

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 180-A

REFERENCE STANDARDS: None

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SUBJECT: Safety Review Committee

PURPOSE: The purpose of the Hanover Park Police Department Safety Review Committee is to make recommendations in any matter regarding safety in daily Police Department operations, which involve but are not limited to safety incentives, sponsoring training opportunities, and developing policies and procedures to help create a safe work environment for all staff and the public. Employees that are present in the workplace on a daily basis have an opportunity to observe safety hazards, and an obligation to bring to the attention of management issues of concern. It is the intention of the Safety Review Committee to solicit employee input.

POLICY: It is the policy of the Hanover Park Police Department is to take appropriate actions to reduce the incidence of employment related injuries, occurrences of property damage, and to encourage safe working habits.

## I. Procedure

- A. Safety Review Committee Composition. The Safety Review Committee shall be comprised of seven members with the Deputy Chief of Support Services acting as the Chairman of the Committee. The remaining six members will be the following: Dayshift Lieutenant of Patrol, Sergeant of Support Services, Accreditation and Grants Manager, one Patrol Officer, one Records Division employee, and one Code Enforcement Division employee.
- B. The Chief of Police shall appoint a Patrol Officer, a Records Division employee, and a Code Enforcement Division employee for a term of one year. The Deputy Chief of Support Services, the Dayshift Patrol Lieutenant, the Sergeant of Support Services, and the Accreditation and Grants Manager are permanent positions on the committee. Removal from the Committee is at the sole discretion of the Chief of Police.
- C. The Committee shall meet quarterly on the first Wednesday of the months of January, April, July and October in order to review all reports from the previous quarterly meeting and review any outstanding issues, unless otherwise posted.
- D. The Committee shall be responsible for the following items regarding safety in the Police Department.
  - 1. Make recommendations regarding safety in the Police Department.

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**POLICE OPERATIONS MANUAL**

**Dir.#: 180-A**

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**VILLAGE OF HANOVER PARK**

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**Auth:**

2. Solicit input from employees regarding areas that need to be reviewed, and obtain suggestions for improvement.
3. Develop safety programs.
4. Encourage periodic discussion of new equipment, uniforms, and personal protective equipment.
5. Develop incentives which will encourage safe work habits.
6. Provide prepared recommendations for improvement to the Chief of Police who retains the final decision in any and all matters of safety.

## II. Meeting Agenda

- A. The agenda of each Committee meeting shall be as follows.
  1. Call to order.
  2. Minutes of last meeting read and approved.
  3. Safety issues.
    - a. New business.
    - b. Old business.
  4. Adjournment
- B. Meeting minutes shall be taken by an administrative assistant. Each meeting will have have agenda prepared, and the agenda along with all relevant information shall be distributed to Committee members prior to the meeting.