Search the database and find the record by name.
 - b. Fingerprint the applicant and print out the fingerprint card.
 - c. The member will electronically transmit the record.
 - 4. Once the fingerprinting is completed, the card and all other paperwork will be given to the Records Supervisor for follow-up. Under no circumstances are members to give the fingerprint cards to the applicant.

- E. Any person requesting to be fingerprinted for the U.S. Citizenship and Immigration Services (USCIS) will be directed to contact the Chicago field office at (312) 239-5900 or the nationwide Contact Center number at 800-375-5283. Local departments are no longer authorized to fingerprint people for USCIS.

By Order of

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

**Subject: Setting of Annual Goals
& Objectives****Issued: April 17, 2000****Effective Date: April 17, 2000****Termination Date: N/A****Amended Date: July 21, 2017****Memorandum 715****Rescinds: N/A****Reference CALEA Standards:
15.2.1, 15.2.2**

PURPOSE: The Police Department will formulate written goals and objectives for the upcoming year and will report on last year's goals and objectives. Police goals and objectives will follow the guidelines of the Village's Strategic Plan.

POLICY: The Bartlett Police Department will set goals not only overall but also for each organizational component. It is the policy of the department to strive for the attainment of these goals and objectives.

I. Preparation

- A. Each organizational component supervisor will submit their goals and objectives report to the appropriate Deputy Chief by October 30th of each year. The Planning and Research position will compile the major components goals and objectives and produce a written report for the Chief of Police.
- B. To prepare for the budget process, each Deputy Chief will attend the annual budget kick-off meeting in November. No later than December 1st, each Deputy Chief will forward to the Chief of Police any ideas for goals or objectives. The Chief of Police will determine which major goals are included in the budget submittal and issue a more comprehensive listing to all personnel.
- C. The areas of consideration for these goals may include, but are not limited to:
 - 1. Overall department goals
 - 2. Uniform patrol
 - 3. Investigations
 - 4. Traffic
 - 5. Crime Prevention
 - 6. Records
 - 7. Training
 - 8. Property Control
 - 9. Accreditation
 - 10. Equipment

II. Progress Evaluation (15.2.2)

- A. The Department holds meetings annually for all members. Attendance at the meetings is voluntary. At the meeting, the Chief will inform the staff of the budget process, the general direction of the Department and will invite any members to make suggestions for the goal setting. Department staff will also be updated on the budget, what was approved and the goals set forth in the document.
- B. The formal budget, once complete, will be posted for all members to review.
- C. An evaluation of the progress made toward the goals and objectives of each component will be completed following the formal budget announcement and as a part of the budget process.

By order of

Patrick Ullrich
Chief of Police