
Orland Park Police Department



Policy Manual

THE ORLAND PARK POLICE DEPARTMENT



MISSION AND VALUES

The mission of the Orland Park Police Department is to enhance the quality of life for the people and families within our community by providing professional, high quality and effective police service in partnership with the people. We, the members of the Orland Park Police Department believe that our work has a vital impact on the quality of life in our community. To demonstrate our dedication to our profession and our community, we commit ourselves to the following values:

Integrity

Integrity is defined as being honest, moral, upright and sincere. We believe that integrity is the basis for community trust; therefore, we can only serve effectively to the extent that we are credible, individually, as a department, and as a profession. We lead by example in both our professional and private lives and strive to serve as role models for the community. The high level of integrity of our employees is the very foundation of the Orland Park Police Department.

Community Partnership

We see the community in a partnership role; our citizens are our partners as well as our clients. Dedicated to professional service, we are constantly striving to work with the community to solve problems. We actively solicit citizen participation in the development of police activities and programs that impact their neighborhood. The department gives a high priority to crime prevention and community safety and is committed to implementing those practices that afford greater contact between the police and the community.

Community Problem Oriented Policing

The Orland Park Police Department is committed to an open and honest relationship with the people of the community. Department members shall uphold laws in an ethical, impartial, courteous, and professional manner while respecting the rights and dignity of all persons. We shall strive to achieve a balance between enforcement and community needs that reflect both the spirit and the letter of the law.

Commitment to Employees

The department recognizes that its employees are the vital component to the successful delivery of police services. We believe we can achieve our highest potential by actively involving our employees in problem solving, and the development and implementation of programs. We strive to achieve an environment of mutual respect and trust. The department recognizes and supports academic achievement of employees and promotes their pursuit of higher education.

Professionalism and Dedication

We are proud of the trust that the public places in us individually, as a department, and in our profession. We are committed to the development and maintenance of a force of well-trained, thoroughly professional employees that are dedicated to public service and protection to the people of the Village of Orland Park. The department shall continue to provide reinforcement and support to those employees who offer contributions to a work environment that reflects dedication to department values.

Orland Park Police General Orders

Revisions and Updates

<u>Date</u>	<u>Order</u>	<u>Change/Update</u>
October 17, 2005	Domestic Violence 41-9	Section 6,E,2 Short Form added
November 30, 2005	Benefits 22-2	F. Request for Leave changed
April 17, 2006	Consular Notification 41-16	New General Order
May 1, 2006	Police Motorcycle Unit 41-16	Order number changed
January 2, 2007	Smoking Ban Enforcement 85-1	New General Order
January 3, 2007	Patrol Administration 41-1	Shift Staffing
January 31, 2007	Applicant Backgrounds 32-3	Factors updated
January 31, 2007	Vehicle Inspections 53-1	Vehicle list updated
January 31, 2007	Handicapped Parking 61-11	Application process updated
January 31, 2007	12 Hour Shifts 46-7	Reformatted
March 1, 2007	Mobile Data Computers 81-4	New General Order
March 9, 2007	Patrol Equipment 41-3	Riot Helmets
March 9, 2007	Personal Equipment 41-4	Helmets available while on duty
March 14, 2007	Towing Procedures 61-5	Impoundment added
March 14, 2007	Tow Hearings Procedures 61-6	Hearings for Impoundment added
July 24, 2007	Criminal Investigations 42-2	Arson section added
August 1, 2007	Agency Jurisdiction/Mutual Aid 2-1	ILEAS sections added
October 17, 2007	Patrol Administration 41-1	Shift Change Procedure added
March 6, 2008	Weapons Procedure 1-4	Deleted Supervising Armorer
March 6, 2008	Electronic Control Weapons 1-10	Firing Data added
March 6, 2008	General Management 13-1	MV Citations added
March 6, 2008	Collective Bargaining 24-1	M.A.P. / Operating Eng. added
March 6, 2008	Disciplinary Procedures 26-1	Counseling (Optional) added
March 6, 2008	Racial Profiling 26-6	Apply Sticker to Citation added
March 6, 2008	Applicant Background 32-3	Factor "T" added
March 6, 2008	Training Administration 33-1	New Training Facility added
March 6, 2008	In-Service, Roll-Call Training 33-5	NUCPs Name Change updated
March 6, 2008	Specialized Training 33-6	TAZER Instructor added
March 6, 2008	Civilian Employee Training 33-7	DA's and ERPS Employees added
March 6, 2008	Patrol operations 41-2	Notification Change
March 6, 2008	Patrol Equipment 41-3	In-Car Video System added

March 6, 2008	Domestic Violence Proc. 41-9	Notification to DCFS added
March 6, 2008	Abandon Newborn Infant 44-2	Changed Newborn to 7 days old
March 6, 2008	Community Oriented Policing 45-3	Electronic Correspondence added
March 6, 2008	Special Response Team 46-2	Team Leader replaced Op Sup
March 6, 2008	Internal Review 52-1	Cit. Comp/Inter. Review defined
March 6, 2008	Inspectional Services 53-1	Updated vehicle information
March 6, 2008	Traffic Enforcement 61-1	add: written warning and seatbelts
March 6, 2008	Traffic Crash Investigation 61-2	M.C.R. added
March 6, 2008	In-Car Video System 61-8	New Digital Video System added
March 6, 2008	Roadside Safety Checks 61-9	Title Change: Detail Supervisor
March 6, 2008	Traffic Court Diversionary 61-10	Fine Amounts changed
March 6, 2008	Detention Center 72-1	Deleted Community Service Ofc.
March 6, 2008	Detention Center Safety 72-3	Update: New Building Procedures
March 6, 2008	Detention Center Security 72-4	Update: New Building Procedures
March 6, 2008	Prisoner Processing 72-5	Searching, Mass Arrest, Warrants
March 6, 2008	Prisoner Rights 72-7	Update: Phone Use and Meal Sec.
March 6, 2008	Supervision of Prisoners 72-8	Electronic Monitor of Cells added
March 6, 2008	Strip and Cavity Searches 72-10	Contraband to Controlled Sub.
March 6, 2008	Evidence Technician Ops 83-2	Digital Photo Evidence added
March 6, 2008	ERPS Administration 84-1	Update: New Building Procedures
October 29, 2008	Personal Equipment 41-1	Update: New ANSI Traffic Vest
October 29, 2008	Traffic Direction 61-3	Update: New ANSI Traffic Vest
December 1, 2008	Field Reporting and Manage 82-2	Update: Case Report Requirement
March 26, 2009	Limits of Authority 1-2	Update: Arrest in other Jurisdictions
March 26, 2009	Organizational Structure 11-1	Update: Organizational Subdivisions
March 26, 2009	Allocation/Distribution Personnel 16-1	Update: Recommended Minimum Staffing
March 26, 2009	Part – Time Police Officers 16-3	Update: Training, Duties and Responsibilities
March 26, 2009	Budget 17-2	Updated: Chief's Responsibilities
March 26, 2009	Benefits 22-2	Updated: Sick Leave, 22.2.1.C.3
March 26, 2009	Physical Fitness Program 22-3	Updated: Performance Evaluation
March 26, 2009	Overtime Callout Procedures 22-4	22.4.2.B.9 Selection is Final
March 26, 2009	Off Duty Extra Duty Employment 22-8	22.8.1.A.2.a Written Contract
March 26, 2009	Rules and Regulations 26-2	Added: Personal Use of Cell Phones
March 26, 2009	Crash Review Board Procedures 26-5	Shift Commanders Responsibilities 26.5.3.B.2
March 26, 2009	Training Academy Administration 33-2	Update: Supervisor of Training

March 26, 2009	Performance Evaluation System 35-1	Update: Evaluation System Rating Period
March 26, 2009	Personal Equipment and Uniforms 41-4	Issue/Replacement of Uniforms/Equip 41.4.7
March 26, 2009	Canine Unit Operations 41-6	Update: Situational Deployment, Emergencies
March 26, 2009	Domestic Violence Procedures 41-9	Update: Warrants, Criminal/Civil Order of Protect
March 26, 2009	Animal Control 41-10	Added: Will County, Update: Telephone #s
March 26, 2009	Field Interviews and Pat-Down 41-11	Update: Add Person to Incident in CAD System
March 26, 2009	Emergency Utilities Outage 41-18	New General Order
March 26, 2009	Alcohol and Tobacco Checks 42-3	Update: Investigations Supervisor
March 26, 2009	Juvenile Administration 44-1	Update: JO's Responsibilities and Procedures
March 26, 2009	Bomb Threat Incidents 46-3	Update: Threat Stand-Off Distances
March 26, 2009	Victim/Witness Assistance 55-1	Update: Crimes Covered by Act
March 26, 2009	Traffic Direction and Control 61-3	Special Order for Crossing Guard Re-appoint
March 26, 2009	Processing Arrestees (CABS) 72-11	Update: CABS and ICLEAR Procedures
March 26, 2009	Communications Facilities 81-3	Update: Outside Equipment Security
March 26, 2009	Records Administration 82-1	Update: Privacy/Security, Records Accessibility
March 26, 2009	Access and Review Procedures 82-4	Update: Village Residents
March 26, 2009	Sex Offender Registration 82-6	Update: Registration Days and Responsibilities
March 26, 2009	Evidence Handling 83-3	Update: Evidence Lab Submission
March 30, 2009	Emergency Weather Warnings 41-13	Removed Override System, added Evacuation
June 18, 2009	Motor Vehicle Towing Procedures 61-5	Update: Impoundment and Seizure Tows
July 7, 2009	Weapons Procedure and Policy 1-4	Added: TSA Flying Armed Procedure
July 7, 2009	Resident Access to Crim Records 82-4	Update: G.O. Name Change, Added: UCIA
March 30, 2010	Written Directives 12-2	Added: Annual Review and e-mail
March 30, 2010	Department Owned Property 17-5	Update: Equipment Inventory and Storage
March 30, 2010	Benefits 22-2	Update: 22.2.1.C.5, Physician Illness Verification
March 30, 2010	Awards and Recognition Program 26-4	Update: Officer and Civilian of the Year
March 30, 2010	Applicant/Employee Background 32-3	Added: Factor "U"
March 30, 2010	Firearms Training Program 33-9	Removed: SRT, Added: SSERT
March 30, 2010	Criminal Investigation Admin 42-1	Added: LT, TRU and Crime Free Housing
March 30, 2010	Crime Free Multi-Housing 42-4	New General Order
March 30, 2010	Juvenile Administration 44-1	Update: Juvenile ages and Detention procedure
March 30, 2010	Rapid Deployment Policy 46-5	Removed Special Response Team
March 30, 2010	Respiratory Protection 46-6	Removed Special Response Team
March 30, 2010	Procedures for 12 Hour Shift 46-7	Removed Special Response Team
March 30, 2010	Temporary Detention 72-9	Rescinded General Order

March 30, 2010	Communications Administration 81-1	Update: Support Service Manager / Taped lines
March 30, 2010	Communications Operations 81-2	Update: Support Service Manager / Taped lines
March 30, 2010	Records Operations 82-3	Update: name index and procedures
March 30, 2010	Report Review Process 82-7	Update: Review Procedures
March 30, 2010	Evidence Property Admin 84-1	Update: Inspections and Inspection Procedures
May 19, 2010	Applicant/Employee Background 32-3	Added: Factor "V"
August 10, 2010	Applicant/Employee Background 32-3	Added: Factor "W" and FOID requirement
August 10, 2010	Rules and Regulations 26-2	Added: Drivers License and FOID requirement
October 21, 2010	Line of Duty Death Protocol 55-2	Added: Hometown Heroes Survivors' Benefits
October 29, 2010	Supervision of Prisoners 72-8	Update: Lock-Up Inspection / Prisoner Contact
November 1, 2010	Evidence Handling 83-3	Update: Sex Assault Evidence Submission Act
December 30, 2010	Traffic Crash Investigations 61-2	Added: Traffic Crashes involving Metra Trains
January 11, 2011	Detention Center Management 72-1	Update: Daily Observation and Operation
February 17, 2011	Weapons Policy 1-4	Removed Special Response Team
February 17, 2011	Less-Lethal Devices 1-6	Removed Special Response Team
February 17, 2011	Chemical Munitions 1-8	Removed Special Response Team
February 17, 2011	Diversionary Devices 1-9	Removed Special Response Team
February 17, 2011	Organizational Chart 11-1	Removed SRT, PATV and Drug Unit
February 17, 2011	Specialized Assignments 16-2	Removed SRT, PATV and Drug Unit
February 17, 2011	Training Administration 33-1	Removed Special Response Team
February 17, 2011	Specialized Training 33-6	Removed Special Response Team
February 17, 2011	Patrol Administration 41-1	Removed SRT Added: Mobile Command Responsibilities
February 17, 2011	Patrol Operations 41-2	Removed Special Response Team and PATV
February 17, 2011	Personal Equipment and Uniforms 41-4	Removed Special Response Team
February 17, 2011	Motor Vehicle Pursuits 41-5	Removed Stop Stick Training
February 17, 2011	Domestic Violence 41-9	Removed Special Response Team
February 17, 2011	Missing Persons Reports 41-12	Updated: AMBER Alert
February 17, 2011	Special Response Team 46-2	Rescinded General Order
February 17, 2011	Inspectional Services 53-1	Updated: Mobile Command Responsibility
February 17, 2011	Detention Center Security-Control 72-4	Removed Special Response Team
February 17, 2011	Responding to Suspicious Pkg 84-3	Updated: EMS protocol
February 22, 2011	Civilian Employees 16-5	Amended: Intern to Part-time IT
March 2, 2011	Department Owned Property	Removed: Office Equipment Inventory > \$500.00
March 7, 2011	In-Car Video System 61-8	Updated: Enforcement Stop and Arbitrator Info.

March 7, 2011	SANE and Child Advocacy Protocol 42-5	New General Order
March 22, 2011	Prisoner Processing 72-5	Amended: Prisoner Inventory responsibilities
April 1, 2011	Confidential Informant Procedures 42-6	New General Order
April 1, 2011	Criminal Investigations Operations 42-2	Removed Confidential Informant Protocol
May 27, 2011	Fiscal Management-Purchasing 17-3	New General Order
June 1, 2011	Code of Appearance 26-3	Amended: Body Art, Tattoos, Brands or Body Piercing
June 8, 2011	Incident Command Procedures 46-9	New General Order
June 10, 2011	Selection-Professional and Legal Requirements 32-1	New General Order
June 10, 2011	Dignitary Protection 46-8	New General Order
June 14, 2011	Use of Force 1-3	Added: Training and Review Component
June 15, 2011	Social Media 26-7	New General Order
June 16, 2011	Evidence and Recovered Property Administration and Operations 84-1	Added: Temporary Storage and Quarterly Inspections
June 20, 2011	Field Training and Evaluation Program 33-8	Added: Selection Process for FTO
June 20, 2011	Internal Review/Citizen Complaint Administration and Operational Procedures 52-1	Added: Notification to Officer
June 27, 2011	In-Service, Role Call and Advanced Training 33-5	Added: Reassignment and Training Approval
June 28, 2011	Traffic Crash Investigations 61-2	Added: Private Property and Fire Hazards
June 30, 2011	Traffic Enforcement 61-1	Added: Bonding information and updated State Department numbers.
June 30, 2011	Special Prisoner Transportation Situations 71-3	Added: Special Transport, Citizen, and Opposite Sex Detainees
July 8, 2011	Selection-Administrative Practices And Procedures 32-2	New General Order
July 20, 2011	Crime Free Multi-Housing Program 42-4	Amended: Reporting Requirements Through Software
July 22, 2011	Electronic Recording of Homicide Interrogations 42-7	New General Order
July 25, 2011	Fiscal Management – Accounting	New General Order
July 25, 2011	Fiscal Management – Purchasing	Added: Contracts and Department Credit Cards
August 1, 2011	Motor Vehicle Towing Procedures 61-5	Added: Release Requirements Under Evidence Tows and Additional Statutes Governing Impounds.
August 1, 2011	Evidence Property Admin 84-1	Added: Release Requirement Under Physical Security.
August 1, 2011	Traffic Crash Investigations 61-2	Added: Release Requirement Under Traffic Crash Follow-Up.
August 22, 2011	Officer-Involved Shooting Protocol 1-11	New General Order

August 23, 2011	Records Operations 82-3	Added: Quashing of Warrants Protocol
September 2, 2011	Special Prisoner Transport Situations 71-3	Added: Communicable Diseases
September 29, 2011	Patrol Administration 41-1	Added: Special Use Vehicles
September 29, 2011	Police All terrain Vehicles 41-8	Rescinded General Order
October 20, 2011	Interactions With The Mentally Ill 41-19	New General Order
November 1, 2011	Specialized Assignments 16-2	Added: SSERT and South Suburban Major Crimes Task Force.
November 7, 2011	Law Enforcement Agency Role 1-1	Added: Oath of Office Attachment
November 9, 2011	Internal Review/Citizen Complaint	Added: Dissemination through Computer Server
November 15, 2011	Field Training and Evaluation Program 33-8	Added: Evaluation of Probation Employee Link
November 15, 2011	Performance Evaluation System Admin 35-1	Added: Probation Employee Annual and Mid-term Evaluation
November 15, 2011	Rules and Regulations 26-2	Added: Other Wireless Communications
November 23, 2011	Field Training and Evaluation Prg 33-8	Amended: Phase II
December 13, 2011	Media Relations 54-1	New General Order
January 12, 2012	Prisoner Processing 72-5	Amended: Detention Times for Juveniles
January 13, 2012	Specialized Assignments 16-2	Added: Mobile Field Force
February 01, 2012	Bulletin Board Usage 13-4	Changed: General Order Format
February 08, 2012	Mobile Data Computers 81-4	Changed: New World System
February 14, 2012	Consular Notification & Access 41-16	Amended: Appendixes and Website Info
February 23, 2012	Rules and Regulations 26-2	Added: Definitions Section
February 23, 2012	In-Car Video System 61-8	Amended: Notification for Stoppage
February 23, 2012	Special Prisoner Transportation Situations 71-3	Changed: Special Transport
February 23, 2012	Vehicle Tow Hearing Procedures 61-6	Updated: New Format
March 15, 2012	Disciplinary Procedures 26-1	Added: Douglas Factors and Counseling
March 21, 2012	Limits of Authority 1-2	Added: Authority to Carry, Constitutional Requirements, and Arrest Procedures
May 15, 2012	Canine Unit Operations 41-6	Added: Canine Training Materials
May 24, 2012	Traffic Crash Investigations 61-2	Removed: Traffic Crashes involving Metra Trains
July 5, 2012	Supervision of Prisoners 72-8	Added: PREA requirement 72.8.1.A.2.a
July 30, 2012	Rules and Regulations 26-2	Amended: Residence-Telephone-Address
August 9, 2012	Interactions With The Mentally Ill 41-19	Added: Statute for Minor Admissions
August 20, 2012	Part-Time Police Officers 16-3	Amended: Qualifications
August 27, 2012	Traffic Enforcement 61-1	Added: Definitions and Not personally issued citations procedures
October 15, 2012	Student Internship Program 16-6	New General Order

December 5, 2012	Limited English Proficiency 45-4	New General Order
December 5, 2012	Rules and Regulations 26-2	Added: Accountability and Responsibility
December 5, 2012	General Management 13-1	Removed: 13.1.2.B.5.b, c, d, e
January 9, 2013	In-Car Video System 61-8	Amended: Supervisor Reporting Format
January 9, 2013	Traffic Enforcement 61-1	Added: John Deere Gator
January 11, 2013	Traffic Court Diversionary 61-10 Program	Amended: Diversionary Envelope Options
January 14, 2013	Patrol Equipment 41-3	Updated: PD Info Board
January 14, 2013	Prisoner Health and Medical Care 72-6	Updated: Language Corrections
January 14, 2013	Supervision of Prisoners 72-8	Updated: Language Corrections
January 14, 2013	Strip and Body Cavity Searches 72-10	Updated: Language Corrections
January 24, 2013	Field Training and Evaluation Program 33-8	Updated: Training Manual
January 24, 2013	Applicant and Employee Background Investigation 32-3	Removed: Factor W Social Media
January 29, 2013	Oleoresin Capsicum Restraint Spray 1-5	Added: Annual Reporting
January 29, 2013	General Management 13-1	Added: Shift Commanders Watch Report
January 29, 2013	Prisoner Transportation 71-1	Added: Receiving Officer Signature Requirement
February 7, 2013	Controlled Electrical Weapons 1-10	Amended: Title, Vest Carrier and Reporting Requirement
February 7, 2013	Evidence Technician Program Operations 83-2	Added: Inventorying Original CD-R
February 7, 2013	Less-Lethal Impact Devices 1-6	Added: Language Change
February 26, 2013	Weapons Procedure and Policy 1-4	Removed: Off Duty Requirements
February 26, 2013	Personal Equipment and Uniforms 41-4	Amended: Duty Belt Carrying Cases
February 26, 2013	Field Reporting and Management 82-2	Amended: Incident Number
February 26, 2013	AED Program 41-14	Amended: Reporting and Equipment
February 26, 2013	STARCOM21 Radio System Procedures 81-5	New General Order
February 26, 2013	Handicapped Parking Permits 61-11	Removed: Orland Park Police Department
March 25, 2013	Part-Time Police Officers 16-3	Amended: Age, Probation Requirements Removed: Liaison
March 27, 2013	Traffic Enforcement 61-1	Added: Voiding Citation Requirement
March 27, 2013	General Management 13-1	Added: Link to 61.1.2
March 27, 2013	Records Operations 82-3	Removed link to 62.1
April 12, 2013	Patrol Equipment 41-3	Amended: Ages of Children for Seat Belts
April 29, 2013	Prisoner Health and Medical Care 72-6	Amended: Prisoner Medication

May 13, 2013	Patrol Administration 41-1	Amended: House Watch Program
May 29, 2013	Communications Operations 82-1	Removed: Telephone Reporting
July 29, 2013	Bicycle Registration 45-5	New General Order
July 29, 2013	Weapons Policy and Procedure 1-4	Amended: Off Duty Carry Part-Timers
August 28, 2013	Police Chaplain Program 55-3	New General Order
September 25, 2013	Weapons Policy and Procedure 1-4	Amended: Off Duty Carry Due to Concealed Carry Law Removed: Safe T Lock
October 11, 2013	Ride-Along Program 45-6	New General Order
October 17, 2013	Traffic Crash Investigations	Added Type A Injury or Fatal Crashes
October 30, 2013	Concealed Firearms Carry 26-8	New General Order
January 6, 2014	Strikes and Labor Disputes 46-4	Added: NIMS Language
January 7, 2014	Regional Services 2-2	Amended: Web Site for LEADS Training
January 7, 2014	Direction 12-1	Amended: Command Authority
January 7, 2014	Personnel Family Locator 23-1	Amended: 23.1.2.C
January 10, 2014	Processing Arrestees (CABS) 72-11	Amended: Definition of Adult
January 10, 2014	Animal Control 41-10	Added: Groen Trapping
January 10, 2014	Allocation and Distribution of Personnel 16-1	Amended: Power Patrol Shift
January 10, 2014	Facilities Management 13-3	Amended: Parking Restrictions
January 10, 2014	Emergency Weather Warnings 41-13	Amended: Weather Spotters
January 20, 2014	Training Academy Administration 33-2	Amended: Academies
February 5, 2014	Minimum Strength and Overtime Callout for Telecommunicators/ Support Clerks	Amended: Callout Procedure
February 5, 2014	Minimum Strength and Overtime Callout for Telecommunicators/ Support Clerks 22-7	Amended: Callout Procedure
February 10, 2014	Criminal Investigations Operations 42-2	Amended: SSMCTF to 59 agencies
February 13, 2014	Prisoner Restraint Policy 71-2	Added: Excited Delirium
February 13, 2014	Specialized Assignments 16-2	Added: Crime Free Housing and Retail Theft Specialist
February 13, 2014	Traffic Direction and Control 61-3	Removed: Orland Park Department of Transportation
February 13, 2014	Personal Equipment and Uniforms 41-4	Added: Vest Carriers and Medical Exception
February 24, 2014	Traffic Enforcement 61-1	Added: Concealed Carry to 61.1.8
February 28, 2014	Agency Jurisdiction and Mutual Aid 2-1	Added: ILEAS Procedures and Removed Alarm Card
February 28, 2014	Field Interviews and Pat-Down Searches 41-11	Added: Concealed Carry
February 28, 2014	Bomb Threat Incidents 46-3	Added: Secondary Explosions

March 4, 2014	Concealed Firearm Carry 26-8	Added: Committee, Criteria for Denial and Procedures for Safekeeping and Seizure
March 13, 2014	Evidence and Recovered Property Administration and Operations 84-1	Added In-Squad Video Retention Requirements
April 4, 2014	Personal Equipment and Uniforms 41-4	Added: Badge Placement for Plain Clothes
May 8, 2014	Benefits 22-2	Added: Employee Responsibility for Accrued
May 8, 2014	Victim/Witness Assistance Administration 55-1	Added: Court Advocates
May 8, 2014	Communications Administration 81-1	Added: LEADS Compliance Requirements
May 8, 2014	Promotion – Professional and Legal Requirements 34-1	New General Order
May 12, 2014	Consular Notification and Access 41-16	Amended: Website Link and Phone Numbers
May 12, 2014	Field Reporting and Management 82-2	Added: 82.2.2.E
May 14, 2014	Compensation 22-1	Added: Salary Levels for Those With Special Skills
May 19, 2014	Compensation 22-1	Amended: Hold-Over Authorization
May 19, 2014	Victim/Witness Assistance Admin and Operation 55-1	Added: Transportation to Medical Facilities/ Safe Places
May 19, 2014	Communication Administration 81-1	Added: Teletype and Automated Communications as a Component
May 20, 2014	Grievance Procedure 25-1	New General Order
May 20, 2014	Records Operations 82-3	Added: Warrant Availability 24/7
May 23, 2014	Law Enforcement Agency Role 1-1	Added: Village Ordinances
May 23, 2014	Weapons Procedure and Policy 1-4	Added: Remedial Training
May 27, 2014	Communications Operations 81-2	Amended: Recording and Reviewing Radio Transmissions and Emergency Telephone Conversations
June 2, 2014	Legal Process 74-1	New General Order
June 2, 2014	General Management 13-1	Added: Accreditation and Annual Report Responsibilities
June 2, 2014	Bias-Based Profiling 26-6	Amended: Name of General Order, Added Training And Annual Reporting
June 6, 2014	AED Program 41-14	Amended: Qualifications and Added Inspections
June 6, 2014	Crime Analysis 15-3	New General Order
June 10, 2014	Infectious Materials and Disease Control 22-6	Amended: Responsibilities and Title
June 11, 2014	Training Administration 33-1	Added: Training Record Entries
June 11, 2014	Confidential Informant Procedures 42-6	Added: Patrol Officer Use of Informants
June 12, 2014	Vice, Drugs and Organized Crime 43-1	New General Order
June 18, 2014	Criminal Investigations Operations 42-2	Added: Interview Room Procedures and Training

June 18, 2014	Communications Facilities and Equipment 81-3	Added: Security Measures
June 19, 2014	Limits of Authority 1-2	Added: Illinois Compiled Statutes 725 ILCS 5/108-1
June 19, 2014	Inspectional Services 53-1	Added: Bi-Annual Line and Specialized Equipment Inspections
June 24, 2014	Uniformed Personnel Inspection Form 53-1	Added: New Form as an Attachment
July 10, 2014	Emergency Weather Warnings 41-13	Added: Weather Spotter Locations
July 14, 2014	Discipline Procedures 26-1	Added: Performance Improvement Plan
August 22, 2014	Social Media 26-7	Added: Internet Use On Duty
September 22, 2014	Naloxone Dispensing Program 41-20	New General Order
September 22, 2014	Victim/Witness Assistance Administration and Operation 55-1	Added: ICE Website
November 26, 2014	In Car Video System (CVS) 61-8	Added: Classify Tags and Disposal Responsibility
January 8, 2015	Live and Photographic Line-Up Procedures 42-8	New General Order
January 8, 2015	Criminal Investigations Operations 42-2	Amended: Line-Up Procedures Refer to 42-8
January 8, 2015	Communications Administration 81-1	Removed: TCO Support Clerk Job Description
January 8, 2015	Evidence and Recovered Property Administration and Operations 84-1	Added: Tracer Program to 84.1.7
January 8, 2015	Benefits 22-2	Amended: Immunity of Public Employees Statute
January 23, 2015	Awards and Recognition 26-4	Added: Images of Medals
January 27, 2015	Specialized Assignments 16-2	Added: Crisis Intervention Team Officer
January 27, 2015	Interaction with the Mentally Ill 41-21	Added: Crisis Intervention Team Procedures
January 27, 2015	Respiratory Protection 46-6	Added: Sworn Officers
January 28, 2015	Written Directives 12-2	Amended: Notification Methods and Requirements For Changed or New General Orders
February 2, 2015	Firearms Training Program 33-9	Added: Firearms Training Coordinator Responsibility for Remedial training, Reporting Requirement for Remedial Training and Qualification Submittal to ILETSB
February 2, 2015	Electronic Recording of Custodial Interrogations 42-7	Amended: Name of General Order Updated Changes to 725 ILCS 5/103-2.1
February 9, 2015	In-Car Video System 61-8	Amended: Recording of Enforcement Stops and Recording Release Authorization
February 9, 2015	Procedures for Transitioning to 12 Hour Shift, Disaster /Emergency Response 46-7	Removed: Reporting to the EOC
February 16, 2015	Illinois Sex Offender Registration Act 82-6	Added: Definitions and Removed TCO Duties

February 17, 2015	Criminal Investigation Organization and Administration 42-1	Amended: Case Status Designations and Callout
February 17, 2015	Juvenile Administration and Operations 44-1	Removed: Juvenile Number Requirement
February 18, 2015	Rapid Deployment Policy 46-5	Removed TEMs and Number Required for Contact Team
February 19, 2015	Emergency Weather Warnings 41-13	Added: Severe Winds Siren and EOC Activation
March 11, 2015	Sex Offender Community Notification 82-5	Amended: G.O. Name and Maintenance of Files
March 11, 2015	Motor Vehicle Towing Procedures 61-5	Amended: Impound for Retail Theft to \$300.00
March 25, 2015	Conducted Electrical Weapons 1-10	Removed: M26 and Added X2
March 26, 2015	Disciplinary Procedures 26-1	Amended: Reporting to HR Director – Sex Harassment Complaint
March 30, 2015	Applicant and Employee Background	Removed: Sworn from Partial Background
April 30, 2015	Emergency Weather Warnings 41-13	Added: NWS Reporting Requirements for Storm Damage
May 6, 2015	Interaction With The Mentally Ill 41-19	Added: Reviewer, Definition of Clear and Present Danger and Reporting Requirements
June 16, 2015	Unmanned Aircraft Systems 41-21	New General Order
August 10, 2015	Minimum Strength and Overtime Call-Out for Telecommunicators / Support Clerks 22-7	Amended; Callout Procedures
August 11, 2015	Infectious Materials and Disease Control 22-6	Amended: Healthcare Provider
August 11, 2015	Selection- Administrative Practices and Procedures 32-2	Amended: Partial Field Background Investigations
August 14, 2015	Overtime Callout Procedures Sworn Personnel 22-4	Added: Definition and Procedures for Officer Replacement
November 4, 2015	Motor Vehicle Towing Procedures 61-5	Amended: Impound Restriction for 6/306.5
December 8, 2015	Rapid Deployment Policy 46-5	Added: Rescue Task Force Component and Definitions
December 15, 2015	Limits of Authority 1-2	Added: Pedestrian and Public Place Definition And Uniform Pedestrian Stop Card Receipt
December 15, 2015	Student Internship Program 16-6	Added: Major Concentration Requirement and Sick Notification
December 15, 2015	Orland Park Police Policy Manual	Amended: The Orland Park Police Patch
December 17, 2015	Field Interviews and Pat-Down Searches 41-11	Added: Definitions and Uniform Pedestrian Stop Card and Receipt
December 17, 2015	Evidence Technician Program Operations 83-2	Amended: Evidence Photography Inventory Platform and Verification of Date/Time Stamp On Recording Equipment
January 5, 2016	Non-Deadly Force Applications 1-7	Amended: The Expandable Baton to May Carry
January 5, 2016	Personal Equipment and Uniforms 41-4	Amended: Requirement that Baton Be Carried On the Belt if Worn

February 6, 2017	Bicycle Registration 45-5	Added: Grammatical Changes (F). The Form will (be) archived & (G)(1) If the owner of (the) bicycle.
February 7, 2017	Crime Prevention 45-1	Removed: Programs include Safety Town for Preschoolers and Added Teen Citizens Police Academy for teens.
February 7, 2017	Smoking Ban Enforcement 85-1	Added: Definition of Smoking
February 7, 2017	Awards and Recognition Program 26-4	Added: Included Part Time Employees (Officer and Civilian of the Year)
February 7, 2017	Crime Free Multi-Housing 42-4	Changed: Workbook to CD
February 23, 2017	Juvenile Administration and Operations 44-1	Changed \$100.00 to \$300.00 Amended: Custodial Interrogation of Juveniles
February 23, 2017	Records and Operations 82-3	Added: E-Crash to Traffic Records System Amended Traffic Citation Records to include E-Ticket Application Added Electronic Live Scan to Arrest Record Requirement
February 23, 2017	Communications Operations 81-2	Changed: Tape Requests to Audio Recording Requests and AS400 to PRMS
March 31, 2017	Motor Vehicle Towing Procedures 61-5	Amended: Updated Statutes
May 22, 2017	Specialized Assignments 16-2	Removed POP Officer
June 1, 2017	Prisoner Processing 72-5	Added: Steps of a Thorough Search and the use of the hand held metal detector
July 24, 2017	Conducted Electrical Weapons 1-10	Removed: X26, Changed Darts to Probes
July 24, 2017	Traffic Enforcement 61-1	Added: Drugged Impaired Drivers
July 24, 2017	Patrol Equipment 41-3	Added: The operating employee shall ensure that all passengers are secured in a safety belt.
July 24, 2017	Detention Center Security and Control 72-4	Added: On-duty detention aide shall log a check of the lock-up prior to and at the end of each shift.
July 24, 2017	Bias-Based Profiling 26-6	Added: Biased-Based Profiling
September 7, 2017	Officer- Involved Shooting Protocol 1-11	Added: Required Drug and Alcohol Testing
September 7, 2017	Missing Persons Reports—Procedures 41-12	Removed: Rapid Recovery Program
September 7, 2017	Weapons Procedure and Policy 1-4	Added: 1.4.2 Personally owned AR
September 19, 2017	Traffic Enforcement 61-1	Changed: 40mph to 35mph 61.1.2(a)(g)
September 26, 2017	Sexual Assault & Abuse Inv. 42-9	New: 42-9 Sexual Assault and Abuse Investigations

November 8, 2017	Personal Equipment and Uniforms 41-4	Amended: Ties and Designations of Rank Removed Turtleneck/Dickie and
December 5, 2017	Handicapped Parking Permits 61-11	Amended: Definition of Handicapped Person Added: Fine Schedule Location
December 15, 2017	Missing Persons Reports-Procedures 41-12	Added: National Center for Missing and Exploited Children Paperwork
December 19, 2017	Prisoner Processing 72-5	Added: Female Muslim Head Covering Procedure
February 27, 2018	In Car Video System 61-8	Added: two random recordings under 61.8.7
February 27, 2018	Patrol Equipment 41-3	Amended: Rechargeable Flashlight Charger and removed one highly visible removable red light
February 27, 2018	Criminal Investigation Operation 42-2	Removed: Investigation Checklist
February 27, 2018	Ancillary Services 61-4	Amended: Push Bumpers
February 27, 2018	Personal Equipment and Uniforms 41-1	Removed: Ties, Turtlenecks, Overshoes and Skirt
February 27, 2018	Weapons Procedures and Policy 1-4	Amended 1.4.9 Flying Armed
February 27, 2018	Infectious Material & Disease Control 22-6	Amended: Record Keeping, Employee Training, Record Keeping and Vaccination.
February 27, 2018	Starcom21 Radio System 81-5	Removed Policy
February 27, 2018	Field Reporting and Management 82-2	Amended: Secondary Review
February 27, 2018	Traffic Court Diversionary 61-10	Amended: Issuing Officer's Responsibilities
February 27, 2018	Community Oriented Policing 45-3	Amended: Community Engagement Program and Attachments to General Order
February 27, 2018	Conducted Electrical Weapons 1-10	Amended: Taser Deployment Procedures and added Increased Deployment Risks
February 27, 2018	Emergency Weather Warning 41-13	Amended: Lincolnway Dispatch to Laraway Dispatch and Amended 41.13.4
March 6, 2018	Patrol Administration 41-1	Amended: Patrol Shift Minimums 2 nd shift to (8)
May 22, 2018	Internal Review 52-1	Amended 52.1.3-Internal Review Component
September 27, 2018	Administrative Booking Fee	New General Order
November 2, 2018	Unmanned Aircraft Systems 41-21	Added: Night Time Operatons

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ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-1
SUBJECT: LAW ENFORCEMENT AGENCY ROLE
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

1.1.1 OATH OF OFFICE

1.1.2 CODE OF ETHICS

PURPOSE:

The purpose of this order is to establish a requirement of an Oath of Office to be taken by all Department sworn personnel prior to assuming duties and to supply guidance through a Code of Ethics for all sworn officers.

1.1.1 OATH OF OFFICE

- A. All officers shall take and subsequently abide by an "Oath of Office" prior to assuming sworn status or when receiving a promotion to a higher rank. The "Oath of Office" is a pledge to enforce the law and uphold the Constitutions of the United States and the State of Illinois and the ordinances of the Village of Orland Park.
- B. The "Oath of Office" ceremony shall consist of:
 1. A "swearing-in" which is administered by the Mayor or Board of Fire and Police Commissioners.

1.1.2 CODE OF ETHICS

- A. All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing. Consequently, the Department shall adopt the Law Enforcement Code of Ethics as a guideline from which to perform its duties.
- B. All members of the Orland Park Police Department shall take the department's "Oath of Office" at the annual awards ceremony.

Attachment: Law Enforcement Code of Ethics
Oath of Office



*On my honor, I will never
Betray my badge, my integrity,
My character or the public trust.*

*I will always have the courage to hold
Myself and others accountable for our actions.*

*I will always uphold the constitution,
My community and the agency I serve.*

LAW ENFORCEMENT CODE OF ETHICS

PRIMARY RESPONSIBILITIES OF A POLICE OFFICER

A police officer acts as an official representative of government who is required and trusted to work within the law. The Officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community; safeguarding lives and property; protecting the innocent; keeping the peace; and ensuring the rights of all to liberty, equality and justice.

PERFORMANCE OF THE DUTIES OF A POLICE OFFICER

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

DISCRETION

A police officer will use responsibility the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and appropriate use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advise rather than arrest – which may be correct in appropriate circumstances – can be a more effective means of achieving a desired end.

USE OF FORCE

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

Force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will only use the minimal level of force that is necessary and never engage in cruel, degrading or inhuman treatment of any person.

CONFIDENTIALITY

Whatever a police officer sees, hears or learns of, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

INTEGRITY

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.

The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscription, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

COOPERATION WITH OTHER OFFICERS AND AGENCIES

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

PERSONAL/PROFESSIONAL CAPABILITIES

Police officer will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

PRIVATE LIFE

Police officers will behave in a manner that does not bring discredit to their agencies of themselves.

A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

I have read and understand this Law Enforcement Code of Ethics adopted by the Orland Park Police Department.

Orland Park Police Officer



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-2
SUBJECT: LIMITS OF AUTHORITY
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

- 1.2.1 LEGALLY MANDATED AUTHORITY OF SWORN OFFICERS
- 1.2.2 AUTHORITY TO CARRY AND USE WEAPONS
- 1.2.3 CONSTITUTIONAL REQUIREMENTS OBSERVED
- 1.2.4 SEARCH AND SEIZURE PROCEDURES WITH OR WITHOUT A WARRANT
- 1.2.5 USE OF DISCRETION BY SWORN OFFICERS
- 1.2.6 ALTERNATIVES TO ARREST

PURPOSE:

The purpose of this order is to define the legally mandated authority vested in sworn officers and outline the circumstances when sworn officers should exercise alternatives to arrest. Also, to provide written guidelines which govern the use of discretion by sworn officers.

DEFINITION:

Sworn Officer: For the purpose of this directive, the term "sworn officer" only refers to all ranks of actual police officers.

Pedestrian: Any person afoot or wearing in-line speed skates, including a person with a physical, hearing or visual disability (625 ILCS 5/1-158).

Police District: The territory which is embraced within the corporate limits of adjoining municipalities within any county in the State of Illinois (65 ILCS 5/7-4-7).

Public Place: Any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways, and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities, and shops (720 ILCS 5/12C-60).

ORDER:

1.2.1 LEGALLY MANDATED AUTHORITY OF SWORN OFFICERS

- A. The United States Constitution, Illinois Constitution and Illinois Compiled Statutes define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances.
 - 1. 65 ILCS, Section 5/11-1-2, grants the authority to municipalities to create and define police powers.
 - 2. Orland Park Municipal Code, Title 8, establishes the powers of the Chief of Police.
- B. On-duty authority and responsibility.
 - 1. While on-duty, inside the city limits, sworn officers of the Orland Park Police Department have the full authority granted peace officers by Illinois Statute, which includes:

- a. The authority to make warrantless arrests, serve arrest warrants and serve search warrants as granted by the ILCS 65, Section 5/3-9-4 and Chapter 725, Section 5/107-2.
 - b. The authority to make an arrest of an individual without an arrest warrant based upon probable cause that the individual to be arrested has been charged in the court of another state with a felony (725 ILCS Section 225/14).
2. While on-duty, outside the village limits, sworn officers of the Orland Park Police Department have the full authority granted peace officers by Illinois Statute (725 ILCS 5/107-2 and 725 ILCS 5/107-4), but must be aware of certain statutory provisions and Departmental guidelines affecting the authority to make arrests outside of the city.
- a. Arrest with warrant.

Officers who possess a search warrant or arrest warrant have the authority to execute the warrant anywhere within the State of Illinois (725 ILCS, Section 5/107-2).

 - 1) Prior to executing the warrant, the local law enforcement agency should be notified of the officer's presence within the jurisdiction.
 - b. "Hot" or "fresh pursuit.

Officers have the authority to make an arrest based upon probable cause and without a warrant anywhere in Illinois when the officer is engaged in "hot or fresh pursuit" (People v. Clark, 360 NE d. 1160 (1977)).

 - 1) The local law enforcement agency should, whenever feasible, be notified of the officers' presence within the jurisdiction.
 - c. Arrest in other jurisdictions (725 ILCS 5/107-4)
 - 1) Officers may conduct temporary questioning pursuant to 725 ILCS 5/107-14 and may make arrests in any jurisdiction within Illinois if: the officer is engaged in the investigation of an offense that occurred in the Village of Orland Park and the temporary questioning is conducted or the arrest is made pursuant to that investigation, or
 - 2) An Officer, while on-duty, becomes personally aware of the immediate commission of a felony or misdemeanor violation of the laws of Illinois. While acting pursuant to 725 ILCS 5/107-4 (a-3), an officer has the same authority as within his own jurisdiction. The law enforcement agency of the county or municipality in which any arrest is made under 725 ILCS 5/107-4 shall be immediately notified of the arrest.
 - d. Police District

An officer may make an arrest based upon probable cause and without a warrant anywhere within the geographic boundaries of the police district (ILCS 65, Section 5/7- 4-7).

 - 1) When the matter is not of direct concern to the Village of Orland Park, officers should make every reasonable effort to bring about the appropriate action by the responsible law enforcement agency.
 - e. Mutual aid assistance

Sworn officers from the Orland Park Police Department have full authority as peace officers in another municipality when fulfilling a mutual aid role as provided by statute. (65 ILCS, Section 5/1-4-8 and Section 5/11-1-2.1).
 - f. Assisting another law enforcement officer.

Sworn officers from the Orland Park Police Department may be summoned outside the city limits to aid another law enforcement officer. Any person assisting a peace officer, under the authority of Illinois Compiled Statutes, Chapter 725, Section 5/107-8, has the same powers of arrest as the peace officer being assisted.
 - e. Arrest by private person

Officers have the authority to make a warrantless arrest outside the city and police district if the arrest would be valid if made by a private citizen (Illinois Compiled Statutes 725 ILCS 5/107-3).

C. Off-duty authority and responsibility.

1. An officer, by virtue of his public employment, is vested by law with a duty to maintain public order and to make lawful arrests. But, an off-duty officer faced with a situation involving criminal conduct is usually neither equipped nor prepared to handle the situation in the same manner as if he were on-duty. Therefore, an off-duty officer confronted with a situation involving criminal conduct should give consideration to causing the responsible law enforcement agency to take appropriate action. In some cases, the exigency of a given situation may call for immediate action by the officer. The off-duty officer, however, should take action only after considering the tactical situation with regard to his own safety, the safety of others, and to possible liability to the Department.

D. Out-of-State authority and responsibility.

1. Peace officers powers of sworn officers of the Orland Park Police Department do not extend beyond this State. When a police matter which is of direct concern to the Village of Orland Park requires police action, but is outside the boundaries of the State of Illinois the appropriate federal, state and/or local law enforcement agency must be utilized, before any enforcement action is taken.

1.2.2 AUTHORITY TO CARRY AND USE WEAPONS

- A. Illinois Compiled Statutes 720 ILCS 5/24-1, 720 ILCS 5/24-2 and 430 ILCS 65-2 grant the legal authority to sworn officers to carry firearms.
- B. The legal authority of sworn officers to use weapons in the performance of their duties is governed by the United States Constitution, Illinois Compiled Statutes, case law, and Department policy.

1.2.3 CONSTITUTIONAL REQUIREMENTS OBSERVED

- A. During the course of a criminal investigation, sworn personnel will ensure that the constitutional rights of persons involved are not violated and shall follow all procedures as set forth in the Illinois Compiled Statutes pertaining to constitutional requirements. Persons subjected to custodial interrogation will be advised of their rights under Miranda. Particular attention should be given to protect against:
 1. Coercion or involuntary confessions or admissions during interviews (including field interviews) or interrogations.
 2. Failure to inform defendants of their rights, including access to counsel.
 3. Pretrial publicity tending to prejudice a fair trial.
 4. Delay in arraignment.

See also General Order 42.7, ELECTRONIC RECORDING OF CUSTODIAL INTERROGATIONS

B. Field Interviews

Officers engage in citizen contacts on a daily basis. Most of these contacts are non-intrusive in nature and require no documentation. However, some contacts are initiated with the intent to uncover or prevent criminal activity. The purpose of this section is to provide guidelines regarding these types of contacts.

1. Pursuant to Illinois Compiled Statutes 725 5/107-14, Temporary Questioning without Arrest, officers may temporarily stop individuals for the purpose of conducting field interviews when there is insufficient probable cause for arrest, provided that the officer has reasonable suspicion (or reasonably infers from the circumstances) that the person is committing, has committed, or is about to commit a violation of the law.
2. It is important that the officer be able to articulate the basis for the suspicion. The following are factors which should be taken into consideration when establishing reasonable suspicion for temporary questioning or field interview:
 - a. That some activity out of the ordinary is occurring or has taken place.
 - b. Some indication should exist to connect the person under suspicion with the unusual activity.
 - c. There should be some suggestion that the activity may be related to a crime. (None of these alone is necessarily sufficient to justify a stop but must be considered in the totality of circumstances.)
3. Field interviews resulting in lengthy delays or significant information being obtained should be documented on an appropriate written report.

4. Upon completion of any stop of a pedestrian in a public place involving a frisk or search, and unless impractical, impossible, or under exigent circumstances, the officer shall provide the person with a stop receipt which provides the reason for the stop and contains the officer's name and badge number (725 ILCS 107-14(b)).
 - a. The tendering of a stop receipt (Frisk or Search only with a release (no summons or arrest)) to the pedestrian shall be documented in the notes of the incident.

1.2.4 SEARCH AND SEIZURE PROCEDURES WITH OR WITHOUT A WARRANT

- A. Illinois Compiled Statutes 725 ILCS 5/107-2 provides that a peace officer may arrest a person when he has reasonable grounds to believe that a person is committing or has committed an offense.
- B. Illinois Compiled Statutes 725 ILCS 5/108-1 states that when a lawful arrest is affected, with or without an arrest warrant, a law enforcement officer may reasonably search the person arrested and the area within such person's immediate presence, or under his immediate control, during or after the arrest for the authorized purpose of:
 1. Protecting the officer from attack;
 2. Preventing the person from escaping;
 3. Discovering the fruits of the crime;
 4. Discovering any instruments, articles, or things that may have been used in the commission of the offense;
 5. Discovering any instruments, articles, or things, that may constitute evidence of offense (including contraband).

It shall be recognized that the phrase "arrestee's immediate presence" has been defined by the Supreme Court as that area within the arrestee's immediate control, i.e., that area from which the arrestee might gain possession of or seize a weapon or other things to assault the officer or affect an escape or seize concealable or destructible evidence. All arrestees shall be accorded the protections of the "Rights of Accused" as provided for in the Illinois Compiled Statutes 725 ILCS 5/103, et seq.

- C. The Fourth Amendment requires law enforcement officers to demonstrate a threat to their safety or a need to preserve evidence related to the crime of arrest in order to justify a warrantless vehicular search incident to the arrest conducted after the vehicle's recent occupants have been arrested and secured (Arizona V. Gant, 556 U.S. 332 (2009)).

1.2.5 USE OF DISCRETION BY SWORN OFFICERS

- A. The proper use of discretion is an important aspect of law enforcement and is predicated on good judgment. The use of discretion requires that an officer make responsible decisions which can withstand scrutiny by the Department, other jurisdictional components of the criminal justice system and the community itself.
 1. Sworn officers are encouraged to exercise discretion when dealing with their many duties. The use of discretion must be soundly based upon and is limited by law, Departmental directives, experience and training. Therefore, officers must correctly interpret laws and Department directives. Officers shall realize that the use of discretion is not permitted when certain activities are mandated by statutes, Department directives or supervisory direction. Officers shall seek direction from their supervisor when the appropriate course of action is in doubt.
 2. An officer's discretionary decision regarding severity of enforcement action or inaction must not be influenced by malice, vengeance, or prejudice based upon status, age, race, ethnic background, religious belief, sex or sexual preference.

1.2.6 ALTERNATIVES TO ARREST

- A. Officers must exercise discretion in the selection of an appropriate alternative to an arrest situation. Therefore, it is important to be aware of the alternatives to arrest and confinement. Alternatives of this nature include:
 1. Traffic Citations

- a. Traffic citations are used for non-felony violations of the Illinois Vehicle Code (625 ILCS) and certain Village Ordinances.
 - 2. Municipal Violation Citations (MV)
 - a. Municipal Violation Citations are used for non-traffic Village Ordinance violations.
 - 3. Parking and Compliance Violation Notices
 - a. These complaints are used for various parking violations and certain compliance equipment violations.
 - 4. Warnings
 - a. Written or verbal warnings are used for minor traffic and ordinance violations. Warnings should not be used for major violations or those violations specifically addressed in a written directive.
 - 5. Referral
 - a. Referral is the practice of directing a matter to another Departmental component, Village Department, Government agency or social service organization.
 - 6. Informal Resolution
 - a. Informal resolution is the practice of resolving problems without arrest, citation or referral. Informal resolution is an excellent method to deal with minor violations, simple disputes, disagreements, or where the investigating officer determines that inadequate probable cause exists.
- B. Officers must consider the following factors when exercising alternatives to arrest:
- 1. The presence or absence of probable cause.
 - 2. The level of cooperation by victims and witnesses.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-3
SUBJECT: USE OF FORCE
EFFECTIVE DATE: February 7, 2003
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

1.3.1 USE OF FORCE PROCEDURES

1.3.2 USE OF FORCE REVIEW BOARD

1.3.3 USE OF FORCE TRAINING

PURPOSE:

The purpose of this policy is to provide Orland Park Police Officers with guidelines for the use of deadly and non-deadly force.

POLICY:

It is the policy of the Orland Park Police Department that officers use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the officer and others. The use of force must be objectively reasonable, which is that force that a reasonably prudent officer would use under the same or similar circumstances.

The following general principles are to govern application of the Department's Use of Force Policy:

- A. The policy is not to be construed to require officers to assume unreasonable risks. In assessing the need to use force, the paramount consideration should always be the safety of the officers and the public.
- B. The reasonableness of a decision to use force under this policy must be viewed from the perspective of the officer on the scene, who may be forced to make split-second decisions in circumstances that are tense, uncertain, and rapidly evolving.

DEFINITIONS:

Chokehold: Means applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. "Chokehold" does not include any holding involving contact with the neck that is not intended to reduce the intake of air.

Deadly Force: Any use of force that is reasonably likely to cause death.

Non-Deadly: Any use of force other than that which is considered deadly force. This includes any physical effort used to control or restrain another, or to overcome the resistance of another.

Objectively Reasonable: This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of officers and others, and whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

Safety Priorities System: This system prioritizes the safety of all persons at or near the scene of a tactical police operation, including civilians and the police. In order to come to a difficult decision regarding the resolution of an incident, these priorities must be established and used.

Serious Physical Injury: As defined under 42 U.S. Code § 247d-6d (10) is an injury that:

- A. is life threatening;
- B. results in permanent impairment of a body function or permanent damage to a body structure; or
- C. necessitates medical or surgical intervention to preclude permanent impairment of a body function or permanent damage to a body structure.

The Orland Park Safety Priorities System is established as follows:

- A. Hostages
- B. Non-involved subjects / civilians
- C. Police Officers
- D. Offender / Suspect

1.3.1 USE OF FORCE PROCEDURES

A. Use of Deadly Force

1. Officers are authorized to use deadly force to:
 - a. Protect the officer or others, in accordance with the Safety Priorities System, from what is reasonably believed to be a threat of death or serious bodily harm; and/or
 - b. To prevent the escape of a fleeing violent felon who the officer has probable cause to believe will pose a significant threat of death or serious injury to the officer or others. Where practicable prior to discharge of the firearm, officers shall identify themselves as police officers and state their intent to shoot.
2. An officer shall not use a chokehold in the performance of his or her duties, unless deadly force is justified (720 ILCS 5/7-5.5).

B. Deadly Force Restrictions

1. Officers may use deadly force to destroy an animal that represents a threat to public safety; or as a humanitarian measure where the animal is seriously injured, when the officer reasonably believes that the deadly force can be used without harm to the officers or others.
2. Decisions to discharge a firearm at or from a moving vehicle shall be governed by this use of force policy and are prohibited if they present an unreasonable risk to the officer or others.
3. Warning shots are forbidden.

C. Use of Non-deadly Force

1. Where deadly force is not authorized, officers may use only that level of force that is objectively reasonable to bring an incident under control.
2. Officers are authorized to use department-approved, non-deadly force techniques and issued equipment to:
 - a. Protect the officer or others from physical harm;
 - b. Restrain or subdue a resistant individual; and/or
 - c. Bring an unlawful situation safely and effectively under control.
3. An officer shall not use a chokehold, or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion (720 ILCS 5/7-5.5).

D. Non-deadly Force Applications

Applications of the use of force may range widely from verbal coercion up to but not including the use of deadly force. Therefore, Orland Park officers have at their disposal a variety of techniques and equipment that will allow them to respond appropriately to resistant and dangerous individuals.

These include, but are not limited to, skills in verbal persuasion, unarmed self-defense tactics, use of comealong holds, use of restraint and physical compliance measures and use of Department approved non-deadly weapons such as;

1. 21" ASP Tactical Baton (Policy and procedures that set forth guidelines in the use of the 21" ASP tactical baton may be found in General Order 1.7.)
2. Oleoresin Capsicum Aerosol Restraint Spray (Policy and procedures that set forth guidelines in the use of OC may be found in General Order 1.5.)
3. Less Lethal Extended Range Impact Devices (Policy and procedures that set forth guidelines in the use of Less-Lethal Extended Range Impact Devices may be found in General Order 1.6.)
4. Department Canine (Policy and procedures that set forth guidelines in the use of the Department Canine may be found in General Order 41.6.)
5. Noise/Flash Diversionary Device (Policy and procedures that set forth guidelines in the use of the Noise/Flash Diversionary Device may be found in General Order 1.9.)
6. Chemical Munitions (Policy and procedures that set forth guidelines in the use of Chemical Munitions may be found in General Order 1.8.)
7. TASER (Policy and procedures that set forth guidelines in the use of the TASER may be found in General Order 1.10.)

1.3.2 USE OF FORCE REVIEW BOARD

- A. The Use of Force Review Board will investigate and review the circumstances surrounding every use of force, which results in death or serious physical injury or any discharge of a firearm, whether the employee was on- or off-duty, excluding training, the destruction of an injured and suffering animal, or recreational use.
- B. The Chief of Police or his designee may also request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.
- C. The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.
- D. The members of the Use of Force Review Board will be appointed, as needed, by the Chief of Police and, at a minimum will consist of:
 1. Deputy Chief of Police, who will serve as chairman,
 2. Commander of Investigations,
 3. Commander of Patrol,
 4. Commander of Administration and Technical Services,
 5. Patrol Supervisor,
 6. Investigator and a
 7. Patrol Officer
- E. It will be the responsibility of the Division Commander or supervisor of the involved employee to notify the Deputy Chief if any incidents require board review.
- F. The involved employee's Division Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.
- G. The board members may request further investigation, including applicable reports including court transcripts be submitted for the board's review, call persons to present information and request involved employee(s) to appear.
 1. The involved employee will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.
- H. The Police Chief will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges and the decision not to file criminal charges or any other action.

1. The board should be provided all relevant available material from these proceedings for its consideration.
- I. The review shall be based upon those facts, which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts.
 1. Facts later discovered but unknown to the officer at the time of the incident shall neither justify nor call into question an officer's decision regarding the use of force.
- J. Any questioning of the involved employee conducted by the board will be in accordance with the department's disciplinary procedures, the current bargaining agreement, and any applicable state (i.e. Uniform Peace Officers' Disciplinary Act) or federal law.
- K. The board shall make one of the following recommended findings:
 1. The employee's actions were within department policy and procedure.
 2. The employee's actions were in violation of department policy and procedure.
- L. A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate.
 1. The Deputy Chief shall submit a written recommendation to the Police Chief.
- M. The Police Chief shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate.
- N. At the conclusion of any additional reviews, copies of all relevant reports and information will be filed and held in the office of Training Development and Review.

1.3.3 USE OF FORCE TRAINING

- A. In addition to firearms and less lethal qualifications, officers shall receive department-authorized training annually in the use of force. This training may be designed to simulate various use of force decision situations and conditions. The purpose of scenario-based training is to develop and enhance officers' discretion and judgment in using deadly and non-deadly force in accordance with this policy.
- B. Before any member of the Orland Park Police Department is issued or authorized to carry a firearm or less lethal weapon(s) on duty as a primary and/or a secondary weapon, the employee shall be issued a copy of and trained in this order.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-4
SUBJECT: WEAPONS PROCEDURE AND POLICY
EFFECTIVE DATE: August 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Deputy Chief and Firearms Training Coordinator

INDEX AS:

- 1.4.1 WEAPONS USE AUTHORIZATION AND REGULATIONS
- 1.4.2 PERSONALLY OWNED AR TYPE PATROL RIFLES
- 1.4.3 SECONDARY AND OFF DUTY WEAPON AUTHORIZATION AND REGULATION
- 1.4.4. ALTERATION OR MODIFICATION OF WEAPONS
- 1.4.5 WEAPONS QUALIFICATION AND REMEDIAL TRAINING
- 1.4.6 AMMUNITION AUTHORIZATION
- 1.4.7 INSPECTION AND WEAPON MAINTENANCE
- 1.4.8 DEPARTMENT FIREARM SECURITY
- 1.4.9 DEPARTMENT FIREARM OFF DUTY AND HOME SECURITY ISSUES
- 1.4.10 TSA LAW ENFORCEMENT OFFICERS FLYING ARMED PROCEDURE

PURPOSE:

The purpose of this General Order is to provide the regulations for all personnel who are authorized to carry weapons in regard to the type of weapons, ammunition and accessories that are allowed on and off duty, as well as the requirements for the qualification, inspection and security of all weapons.

ORDER:

1.4.1. DUTY WEAPONS AUTHORIZATION AND REGULATION

A. Uniformed Patrol Officers

1. The Glock Model 22 .40 caliber semi-automatic pistol is the authorized side arm of the Orland Park Police Department.
2. The Glock Model 22 will be carried in a department approved holster.
 - a. All other leather gear used for department issued equipment must be department approved and properly maintained to a presentable standard.
 - b. Unsafe, worn leather gear must be immediately replaced.
3. Each officer will be equipped with three fully loaded magazines.
 - a. One magazine containing fifteen rounds will be locked and loaded in the weapon with one additional round in the chamber.

- b. Two spare magazines will be loaded with fifteen rounds and carried on the belt and secured in department approved pouches in the front position with magazine release to the weak side as instructed during department training.
- 4. Authorized ammunition for the Glock Model 22 .40 caliber semi-automatic pistol is the Winchester .40 caliber 180 gr. Ranger SXT.

B. Civilian Clothes Police Officer

- 1. Officers assigned to duties calling for civilian clothes shall meet the same requirements as Uniformed Patrol Officers described under A of this section, with the exception that they may be equipped with only one spare magazine.
 - a. Exceptions to the requirement of carrying the Glock 22 may be granted to certain plain-clothes officers working specific plain- clothes assignments.
 - b. This exception will be considered when these officers are working in an assignment that would make the carrying of the Glock 22 inappropriate and/or put the officer, the assignment or other person's safety and/or efficiency at risk.
 - c. This exception may be granted only by the Chief of Police, or his designee.

C. Secondary Employment

- 1. All officers working secondary employment either in uniform or civilian clothes will be equipped with the department issued Glock Model 22 .40 caliber semi-automatic pistol and approved leather accessories for department issued equipment.
- 2. Officers working secondary employment will strictly follow the regulations outlined in this directive for Uniformed Patrol Officers or Civilian Clothes Officers and all other regulations contained herein.

D. Court Appearances

- 1. Officers traveling to and from court will strictly follow the guidelines as set forth in this directive.
- 2. No off duty or secondary weapons may be carried to and from any court appearance.

E. Less Lethal Impact Projectile Weapons

- 1. The Mossberg Model 500A, 12 ga. Shotgun is the standard issued Less Lethal Impact Projectile Weapon for the Orland Park Police Department.
- 2. Less Lethal Impact Projectile Weapons will be issued to patrol officers by the Shift Supervisor at the beginning of each tour of duty and returned to the Shift Supervisor at the end of duty.
- 3. Less Lethal Impact Projectile Weapons will be issued, returned and stored with the slide open, weapon unloaded and the safety on.
- 4. Less Lethal Impact Projectile Weapons will be loaded with five rounds of department issued less lethal ammunition in the tube, chamber empty and safety on.
 - a. A sixth round will be left in the saddle.
- 5. Less Lethal Impact Projectile Weapons will be loaded and unloaded according to training standards in a safe area outside the police facility.
- 6. Less Lethal Impact Projectile Weapons issued to patrol officers will be secured when not in use in the gun rack of their respective police vehicles.
- 7. Less Lethal Impact Projectile Weapons shall be deployed in accordance with General Order 1.6 LESS LETHAL IMPACT DEVICES.

F. Rifle/Carbine Authorization and Regulations

- 1. The Colt M-16 or M-4 rifle will be the standard issue rifle for officers of the Orland Park Police Department.
- 2. Rifles will be issued for patrol or special duty by the Shift Commander or designated division/unit supervisor. After use rifles will be returned to the Department's rifle storage site.

3. Rifles not in service, in storage, or issued and being carried in and out of Police Headquarters will be retained in a safe manner. The rifle will be unloaded, safety engaged and the magazine removed. A safety cord will be inserted through the ejection port between the bolt and chamber extending out of the magazine port. The bolt will be released and allowed to rest on securing the safety cord in position.
4. Magazine will be loaded with at least twenty eight (28) rounds of FMJ 55 grain soft tip 5.56 mm ammunition.
5. Rifles will be loaded and unloaded in a safe area outside the Department. The muzzle will be pointed in a safe direction in accordance with Department training standards.
6. Rifles not in use, issued for patrol duty, will be secured in a gun rack, case or trunk with safety on and the chamber empty.
7. Rifles will be concealed in carrying bags other than when in actual use or secured in Police Headquarters.

1.4.2. PERSONALLY OWNED AR TYPE PATROL RIFLES

- A. All officers approved to carry and use a department owned patrol rifle may choose to carry their personal patrol rifle on-duty. The personally owned rifle must meet the requirements of this policy. The minimum requirements for a personally owned rifle are:
 1. AR15 type rifle made by an approved manufacturer.
 2. Semiautomatic carbine chambered in 5.56mm
 3. A minimum 16-inch barrel, not to exceed 20 inches
 4. Telescoping or fixed stock
 5. Black in color
 6. Iron sights
 7. Approved Sling
 8. High Quality 30-round magazines, loaded with 28 rounds
- B. Officers wishing to use their personally owned rifle must have their rifle approved by a range instructor and the Training, Development and Review Supervisor. The range instructor will maintain a record of the condition and equipment on the rifle when it is approved. Officers may add optional approved equipment (optics, light source, etc.) to their patrol rifle once it has been approved by a range instructor and the Training, Development and Review Supervisor. Officers must qualify with their rifle prior to it being used on-duty.
- C. The personally owned patrol rifles will be inspected by a rifle armorer on an annual basis. Officers are responsible for the costs of replacing or repairing items that are in need of repair.
- D. In the event that an officer is involved in a shooting with their personally owned rifle, the rifle will be taken as evidence and will remain in the department custody until it is released by the Orland Park Police Department and the county States Attorney's office. If possible, the Orland Park Police Department will attempt to provide the officer with a department owned patrol rifle for on-duty use while the officer's rifle is being held.
- E. Home Security Issues—See section 1.4.9

1.4.3. SECONDARY AND OFF DUTY WEAPON

- A. Carrying Weapons While Off Duty
 1. Police officers are allowed to carry weapons while off duty consistent with State and Federal law.
 2. Part-time police officers are specifically prohibited from carrying department issued weapons while not on official duty with the Orland Park Police Department.
 3. There is no mandatory requirement to carry a firearm off duty unless specifically directed by the Chief of Police.

B. Secondary Weapon

1. A secondary weapon is any other side arm other than the department issued Glock Model 22 .40 caliber semi-automatic pistol which is carried while on duty.
2. All secondary weapons will be carried in a holster designed for that weapon and worn in a manner considered to be safe and effective.
 - a. The secondary weapon will not be used as a primary weapon while on duty unless authorized by the Chief of Police or his designee.
 - b. Generally, the secondary weapon will only be used due to the mechanical failure or loss of control of the department issued sidearm.
 - c. No cross draw holsters are authorized with the exception of shoulder holsters.
 - d. The holster must have a safety strap and be secured to the officer.
3. Acceptable calibers for secondary weapons are limited to .38 caliber, .380 caliber, .45 caliber, 9MM and .40 caliber.
4. All revolvers must be manufactured by Smith & Wesson, Ruger or Colt.
 - a. Revolvers must be capable of double action firing and have a barrel length not less than two inches or more than four inches.
5. All semi-automatic pistols must be manufactured by Smith & Wesson, Ruger, Glock, AMT, Walther, SigSauer, Beretta, Taurus or Colt, or by a manufacturer of similar quality.
 - a. Semi-automatic pistols must have a barrel length not less than two inches or more than five inches.
6. Officers will be granted authorization for two secondary weapons.

1.4.4. ALTERATION OR MODIFICATION OF WEAPONS

A. Duty Weapon

1. No weapon issued by the Orland Park Police Department may be modified or altered in any way without the approval of the supervisor from Training Development and Review.

B. Secondary Weapons

1. No secondary weapon may be modified or altered from the manufacturer's original condition without the approval of the supervisor from Training Development and Review.

1.4.5. WEAPONS QUALIFICATION AND REMEDIAL TRAINING

- A. No officer will be authorized to carry a department issued weapon unless they receive training and have demonstrated proficiency in the use of the weapon.
- B. In order to maintain proficiency in the use of firearms, all sworn personnel must attend regularly scheduled firearm range sessions in which they will be required to qualify with firearms.
- C. In-service training, under this section, will include the review on of General Order 1-3 USE OF FORCE at every firearms training/qualification.
- D. Certified firearms instructors will monitor all firearms proficiency training/qualifications. In addition to the below minimum required qualifications, personnel may attend or be assigned to non-mandatory firearms training/qualifications.
- E. As outlined in 1.4.1. DUTY WEAPONS AUTHORIZATION AND REGULATION, the Orland Park Police Department has standard issued weapons; all sworn members, who have received certification to carry any department issued or a secondary weapon, must demonstrate proficiency with the handling and use of the authorized weapon(s).
 1. All officers must successfully complete firearms training on a quarterly basis with their issued sidearm.
 2. All certified officers must successfully complete the Department's firearms training with the issued rifle/carbine on an annual basis.

3. Officers utilizing secondary weapon will successfully complete department firearms training annually.
4. Sworn personnel who do not qualify with their on-duty pistol will be given remedial training immediately by a certified firearms instructor to correct any deficiencies.
 - a. The officer will be provided a minimum of one re-qualification opportunity during the scheduled firearms training/qualification to demonstrate proficiency.
 - b. If the officer fails to qualify with the Department issued firearm after receiving the immediate remedial training, the certified firearms instructor shall contact the Range Master to set up a training program, which will consist of two certified firearms instructors.
 - c. If the officer fails to qualify after receiving the 20 hours of remedial firearms training, the Chief of Police shall be notified through the chain of command.
 - 1) The officer may be sent for a medical evaluation to determine a proximate cause.
 - 2) The officer may be subject to disciplinary action for inability to maintain vital job performance standards.
5. Failure to qualify with a secondary firearm shall result in the cancellation of approval to carry that firearm.

F. Less Lethal Weapons

1. All personnel who carry and use any authorized less lethal weapons are required to demonstrate proficiency through attendance at in-service refresher training at least annually. All officers who carry and use a Taser are required to demonstrate proficiency through attendance at in-service refresher training at least every two years.
2. Proficiency training must be monitored by a certified weapons instructor.
 - a. Personnel who do not maintain proficiency with an authorized less lethal weapon will be given remedial training.
 - b. Following remedial training, personnel who still cannot maintain proficiency with an authorized less lethal weapon will no longer be allowed to carry such weapon.

G. Rifle/Carbine

1. A rifle/carbine will only be issued to officers who have successfully completed the Department's Rifle/Carbine Qualification Training Program or accredited training program and have demonstrated proficiency during a required annual course of instruction and qualification.
 - a. Personnel who do not maintain proficiency with a Department issued Rifle/Carbine will be given remedial training.
 - b. Following remedial training, personnel who still cannot maintain proficiency with an authorized rifle/carbine will no longer be allowed to carry such weapon.

H. Documentation

1. All training and proficiency must be documented and submitted to Training, Development and Review for record keeping.

1.4.6. AMMUNITION AUTHORIZATION

- A. All ammunition for authorized for the department issued Glock 22 or special weapons will be supplied by the Orland Park Police Department.
- B. All authorized secondary weapons shall carry Winchester Ranger ammunition purchased by the officer.

1. If Winchester Ranger T-Series ammunition is unavailable due to unforeseen circumstances, the officer shall notify the Firearms Training Coordinator prior to field use of a secondary weapon for an authorized substitute.

1.4.7. INSPECTION AND WEAPON MAINTENANCE

- A. Weapons will be maintained in a clean condition.
- B. Any weapon found to be malfunctioning will be immediately brought to the attention of the Firearms Training Coordinator or Supervising Armorer for repair and replacement.
- C. Weapons will be inspected at training sessions to insure cleanliness and that it is in proper repair.

1.4.8. DEPARTMENT FIREARM SECURITY

A. On Duty Security of Weapons

1. No authorized on duty or secondary weapon will be left unattended in a department owned or personal vehicle with the exception of the department issued shotgun which must be secured in the mounted shotgun rack and weapons specifically identified, and secured within the "Truckvault" in the field supervisor's vehicle.
2. No authorized on duty or secondary weapon may be left unattended at any time unless locked and secured in an appropriate location.
3. No authorized on duty or secondary weapon may be brought into the lockup area at any time.
 - a. Weapons of any type to include guns, knives, bats, clubs, etc. that are brought into the lockup area as evidence with an offender must be immediately removed and secured to an evidence locker.

B. Discharge or Display of Firearms

Any officer who discharges or intentionally displays a weapon on or off duty will document this matter via the Firearms Use Report.

C. Use of Alcohol

Officers who have consumed alcohol even in a controlled on duty undercover capacity may not use an authorized on duty, off duty or secondary weapons if this alcohol causes any impairment in their judgment or ability to properly handle and discharge a weapon.

1.4.9. DEPARTMENT FIREARM, OFF DUTY, PATROL RIFLE AND HOME SECURITY ISSUES

- A. All sworn personnel during off duty hours shall ensure that their Department issued firearm, secondary weapon, and patrol rifle is adequately secured in a manner that could be reasonably expected to preclude an unauthorized discharge of the firearm, either accidental or otherwise, by a family member or any other person that is not authorized to handle the firearm.
 1. Officers may consider the following measures in an effort to satisfy the security mandates of this policy;
 - a. Secured vault, safe or other such chamber,
 - b. Locked drawer or cabinet, or
 - c. Department issued cable-type gun locking system.
 2. With the exception of the cable-type gun locking system, all other security measures employed by officers to satisfy this policy shall be provided at the officer's personal expense.

1.4.10. TSA LAW ENFORCEMENT OFFICERS FLYING ARMED PROCEDURE

The following procedure will be followed by officers of the Orland Park Police Department in order to fly armed aboard commercial aircraft. The requirements for a law enforcement officer to fly armed aboard a commercial aircraft are outlined in the Code of Federal Regulations: 49 CFR 1544.219 Carriage of Accessible Weapons. The Transportation Security Administration (TSA) has also established guidelines for officers who will be flying armed, in order to provide a secure means of confirming the identity of law enforcement officers (LEOS) flying armed.

- A. Law enforcement officers flying armed must submit a National Law Enforcement Telecommunications System message at least 24 hours prior to travel.

- B. Once the flight has been scheduled, the Deputy Chief of Police or his designee will submit a Law Enforcement Officer Flying Armed request to <https://www.tsa.gov/travel/law-enforcement>.
- C. A TSA non-disclosure agreement and applicable training materials will be sent to the Deputy Chief of Police or his designee to train the designated officer who will fly armed.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-5
SUBJECT: OLEORESIN CAPSICUM RESTRAINT SPRAY PROGRAM
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: May 1, 2023
REVIEWER: Supervisor Training and Developmental Review

INDEX AS:

1.5.1. POLICY STATEMENT

1.5.2. EMPLOYEE TRAINING

1.5.3. EFFECTS OF OLEORESIN CAPSICUM USAGE

1.5.4. AUTHORIZATION AND REQUIREMENTS

1.5.5. GUIDELINE FOR USE OF OC PRODUCTS

1.5.6. OLEORESIN CAPSICUM DECONTAMINATION PROCEDURES

1.5.7. REPORTING REQUIREMENTS

1.5.8. SAFETY IN STORING AND MAINTAINING OLEORESIN CAPSICUM PRODUCTS

1.5.9. OLEORESIN CAPSICUM INVENTORY STORAGE AND AVAILABILITY

1.5.10 ANNUAL REPORTING

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the implementation of an "Oleoresin Capsicum (OC) Aerosol Spray Program" which will provide authorized members of this Department with OC product(s) for use in the field. This policy shall provide direction for the training, certification, re-certification, use, decontamination, post-use reporting, maintenance and storage of OC product (s) by the members of this Department.

DEFINITION:

Oleoresin Capsicum (OC): A hand-held aerosol spray containing an organic derivative of cayenne pepper. OC is classified as an inflammatory and an exposure should incapacitate the subject for several minutes. An OC exposure should work almost immediately causing symptomatic effects in the subject that may last up to forty- five (45) minutes. There are no documented long lasting harmful effects to the person who is exposed.

ORDER:

1.5.1. POLICY STATEMENT

The department has adopted this OC Program and issued OC aerosol spray to officers with additional use-of-force options to assist them in successfully defending themselves from combative, resisting, and/or violent individuals while reducing the risk of inflicting or receiving injury. In addition, this program is intended to provide certain other authorized non-sworn members of this department with OC to be used as a personal protection device under the guidelines of this policy. The use of OC is classified as a use of force and will be used at the discretion of the officers when the decision is made that the use of force is objectively reasonable under the circumstances. As with any use of force, the officer shall be accountable to this department for the use of OC.

1.5.2. EMPLOYEE TRAINING

- A. All Department training relative to the OC Program will be conducted by a fully trained OC instructor(s) that has attended a course (s) of instruction that prepares the officer to present materials to other officers and is approved by the Chief of Police.
- B. Officers must successfully complete the departmentally approved OC training program prior to being issued OC. A bi-annual (every two years) re-certification will be conducted and attended by all members who are issued OC.
- C. The OC training course shall consist of not less than three hours of initial instruction, periodic updates and the bi-annual re-certification. The OC training shall include, but not be limited to, the following:
 - 1. The nature and effects of OC spray
 - 2. Thorough familiarization with the type of devices used by the Department
 - 3. The proper method of carrying and maintaining OC spray devices
 - 4. Conditions under which OC spray may (and may not) be used
 - 5. The method and mechanics of its use in both field and tactical application including:
 - a. Basic defensive tactics
 - b. Duration of application
 - c. Use against attacks
 - d. Vehicle extractions
 - e. Room clearing
 - f. Fight intervention
 - 6. OC safety consideration regarding contamination of officers, bystanders or others.
 - 7. Civil liability considerations
 - 8. Officer actions following use including the control of the person sprayed and the protection of the officer against cross contamination
 - 9. Treatment of persons sprayed, both in the field and at the police station or lockup
 - 10. Procedures for the decontamination of persons, vehicles and buildings sprayed with OC
 - 11. Procedures for reporting the use of OC spray
 - 12. Procedures for periodic departmental inspection of individual officer's OC devices
 - 13. Procedures for replacement of depleted devices
 - 14. Disciplinary actions for improper use of OC devices or the failure to make a required case report regarding its use as required in Section 10 of this policy
- D. All OC training (initial, periodic or re-certification) shall be documented by the assigned instructor and include the:
 - 1. Names of the trainer (s)
 - 2. Date and time of the training
 - 3. Hours of the training
 - 4. Names of all members in attendance
 - 5. Training location
 - 6. Written test scores (if a test was given)

1.5.3. THE EFFECTS OF OLEORESIN CAPSICUM USAGE

A. Personnel carrying OC must know what to expect, therefore, it is vitally important for them to understand what the general effects of an OC exposure are. These include:

1. Inflammation of the eyes and mucous membranes causing:
 - a. The involuntary closing of the eyes
 - b. Uncontrollable coughing and hacking
2. Impairment of the person's breathing
3. An intense burning sensation of the affected areas
4. Moderate to extreme emotional anxiety

B. Generally the subject experiencing the OC exposure will:

1. Be immediately rendered helpless through temporary blindness
2. Drop whatever might be in his/her hands
3. Bend forward at the waist
4. Immediately cover the face with the hands

C. OC exposure is generally instantaneous and effective against most people as well as for:

1. Drug abusers
2. Emotionally Disturbed Persons (EDPs)
3. Intoxicated persons
4. Enraged person (s) who have reduced sensitivity to pain

1.5.4. AUTHORIZATIONS AND REQUIREMENTS

A. Authorization to Carry OC

1. Only officers who have completed the Department's prescribed course of instruction on the use of OC spray shall be authorized to carry OC spray devices.
2. OC may be carried, if not prohibited by law, by other members of the department who successfully complete the prescribed course and receive express approval from the Chief of Police.
3. In no event shall any personnel carry any OC spray device of any kind other than that which is specifically provided to that individual by the department.

B. Requirements

1. OC shall be routinely carried by trained and sworn officers whose normal duties may require them to make arrests or supervise arrestees.
2. Uniformed officers shall carry OC canisters in the provided leather belt holster on the duty belt in a manner as prescribed by the department.
3. Non-uniformed officers may carry authorized devices of an alternative design, as authorized by the department.

1.5.5. GUIDELINES FOR USE

A. Usage Criteria:

OC spray is considered a use of force and shall be employed in a manner consistent with the department's use-of-force policy.

1. OC spray may be employed in the following situations:
 - a. Where verbal direction is ineffective or inappropriate

- b. Where passive resistance techniques have failed and officers may have to use physical force to maintain control
 - c. When the subject actively resists arrest
 - d. When the subject has manifested the intention to actively resist arrest
 - e. When the subject refuses to comply with an officer's lawful commands if compliance with those commands is, under existing circumstances, essential to the safety of the subject, the officer or the public, and other means of obtaining compliance are ineffective or not feasible
 - f. When the subject is attacking, or is about to attack the officer, a fellow officer or some other person
 - g. In any other situation where the use of that degree of force is justified under the law and is in accordance with department policy
2. Other OC products, approved for use by trained officers, may be employed in other tactical situations that are consistent with law, this policy and the department's use-of-force policy.
 - a. OC may be used to effect the removal of a person or persons who voluntarily lock themselves in a vehicle and refuse to exit when lawfully commanded to do so by an officer.
 - b. OC may be released into an enclosed area (such as a house or other building) to effect the removal of known or unknown persons who refuse a lawful request to voluntarily exit or when a forced exit is necessary under the existing circumstances.
 3. Unless it is impractical, unreasonable or dangerous to do so, before employing OC spray, officers should verbally warn the subject that the OC "pepper" spray will be used if compliance is not forthcoming.
 4. Officers should avoid the use of OC in areas where the use of OC could reasonably and could be foreseen to cause a panic, e.g. spraying OC in a darkened movie theater.
 5. OC shall only be used as a control and compliance measure and shall never be used for any illicit or unlawful purpose.
 6. Under all circumstances, the use of OC shall be consistent with any applicable state or federal law, the department's use-of-force policy and the manufacturer's specific guidelines for use.

B. Department guidelines for usage:

1. For maximum effect, OC spray may be used at a distance of three (3) to thirty (30) feet. Effective range will be determined by the specific OC product being used and the environmental factors, including wind, rain, snow, ventilation, etc.
2. Officers should use only the amount of OC that is necessary to achieve the desired effects. Once the desired effects are achieved, the officer shall discontinue the use of OC.
3. When employing OC outdoors the officer should position themselves upwind from the subject before spraying.
4. Officers must also be aware that employing OC spray indoors, especially in confined areas, increases the risk of contaminating the officer, other officers and bystanders.
5. Except under extreme conditions OC should not be employed when other officers are within the spray area. Where possible, the spraying officer shall clearly verbalize a warning to other officers that the use of OC spray is imminent and the other officers should immediately vacate the spray area.
6. A single burst lasting between one and three seconds should be directed into the primary target area which consists of the subjects:
 - a. face
 - b. eyes
 - c. nose
 - d. mouth

7. Officers may spray a combative restrained/handcuffed prisoner only if/when other available means of control have been exhausted or would clearly be ineffective.

C. The effects of the OC exposure and Officer Response.

1. Officers should avoid entering the sprayed area for several seconds to limit the possibility of cross contamination.
2. The effects of OC will vary among individuals therefore; all subjects shall be handcuffed as soon as practical after being sprayed.
3. Officers should be prepared to employ other means to control the subject - to include other force options, if necessary, that are consistent with department policy - if the subject does not respond sufficiently to the spray and cannot be otherwise subdued.
4. Immediately after spraying the subject, officers shall be alert to any indications that the individual needs medical care.

1.5.6. OLEORESIN CAPSICUM DECONTAMINATION PROCEDURE

A. Persons

Once control of the subject has been established, and/or resistance has ceased, the officer will make reasonable efforts to allow the OC effected subject relief from the discomfort associated with the application of OC.

1. Fresh air will normally begin reducing the effects of OC spray within 15 minutes of exposure.
2. Severe symptoms of OC exposure are expected to disappear in forty-five (45) minutes or less with only minor after effects (red skins, mild burning sensation).
3. Officers should provide assurance to the sprayed subject that the effects are temporary and encourage them to relax.
4. Reasonable OC decontamination efforts may include (as practical under the circumstances of the exposure):
 - a. Removing the effected person from the spray area to an area of fresh air or providing some other ventilation.
 - b. Keeping the person calm by calmly informing the person of the anticipated effects of the OC exposure.
 - c. Instructing the affected person to blow his/her nose to remove any lodged OC particles,
 - d. Allowing the affected person to flush the affected area with saline solution or clear water (if available) to relieve the inflammation to the eyes and skin.
 - e. If practicable, the affected person should be allowed to wash all effected skin areas with soap and water,
 - f. Arrange for professional medical attention if the person complains of an injury other than from the effects of OC spray. If serious symptoms persist after forty-five (45) minutes from OC exposure, or if the officer reasonably believes that the person needs medical attention
 - g. Allow the person affected to change contaminated clothing (if/when practical to do so).
5. Do not put any type of salve on the affected areas of the skin. This will trap the particles which are present against the skin. Salve includes; butter, cold cream, Vaseline, lanolin and other similar materials.
6. Secondary contamination or effects on the user are generally negligible. The subject may be handled immediately after exposure. The user should exercise caution to avoid contact between their hands and face until thoroughly washed with soap and water.

B. Buildings

1. Opening doors and windows as soon as practical
2. Washing affected areas with soap and water

3. After about thirty (30) minutes of ventilation, the building and area should be clear of airborne OC
4. If the OC was sprayed on any food, wash the containers, and if unwrapped food was exposed to the OC, properly dispose of the OC-contaminated food

1.5.7. REPORTING REQUIREMENTS

A. Any use of OC spray shall be reported to the officer's immediate supervisor as soon as possible. This includes;

1. Any intentional use of OC
2. Unintentional or incidental spraying of any of the following during an intentional use of OC spray
 - a. A fellow officer
 - b. A bystander
 - c. Any other person
3. Accidental discharge, whether training, testing, or field use, and whether caused by;
 - a. Incorrect handling or use
 - b. Mechanical malfunction
 - c. The actions of the subject
 - d. Any other person
 - e. Through any other cause. Such accidental discharges shall be reported even if there are no apparent adverse effects from the discharge.

B. Upon any use of OC spray, as indicated in 10.1, a full written report shall be timely completed by the officer(s) involved, or as otherwise directed by the supervisor. The report shall include, but not be limited to, the following information:

1. Date and time of OC use
2. A list of all participants, including supervisors and witnesses to the incident
3. An accounting of the events leading to the use of OC
4. A description of the incident and reason (s) for using OC
5. A description of any injuries suffered and the treatment given.

C. Officers will insure that the lockup card for any individual who has been contaminated by the use of O.C. spray indicates this information under existing conditions. Officers will insure that the subject is checked every 15 minutes for the duration of the 45 minute decontamination period.

1.5.8. SAFETY IN STORING AND MAINTAINING OLEORESIN CAPSICUM:

A. Officers should:

1. Avoid storing OC in direct sunlight,
2. Avoid storing OC in areas where the temperature can exceed 120 degrees Fahrenheit, such as:
 - a. In the trunk of vehicles, or
 - b. On the dashboard of a vehicle
 - c. Avoid incineration.
 - d. As a matter of routine maintenance, inspect OC canisters for any signs of erosion, leakage, dirt in the nozzle, fullness and/or damage.

1.5.9. OLEORESIN CAPSICUM INVENTORY STORAGE AND AVAILABILITY

- A. The Commander of Administration/Technical Services shall designate an area where the OC inventory is to be stored and the OC Inventory levels that will be maintained at that location.
- B. An inventory and dispersal list shall be maintained in the OC storage area.
- C. OC spray shall be accessible, but secure.

1.5.10 ANNUAL REPORTING

- A. The Oleoresin Capsicum Restraint Spray Program Coordinator shall provide an annual report to the Chief of Police outlining the number of deployments in the field, including accidental discharges, locations of the incidents, case report numbers, and any unusual circumstances surrounding the deployments during the proceeding calendar year.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-6
SUBJECT: LESS-LETHAL IMPACT DEVICES
EFFECTIVE DATE: 1 December 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Less-Lethal Training Instructor (s)

INDEX AS:

- 1.6.1. LESS-LETHAL EXTENDED RANGE IMPACT DEVICES
- 1.6.2. TECHNICAL ASPECTS - KINETIC ENERGY IMPACT PROJECTILES
- 1.6.3. EVALUATION OF PROJECTILES
- 1.6.4. DEPLOYMENT AREAS
- 1.6.5. USE OF FORCE CONSIDERATIONS
- 1.6.6. DEPLOYMENT TECHNIQUES
- 1.6.7. HANDLING OF INJURED SUSPECTS
- 1.6.8. POST-DEPLOYMENT INVESTIGATION
- 1.6.9. LESS-LETHAL TRAINING

PURPOSE:

This policy addresses the training and use of extended range less-lethal weapons and projectiles. The Police Department recognizes the combative, non-compliant, armed and/or violent subjects cause handling and control problems that require special training and equipment. Thus, the Department has adopted the less-lethal force philosophy to assist with the de-escalation of these potentially violent confrontations.

DEFINITIONS:

Less-Lethal Force Philosophy: A concept of planning and force application, which meets operational objectives, with less potential for causing death or serious physical injury than conventional police tactics.
Kinetic Energy Impact Projectiles: Flexible or non-flexible projectiles, which are intended to incapacitate a subject with a minimal potential for causing death or serious physical injury, when compared to conventional projectiles.
Safety Priorities System: This system prioritizes the safety of all persons at or near the scene of a tactical police operation, including civilians and the police. In order to come to a difficult decision regarding the resolution of an incident, these priorities must be established and used.

The Orland Park Police Department Safety Priorities System are established as follows:

1. Hostages
2. Involved non-subject civilians
3. Police Officers
4. Subjects

Subject: The person who is the focus of the police operation.

ORDER:

1.6.1 LESS- LETHAL EXTENDED RANGE IMPACT DEVICES

A. There are many projectiles considered "less-lethal." The primary types used by the Orland Park Police Department are the:

1. Flexible: 12-gauge
2. Non-flexible: 37 mm

1.6.2 TECHNICAL ASPECTS: KINETIC ENERGY IMPACT PROJECTILES

A. Flexible: 12- gauge

1. Combined Tactical Systems of Jamestown, Pennsylvania manufactures the authorized 12-gauge less-lethal rounds. These rounds are referred to as the CTS "Super Sock" and they are orange in color.
2. The "super sock" round (orange) is a 2 3/8 inch plastic 12-gauge cartridge, containing a multi-layered fabric bag filled with approximately 42 grams of lead shot.
3. The "super sock" exits the barrel at approximately 276 feet-per-second and delivers approximately 110 ft/lbs of energy.

B. Non-flexible: 37 mm

1. SAGE Control Ordnance manufactures the authorized 37 mm less-lethal rounds. These rounds are the "KO1" and "KO1 LE."
2. This 37 mm round contains a non-flexible polyurethane projectile, weighing 77.5 gms.
3. The standard KO1 round has a velocity and energy of 240 feet-per-second and 153 ft/lbs of energy, when measured 10 feet from the muzzle.
4. The KO1 LE (low energy) round is designed for close range use and has a velocity and energy of 175 feet-per-second and 81 ft/lbs of energy when measured 1- feet from barrel.

1.6.3. EVALUATION OF PROJECTILES

A. Criteria

Kinetic energy impact projectiles will be evaluated on the following criteria:

1. Accuracy
2. Effectiveness
3. Potential for causing death or serious injury

B. Accuracy

1. This is the primary consideration, since proper shot placement greatly assists in controlling the other two evaluation criteria.
2. This will be evaluated based on the anticipated ranges of deployment.
3. A minimal standard of accuracy for such rounds is:
 - a. 12 inch group at 15 yards for the 12-gauge system.
 - b. 12-inch group at 25 yards for the 37mm system. This standard is achieved from a secure rest.

C. Effectiveness

1. This is the potential of the round to cause incapacitation and reduce the subject's ability to continue their threatening behavior.

2. The level of energy necessary to cause incapacitation creates the potential for injury, but when properly deployed, with a low probability for causing serious physical injury or death.

D. Potential for Causing Serious Physical Injury or Death

1. The potential for causing death or serious physical injury with such projectiles is a reality. This potential is greatly reduced when impacts to the head and neck are avoided, and when appropriate medical examination is provided in cases where the subject is struck in the chest, back, thoracic and abdominal cavities and the groin.
2. When engaging a target, the officer should evaluate the effectiveness of each round during the deployment. Compliance and/or incapacitation is the desired goal, and alternative target areas/response should be considered when rounds are not effective. Alternative target area/response consideration will be based on the circumstances the officer is encountering and the established department safety priorities.

1.6.4. DEPLOYMENT AREAS

A. Deployment Circumstances

The less-lethal projectiles will be delivered to suspect target areas based on the circumstances, the established safety priorities, and the level of force authorized.

B. Primary Areas

The less-lethal projectiles should be directed at the following primary areas in circumstances where death or serious physical injury would not be acceptable.

1. Front Perspective of Subject
 - a. Arm below the elbow
 - b. Lower Abdomen
 - c. Thigh
 - d. Leg below the knee
2. Rear Perspective of Subject
 - a. Buttock
 - b. Arm below the elbow
 - c. Thigh
 - d. Leg below the knee

C. Higher Risk Target Areas

1. Less-lethal projectile deployments to the face/head/neck area are very likely to cause death and/or serious injury, and are to be avoided unless deadly force is justified under the circumstances.
2. Less-lethal projectile impacts to the solar plexus have an elevated medical potential for death and/or serious injury over the primary areas. However, deployment to this area does generally have a higher potential for incapacitation. Any deployment to this area must be justified by the circumstances.
3. When deploying less-lethal projectiles officers are authorized to consider targets in higher risk areas if such a use of force is justified and efforts to subdue the subject using a primary area are ineffective, inappropriate, or too dangerous.

**Example: A Suspect armed with a machete is walking towards you, while the cover officer is preparing to use deadly force. A less-lethal projectile deployed to the solar plexus of the offender may be the officers only chance for survival. The need to stop the assailant outweighs the increased potential for injury.

1.6.5. USE OF FORCE CONSIDERATIONS

- A. As in all cases involving the use or potential use of force by officers of the Orland Park Police Department consideration must be based on the Departments Use of Force Policy (Order 1.3) and the "objectively reasonable" standard set forth in the decision of *Graham vs. Connor*.
- B. The use of kinetic energy impact projectiles are considered to be force unlikely to cause death or serious physical injury when deployed to the primary targets areas.
- C. The use of kinetic energy impact projectiles are considered deadly force, if intentionally deployed to the head or the neck.

1.6.6. DEPLOYMENT TECHNIQUES

A. Dedicated System

The issued shotgun will be dedicated to less lethal projectiles, and marked in a fashion that is clearly consistent with such designation. Officers assigned will visually/physically inspect the chamber, shell lifter, and magazine, each time the weapon comes under their control (beginning of shift, and/or any time the weapon was out of their direct control), to ensure the total absence of lethal ammunition.

- 1. The officer will carry the issued less lethal shotgun loaded with less lethal rounds, as required, within ready access at all times during a tour of duty.

B. Prior to the deployment of less-lethal projectiles, the officer shall consider:

- 1. The level of force being confronted;
- 2. The proximity/access of subject to the officer;
- 3. The department safety priorities

C. Lethal Cover Officer

The field supervisor on the scene shall ensure that any plan to deploy less lethal projectiles includes the participation of a lethal cover officer.

- 1. The lethal cover officer will operate directly with the less lethal officer and be fully prepared to provide lethal cover should the circumstance develop that make deadly force the appropriate application.
- 2. In the event the determination is made to deploy less lethal projectiles in the absence of a field supervisor, the department certified less lethal officer shall assume the responsibility of appointing a lethal cover officer.

D. Deployment Techniques - 37 mm

- 1. All 37 mm less-lethal delivery systems will be maintained by the supervisor in the Training, Development and Review Division.
- 2. This system will only be deployed by selected officers who have qualified with the delivery system.
- 3. This system will be deployed with a lethal cover officer, in circumstances consistent with C.1.

1.6.7. HANDLING OF INJURED SUBJECTS

- A. Any subject who is struck by a less-lethal round shall be transported by ambulance to a medical facility for examination by a physician.

1.6.8. REPORTING

- A. The Shift Commander shall notify the Division Commander, without unnecessary delay, whenever any less-lethal projectiles are deployed at a subject. The Division Commander will direct the Shift Commander with respect to any further notifications up the chain of command.
- B. The responsible Division Commander, or designee, will conduct a thorough investigation into any incident involving the firing of a less-lethal round at any subject, regardless of whether or not the subject was impacted by the round.
 - 1. The depth of the investigation will be decided by the Division Commander and will be based on the

extent of the subject's injuries.

2. Any and all findings that result from this investigation shall be reported to the Chief of Police by the Division Commander upon completion of the investigation.

- C. The operational use of any kinetic energy impact projectiles will be fully documented in a full written case report.

1.6.9. LESS-LETHAL TRAINING

- A. All officer training in the use of less-lethal projectiles will be conducted by an instructor trained and certified by the Chief of Police as such.
- B. All training in less-lethal projectiles will consist of materials and be presented from a lesson plan previously approved by the Training Coordinator.
- C. The less-lethal projectiles training program shall include annual re-certification for all less-lethal officers.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-7

SUBJECT: Non-Deadly Force Applications

EFFECTIVE DATE: January 1, 2004

AUTHORITY: Timothy J. McCarthy, Chief of Police

REVIEW DATE: March 1, 2023

REVIEWER: Supervisor, Training, Development and Review

INDEX AS:

1.7.1 WEAPONLESS CONTROL TECHNIQUES

1.7.2 INTERMEDIATE IMPACT TECHNIQUES

PURPOSE

This purpose of this policy is to provide Orland Park Police Officers with guidelines for the use and application of available non-deadly force equipment and techniques.

POLICY

It is the policy of the Orland Park Police Department that officers use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the officer and others. The use of force must be objectively reasonable, which is that force that a reasonably prudent officer would use under the same or similar circumstances.

The following general principles are to govern application of the Department's Use of Force Policy:

- A. The policy is not to be construed to require officers to assume unreasonable risks. In assessing the need to use force.
- B. The reasonableness of a decision to use force under this policy must be viewed from the perspective of the officer on the scene, who may be forced to make split-second decisions in circumstances that are tense, uncertain, and rapidly evolving.

DEFINITIONS

Deadly Force: Any use of force that is reasonably likely to cause death.

Non-Deadly: Any use of force other than that which is considered deadly force.

This includes any physical effort used to control or restrain another, or to overcome the resistance of another.

Objectively Reasonable: This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the

severity of the crime at issue, whether the suspect poses an immediate threat to the safety of officers and others, and whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

Safety Priorities System: This system prioritizes the safety of all persons at or near the scene of a tactical police operation, including civilians and the police. In order to come to a difficult decision regarding the resolution of an incident, these priorities must be established and used.

The Orland Park Safety Priorities System is established as follows;

1. Hostages
2. Non-involved subjects/civilians
3. Police Officers
4. Offender/Suspect

1.71 WEAPONLESS CONTROL TECHNIQUES

- A. Weaponless non-impact control techniques- firm grip and compliance techniques were designed for subject come-a-longs. When verbalization proves ineffective, a firm grip and/or compliance technique may be all that is necessary to overcome the subject's resistance.
- B. Weaponless impact control techniques – upper and lower body strikes are intended to stop aggressive or combative behavior by the subject.

1.7.2 INTERMEDIATE IMPACT TECHNIQUES

- A. Just as with weaponless control techniques, intermediate weapons shall be used in accordance with department training guidelines. Impact weapons shall not be directed to such locations as the head, neck, throat or groin.
 1. The 21" department issued expandable baton is the authorized department impact weapon.
 2. The expandable baton may be carried by all sworn uniformed officers in a manner consistent with department training methods unless otherwise directed by the Chief of Police, or designee.
 3. Non-uniformed officers have the option to carry the tactical baton unless otherwise directed by their supervisor, or the Chief of Police.
 4. The tactical baton may be used as a defensive impact weapon when such force is necessary. The baton will permit officers to defend themselves or another in situations where the use of a firearm may not be justified or necessary and the officer reasonably believes that the sole use of weaponless techniques will be ineffective and will risk the safety of the officer.
 5. If, in the event of an emergency, it becomes necessary to use a flashlight or other object as an intermediate weapon, officers will use that object in the same manner as the baton.
 6. Every officer issued a tactical baton will be trained in accordance with department standard.

Note: This policy is intended to provide department personnel with guidance during critical incidents requiring the use of weaponless control techniques and intermediate impact techniques. More detailed information regarding the use of these techniques is contained within department training materials.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-8
SUBJECT: CHEMICAL MUNITIONS
EFFECTIVE DATE: March 1, 2004
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor, Training, Development and Review

INDEX AS:

- 1.8.1 CHEMICAL MUNITIONS DEPLOYMENT OFFICERS
- 1.8.2 CHEMICAL MUNITION DEPLOYMENT PROCEDURES
- 1.8.3 DEPLOYMENT CONSIDERATIONS AND SAFETY
- 1.8.4 CHEMICAL MUNITIONS DEPLOYMENT PROCEDURES
- 1.8.5 VOLUME OF CHEMICAL AGENT TO BE DEPLOYED
- 1.8.6 DECONTAMINATION
- 1.8.7 REPORTING
- 1.8.8 STORAGE AND DISPOSAL

PURPOSE:

The purpose of this policy is to establish guidelines for the safe and proper carry, use and deployment munitions as a less-lethal method for controlling violent or potentially violent subjects that resist arrest or other lawful commands.

POLICY:

Chemical agents, when used properly, can be an effective means to disperse, dislodge, distract, disorient or detect barricaded subjects. Chemical agents play a significant role in uncooperative crowd management situations and are used to restore order. The use of sound judgment combined with a working knowledge of chemical agents can afford quick and safe mitigation of dangerous or potentially dangerous situations with the least risk of causing serious injury or death.

DEFINITIONS:

Barricaded Suspect(s): A person(s) who uses any shelter, conveyance, structure or building as a barrier against law enforcement and refuses to exit and submit to custody or arrest. A person(s) who is armed and in a position of hiding and refuses to submit to custody or arrest.

Chemical Agents: For the purposes of this policy, Chemical agents are substances designed to temporarily confuse, disorient, visually impair and/or incapacitate subjects.

Ortho-Chlorobenzalmalononitrile (CS): Chemical classification -- Irritant. Causes a pricking, burning sensation to the skin. Causes excessive secretion of tears and mucous discharge from the nose and involuntary closure of the eyes.

Oleoresin Capsicum (OC): Chemical classification -- Inflammatory. Causes a burning sensation and inflammation of the eyes, mucous membranes and skin.

Smoke -- Hexachlorethane: Chemical classification -- Obscurant. May cause irritation to the eyes and respiratory system. May also cause dizziness and sensory deprivation.

Chemical Munitions: Devices used to carry and disperse chemical agents, which can be fired, launched or otherwise propelled for the purposes of encouraging compliance, restoring order or overcoming resistance, without posing a significant potential of causing serious injury or death. For the purposes of this policy chemical munitions do not include standard duty OC aerosol restraint spray normally carried on the duty belt.

The chemical agents defined above are the most common chemical agents used by American law enforcement. These agents are most effective on individuals who are lucid with a normal pain threshold. Orthochlorobenzalmalononitrile (CS) gas is generally considered more effective than oleoresin capsicum (OC). Chemical agents can be applied to a target location by firing long-range projectiles or hand thrown gas "Grenades," or by volume dispensers. These agents are known to be effective on the mentally disturbed and suicidal subjects, as well as on criminal suspects.

1.8.1 CHEMICAL MUNITIONS DEPLOYMENT OFFICERS

- A. Due to the specialized nature of these munitions, only selected personnel who have successfully completed the approved training course shall be certified/authorized to deploy chemical munitions. The officer(s) deploying the chemical munitions will be referred to as the Chemical Munitions Deployment Officer (CMDO).

1.8.2 AUTHORIZATION FOR CHEMICAL MUNITIONS DEPLOYMENT

- A. With the exception of emergency circumstances (for example, life-threatening situations) any plan developed to deploy chemical munitions will be subject to the authorization of the Incident Commander.
 - 1. The use of chemical agents/munitions is considered a use of force and shall be deployed in a manner consistent with the Orland Park Police Department's use of force policy.

1.8.3 DEPLOYMENT CONSIDERATIONS AND SAFETY

- A. In determining if the use of chemical agents/munitions is necessary and appropriate, all available intelligence, especially information relating to the occupants of the structure and/or area, should be reviewed. The decision to use chemical agents/munitions should be based on the information available at the time including, but not limited to:

- 1. The nature of crime committed, if any,
- 2. The continuing dangerous or potentially dangerous conditions created by the hostage/barricaded person or crowd control incident.
- 3. The effect of the chemical agents on exposed persons and whether they would be likely to experience an abnormally adverse reaction to the agents/munitions.
- 4. Suspects location (elevated, route of escape)

B. Uncooperative Crowd Management Situations to Restore Order

- 1. When chemical agents/munitions are deployed to restore order involving a crowd, the operator shall consider the following, including, but not limited to:
 - a. Weather conditions/ Wind direction and velocity
 - b. Collateral contamination
 - c. Escape routes for the crowd
 - d. Type of agent/munitions used
 - e. Fire hazards
 - f. First aid/relief available
 - g. Whether warnings to disperse were issued

C. Barricaded Suspect

- 1. A barricaded suspect or subject incident shall be contained and a command structure that is appropriate for the time frame, the location, and the tactical problem presented by the suspect/subject shall be in place.

- a. As soon as reasonably possible, a communications effort should be made directing the suspect to exit the location and submit to arrest or custody.
 - b. A tactical deployment that would include containment and based upon the terrain or environment, long rifle positions, arrest team, entry team, emergency entry team or mobile option team should be in place.
 - c. An evacuation of citizens from the affected area should be accomplished to prevent contamination of uninvolved persons.
 - d. The deployment of pyrotechnic chemical agents should be avoided for any enclosed structure due to the risk of fire. However, in the event pyrotechnic chemical agents are to be used, the fire district shall be notified and requested to stand by near the scene of the incident.
 - e. Prior to deployment of chemical agents, when practical, notification to police personnel present should be given to avoid exposing unprotected personnel and citizens to the agent.
 - f. Chemical agents may be deployed when necessary, with the approval of the Incident Commander.
- D. Depending upon individual product application recommendation, smoke grenades and canisters may be used for, but not limited to, the following:
- 1. Crowd control/ restore order
 - 2. As a carrying agent for smaller CS/OC munitions
 - 3. Concealing movement of personnel
 - 4. Distraction device to focus attention away from other activities
 - 5. Signaling or communicating
 - a. Smoke grenades and canisters shall not be deployed onto rooftops, in crawl spaces, or indoors due to their fire-producing capabilities. Smoke grenades and canisters displace oxygen therefore, they shall not be used in confined or non-ventilated areas, unless the use of deadly force is authorized.
- E. If at all possible, prior to deployment of chemical agents/munitions, the appropriate fire protection district should be available and notified of the types of munitions being deployed.
- F. Officers involved in the direct deployment of these agents/munitions should be outfitted with appropriate personal protective equipment, including a protective mask.

1.8.4 CHEMICAL MUNITIONS DEPLOYMENT PROCEDURES

- A. Deployment procedures shall fall into two (2) categories, Systematic Gas Out and Total Gas Out.
- 1. Munitions should be fired using trajectory to minimize injury to subjects inside the location;
 - 2. When practical and applicable, the upper corners of windows will be used in conjunction with upward trajectory;
 - 3. Chemical agents projectiles shall not be “direct fired” at a human target;
 - 4. Verbal direction should be used with the insertion of chemical agents; i.e., “Exit the front door, unarmed, with your hands up, and you will not be harmed.”
 - 5. Where practical, cover and/or concealment should be used when deploying chemical agents.
 - 6. After the scene is secure and the suspect is in custody, all deployed munitions and fragments should be removed from the scene.

1.8.5 VOLUME OF CHEMICAL AGENT TO BE DEPLOYED

- A. Only that amount of chemical agent that is reasonable shall be used.
- B. Basic deployment of chemical agents dictates that its use is most effective when it is a surprise to the suspect(s)/subject(s). Therefore, no announcement of its use is required.
- C. Announcing the use of chemical agents is not prohibited.

- D. The obsolete formulas known as LC_t50 or Lethal Concentration and Time, and LCT50 Incapacitation Concentration and Time, that are derived from the International Association of Chiefs of Police (IACP) Chemical Agents Manual shall not be used. The IACP declared the manual obsolete in 1991 and again in 1993. The application of the appropriate amount of chemical agent shall be monitored, determined, and controlled by the on-scene supervisor. Only a reasonable amount should be used.
- E. The amount of chemical agent to be used should be predicated upon:
 - 1. The seriousness of the offense;
 - 2. The threat to the community posed by the suspect/subject;
 - 3. The location: size, single level or multi-level, available windows or areas for insertion of chemical agents, wind and weather, and type of chemical agent being used;
 - 4. The available positions and locations from which chemical agents can be deployed;
 - 5. The available CMDO members that can be used to deploy agents;
 - 6. The potential for injury to persons inside the locations such as hostages who are elderly or under the age of twelve years;
 - 7. The reaction of the suspect/subject to the chemical agent.

1.8.6 DECONTAMINATION

- A. Immediately after deployment of chemical agents, officers shall be alerted for any indications that individuals need medical assistance. This includes, but not limited to, breathing difficulties, gagging, profuse sweating and loss of consciousness. Observing these or other medical concerns or if the suspect/individual requests medical assistance, the officer shall call for appropriate medical aid in a reasonable amount of time. The Officer may remove subject(s) from contaminated areas for health, safety and welfare reasons, or for an arrest or investigative detention if warranted.
- B. Once the individual is taken into custody, Officers shall encourage the individual to remain calm, keeping their eyes opened and expose them to fresh air.
- C. Officers should flush the individuals' eyes and exposed skin to relieve contamination as soon as reasonably possible. Major discomfort is gone within 10 to 30 minutes.
- D. Officers shall attempt to decontaminate the individual prior to transport to the Orland Park Police Department for processing.
- E. The Commander of Administration and Technical Services and detention personnel shall be notified of an exposure and any decontamination that was administered.

F. Buildings

- 1. Supervisors/Officers must notify the property owner/occupants of the potential hazards of the chemical agents/munitions.
- 2. All spent chemical munitions containers will be removed from the objective.
- 3. As soon as possible, doors and windows should be opened and exhaust fans, if available, should be utilized to assist with ventilation.
- 4. The use of a commercial cleaning company, experienced with chemical agents, may be necessary in some cases.

1.8.7 REPORTING

- A. The deployment of any chemical agent in any amount or number shall be reported to a supervisor as soon as practical. A written report prepared by the CMDO shall document the:
 - 1. Chemical agents used;
 - 2. The number of devices used;
 - 3. The justification for use;

4. The names of officers who dispersed the chemical agents;
5. Any medical treatment and decontamination provided;
6. Any injuries.

1.8.8 STORAGE AND DISPOSAL

- A. Chemical agents/munitions shall be stored and disposed of in accordance with product specifications and recommendations.
 1. Chemical agents/munitions shall remain sealed in their shipping carton as long as possible.
 2. Chemical agents/munitions shall remain in the SRT Locker room, in the appropriate storage/deployment containers, until issued for department use.
 3. Chemical agents/munitions are not to be placed into any vehicle for long-term storage.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-9
SUBJECT: DIVERSIONARY DEVICES
EFFECTIVE DATE: March 1, 2004
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor, Training, Development and Review

INDEX AS:

- 1.9.1 AUTHORIZED DEPLOYMENT PERSONNEL
- 1.9.2 AUTHORIZATION FOR DEPLOYMENT
- 1.9.3 DEPLOYMENT CONSIDERATIONS
- 1.9.4 DEPLOYMENT REVIEW PROCESS
- 1.9.5 DEPLOYMENT REPORTING PROCEDURES

PURPOSE:

The purpose of this order is to establish guidelines for the use of noise/flash diversionary devices.

POLICY:

The use of noise flash diversionary devices (NFDD) has saved the lives of many police officers, innocent civilians, and suspects. However, in order to reduce any potential for injury, these life-saving, less-lethal devices must be properly deployed and their use supervised. The use of NFDD by specially trained police officers is permitted, in accordance with the guidelines listed herein.

Definitions:

NFDD: Noise/Flash Diversionary Device is a device that produces a loud report and a bright flash.

NFDDDO: Noise/Flash Diversionary Device Deployment Officer Coming Out Location: A safe area to deploy the device should the primary deployment location be determined unsafe.

1.9.1 AUTHORIZED DEPLOYMENT PERSONNEL

Because of the specialized nature of these devices, only selected officers who have successfully completed a departmentally approved training course shall be certified/authorized to deploy the NFDD.

1.9.2 AUTHORIZATION FOR DEPLOYMENT

- A. Except in extreme emergencies (i.e., life-threatening situations), NFDDs will not be used without prior authorization from the Incident Commander.
- B. Justification for Use

Generally, NFDDs may be used whenever the use of a diversion would facilitate entry, enable arrest or potentially reduce the risk of injury to law enforcement officers and civilians. Circumstances justifying the use of NFDDs will include, but are not limited to:

1. Barricaded suspect and/or hostage situation

2. High-risk warrant service
3. Circumstances wherein distraction of violent mentally deranged persons or those under the influence of alcohol/drugs is believed necessary to facilitate apprehension.
4. Situations wherein the authorizing person deems their use necessary to safely resolve the incident.

1.9.3 DEPLOYMENT CONSIDERATIONS

Prior to deploying NFDDs, available intelligence information and circumstances (for example, the presence of young children, elderly person, Infirm persons etc.) shall be considered. The use of a NFDD shall be limited to an area visible to the Deploying Officer prior to deployment. The only exception to this is an operation in which the risk of visual inspection clearly outweighs the potential danger of a blind deployment. Upon determining that a NFDD will be used inside of an objective, the pre-operation briefing will include a designated coming out location(s). This designated location is a safe area to deploy the device should the primary deployment location be determined unsafe. Because NFDDs have the potential to ignite flammable material, a portable fire extinguisher will be readily accessible whenever devices are to be deployed.

1.9.4 DEPLOYMENT REVIEW PROCESS

The Incident Commander will review the use of the NFDD as soon as practical following each incident or operation to ensure the device was used in accordance with this policy and that the device functioned properly. This information will be kept for statistical and training purposes.

1.9.5 DEPLOYMENT REPORTING PROCEDURES

Deployment of a NFDD during critical incidents shall be documented appropriately. The name of the officer and location/time of deployment should be recorded. The officer who deployed the NFDD is responsible for documenting the deployment.

Note: This policy is intended to provide department personnel with guidance during critical incidents requiring the noise/flash diversionary devices. More detailed information regarding the use of noise/flash diversionary devices is contained within department training materials.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-10
SUBJECT: CONDUCTED ELECTRICAL WEAPONS
EFFECTIVE DATE: December 15, 2004
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2023
REVIEWER: TASER Coordinator

INDEX AS:

- 1.10.1 TASER POLICY OVERVIEW
- 1.10.2 AUTHORIZED USERS AND READINESS
- 1.10.3 TASER DEPLOYMENT PROCEDURES
- 1.10.4 POST DEPLOYMENT PROCEDURES
- 1.10.5 REPORTING REQUIREMENTS
- 1.10.6 TASER PROGRAM COORDINATOR
- 1.10.7 ANNUAL REPORTING

PURPOSE:

The purpose of this policy is to provide Orland Park Police Officers with guidance and direction in the use of conducted electrical weapons, known as the TASER.

POLICY:

It is the policy of the Orland Park Police Department that officers use only the force that reasonably appears necessary to control or otherwise subdue violent or potentially violent individuals. The use of force must be objectively reasonable, which is that force that a reasonably prudent officer would use under the same or similar circumstances. Conducted electrical weapons, such as the TASER, have been proven effective in furtherance of this policy, and are authorized for use in appropriate circumstances by trained personnel.

DEFINITIONS:

Conducted Electrical Weapon (CEW): In the present context, this term refers to weapons designed to disrupt a subject's central nervous system by means of deploying battery powered electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor response. The CEW approved for use by Orland Park Police employees is the TASER Model X2. The terms CEW and TASER are interchangeable for purposes of this policy.

Aphids: These are confetti like pieces of paper that are expelled from the cartridge when fired. Each "aphid" contains an alpha numeric identifier unique to the specific cartridge used.

1.10.1 TASER POLICY OVERVIEW

The TASER is deployed as an officer safety tool and is an addition to other police self-defense techniques and tools. The TASER is to be used to control physically dangerous or violent subjects, when a weapon is involved, or there is reasonable belief that it is unsafe for officers to approach within physical contact range of the offender(s). An officer is not expected to place himself at unreasonable risk to deploy the TASER nor shall an officer deploy the TASER when facing a firearm or extended distance deadly force threat unless circumstances permit such use.

1.10.2 AUTHORIZED USERS AND READINESS

A. Authorized Users

Only those who have satisfactorily completed the Orland Park Police Department's approved training course, and/or the manufacturer's certification course of instruction shall be authorized to carry the TASER. All officers authorized to carry the TASER shall complete annual in-service refresher training as required.

B. TASER Readiness

1. The TASER will be carried by authorized officers, designated by the Shift Commander, in an approved holster on the support side of the body and will cross draw with strong hand. Those authorized to use the devices and assigned outside of uniformed patrol duties may utilize other department-approved holsters, and carry the TASER consistent with Department training.
 - a. When not in use, the TASER shall be properly secured and will only be removed from the holster/storage location when it is to be checked, discharged, or taken in/out of service.
 - b. All TASERs will be issued at the beginning of the shift and returned at the end of the shift.
2. The TASER shall be carried fully armed with the safety on in preparation for immediate use when authorized.
3. Any TASER not deployed for training or field use will be stored in a secure location so designated by the Chief of Police, or designee.

1.10.3 TASER DEPLOYMENT PROCEDURES

A. TASER Deployment

1. The TASER is generally analogous to Oleoresin Capsicum spray on the use of force model and decisions to use the TASER involve the same basic justification. As such, the device is prohibited from being used:
 - a. In a punitive or coercive manner.
 - b. On a handcuffed/secured prisoner, absent overtly assaultive behavior that cannot be reasonably addressed in any other less intrusive fashion.
 - c. On any suspect that does not demonstrate their intention to use violence of force against the officer or other person. ~~Subject in flight (in cases where officers would pursue on foot) to resist/avoid detention or arrest.~~
 - d. Officers will not use multiple Tasers against the same subject, unless an officer already attempted to use a Taser against the subject but the probes did not make contact with the subject.
 - e. Drive stunning is prohibited unless the subject is defined as a resistor and other force options are not readily available or would otherwise be ineffective.
 - f. In any environment where potentially flammable, volatile, or explosive material (including but not limited to such things as OC spray with volatile carriers, gasoline, natural gas, propane, etc.) is present.
2. When considering whether to use OC spray or a CEW, the totality of the circumstances should be considered together with the following factors specific to these weapons:
 - a. The statistical probability of physical injury resulting from a CEW is similar to OC spray, with the exception of accidental probe contact to a vital area or a secondary injury to the subject from falling.
 - b. OC spray creates more prolonged discomfort to subjects than the CEW but is less incapacitating.
 - c. Persons exposed to the CEW generally recover rapidly, as compared to far longer recovery periods for OC spray and the potential for cross contamination resulting from the spray.
 - d. An CEW is more likely than OC spray to incapacitate persons under the influence of alcohol, controlled substances, or those suffering from mental instability. However, NO technology is guaranteed to stop a violent and determined attacker.

- e. The effective range of the CEW varies based on the particular cartridge being used, but generally exceeds that of belt carried OC units.
3. In preparation of firing, the CEW shall be pointed in a safe direction, taken off safe, and then aimed. Center mass of the subject's back should be the primary target while lower abdominal or the legs are the secondary targets.
4. Before discharging the TASER, the officer should alert other officers on the scene that a TASER deployment is imminent. Unless circumstances dictate otherwise, the deploying officer using a loud audible warning of "TASER" will accomplish this notification.
5. Laser sights should be used as the primary aiming device
6. Upon firing the device, the officer shall energize the subject the least number of times and no longer than necessary to accomplish the legitimate operational objective. Special consideration shall be given to securing the subject under TASER power as soon as practical, when submission/compliance cannot be achieved through a minimal number of deployment cycles and verbal commands.
7. The device may also be used in certain circumstances in a "drive stun" mode. This involves pressing the unit against an appropriate area based on training and utilizing the arc button. It is important to note that when the device is used in this manner it is:
 - a. Primarily a pain compliance tool.
 - b. Minimally effective when compared to conventional cartridge type deployments.
 - c. The focus of a disproportionate number of misuse allegations.
 - d. More prone to leaving marks on the subject's skin.

A. Deployment Considerations

1. Where feasible deploying officer should use verbal commands and an arc warning prior to discharging.
2. Other deployment considerations include imminent threat to officers or others, offender actively resisting arrest, use of a weapon, to prevent offender self-injury, severity of the crime, attempt to evade arrest by flight.
3. Consideration must also be given if the subject is pregnant, elderly or very young and if the officer has reason to believe that the subject has a debilitating illness or heart problems. Manufacturers indicate that there is no medical evidence to suggest that a TASER would directly endanger such persons. However, officers should only consider using force in such cases when the need to stop the behavior clearly justifies the potential risks involved and that the TASER is a reasonable option.

C. Increased Deployment Risk

Department members will balance the risks and benefits of a Taser deployment based on several factors, including, but not limited to: threat to the officer, threat to the subject and the public as well as the availability of other force options, and the likely outcome of their use. Before Taser use, Department members should consider the seriousness of the offense and whether Taser deployment is immediately necessary. When practicable, Department members should avoid the use of a Taser on subjects who:

1. Are elevated above the ground or are in an unstable position (e.g., tree, roof, ladder, ledge, balcony, porch, bridge, or stair)
2. Could fall and suffer an impact injury to the head or other area.
3. Could fall on a sharp object or surface (e.g., holding a knife, falling on glass).
4. May be less able to catch or protect themselves in a fall (e.g., restrained, handcuffed, incapacitated, or immobilized).
5. May have impaired reflexes (e.g., from alcohol, drugs, or certain medications).
6. Are running, or are otherwise in motion.

7. Are operating or riding any mode of transportation (e.g., vehicle, bus, bicycle, motorcycle or train).

8. Are located in water, mud, marsh environment if the ability to move is restricted.

1.10.4 POST DEPLOYMENT PROCEDURES

A. Subsequent to any deployment of a TASER, the deploying officer will recover the cartridge, wires, probes and APHIDS when practical.

1. Any deployed air cartridges, probes and APHIDS, other than those used for training, shall be retained as evidence. The sharp ends of the probes shall be placed into the portals of the fired cartridge. This will prevent the sharp ends from penetrating the evidence envelope. Tape should be placed over the portals to ensure the probe is in the cartridge. The evidence shall be placed in a biohazard container and sealed.

2. When it is determined that this material is not required as evidence it may all be discarded.

B. Subject Aftercare

1. The TASER probes shall be removed from the subjects after being restrained following the procedures outlined in training.

The following persons should be transported to an emergency care facility:

- a. Subjects who are hit in a sensitive area (face, head, female breast, genitals)
 - b. Subjects from whom officers have difficulty removing the probes (i.e. probe/barb separation)
 - c. Subjects who do not appear to be fully recovered within 10 minutes after being exposed
 - d. Subjects who may be considered to be in an elevated risk category
2. Photographs of the affected area should be taken after the darts are removed.
 3. When practical, emergency medical service personnel or other authorized medical personnel should examine the exposed person prior to being incarcerated.

1.10.5 REPORTING REQUIREMENTS

A. Deploying officers shall notify their supervisor as soon as practical after the deployment of a TASER and document the incident in a full written case report.

B. The Shift Commander shall notify the Division Commander, without unnecessary delay, whenever a TASER is deployed on a subject where there is an unusual circumstances surrounding its use. The Division Commander will direct the Shift Commander with respect to any further notifications up the chain of command.

C. Any discharge of a TASER, including unintended discharges, shall be reported, investigated and documented. The officer that discharged the TASER shall complete a detailed report.

1. The report should include, but not be limited to, the following information;

- a. The circumstances that necessitated the discharge.
- b. The identity of the subject, all officers involved, and any known witnesses
- c. The make, model, control and serial number of the TASER discharged.
- d. The range at which the TASER was discharged.
- e. The point(s) of impact on the subject.
- f. The number of five-second cycles used.
- g. The type of clothing the probes encountered.
- h. The type of discharge (probe, drive stun or both)
- i. Evaluation of the effectiveness of the device.

- j. After-discharge actions taken by the officers.
- k. Any injuries suffered by the subject because of the device or the incident and any photographs were taken of injuries.
 - l. The serial number of the deployed cartridge
- 2. Discharge of a TASER during an approved training session will not require completion of a report, unless an injury occurs during the training session resulting from a discharged TASER.
- 3. With the exceptions of an approved training session or to test the functionality of the unit in a safe area, the TASER will not be activated or demonstrated at any time. The TASER will never be displayed or used in an unnecessary or unprofessional manner.

1.10.6 TASER PROGRAM COORDINATOR

- A. The TASER Program Coordinator is a sworn officer and certified TASER instructor, appointed by the Chief of Police. The Coordinator will report to the Training, Development and Review Supervisor and have the following responsibilities:
 - 1. Receive, inspect, and ensure the maintenance and replacement of the TASER devices purchased or obtained by the Department.
 - 2. Establish and maintain systems to record the issuance of TASER cartridges.
 - 3. Maintain an adequate supply of batteries and cartridges for replacement, exchange or replacement batteries.
 - 4. Return defective or damaged TASERs and cartridges to vendor and arrange for service and/or replacement of defective or damaged device.
 - 5. Maintain training updates and information from TASER International and other sources that will keep the program current and training relevant.
 - 6. Conduct basic user certification training and annual re-training to Department personnel. All training will be coordinated through the Training, Development and Review Office.
 - 7. Review each case report involving the deployment of the TASER. Download the computerized Recorded Firing Data from the TASER, review the data for consistency with the case report, and then place the information in an administrative file.

1.10.7 ANNUAL REPORTING

- A. The TASER Program Coordinator shall provide an annual report to the Chief of Police outlining the number of deployments in the field, including accidental discharges, locations of the incidents, case report numbers, and any unusual circumstances surrounding the deployments during the preceding calendar year.

Note: This policy is intended to provide department personnel with guidance during critical incidents requiring the TASER. More detailed information regarding the use of the TASER is contained within the department Use of Force Policy, General Order 1-3.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 1-11
SUBJECT: OFFICER-INVOLVED SHOOTING PROTOCOL
EFFECTIVE DATE: August 22, 2011
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor of Training, Development and Review

INDEX AS:

- 1.11.1 ON-SCENE RESPONSIBILITIES
- 1.11.2 SUPERVISORY RESPONSIBILITIES ON-SCENE
- 1.11.3 PUBLIC INTEGRITY TASK FORCE ACTIVATION REQUIREMENTS AND PROCEDURES
- 1.11.4 CRIMINAL INVESTIGATION RESPONSIBILITIES
- 1.11.5 POST SHOOTING INCIDENT PROCEDURES
- 1.11.6 ADMINISTRATIVE INVESTIGATION PROCEDURES
- 1.11.7 ADMINISTRATIVE LEAVE
- 1.11.8 CRITICAL INCIDENT COUNSELING
- 1.11.9 JURISDICTIONAL RESPONSIBILITIES
- 1.11.10 MEDIA RELATIONS
- 1.11.11 OFFICER-INVOLVED SHOOTING REPORTING AND RESPONSIBILITIES

PURPOSE:

The purpose of this policy is to provide guidelines for the investigation of officer-involved shooting incidents.

POLICY:

It is the policy of the Orland Park Police Department that officer-involved shooting incidents be investigated with the utmost thoroughness, professionalism, and impartiality to determine if the actions of the officer(s) conform with the law and the department's rules and regulations.

Nothing in this policy is intended to increase, modify, or in any way affect the current legal standards nor shall any deviation from these guidelines be considered a breach of any legal standard.

DEFINITIONS:

- A. **Deadly Force:** Any use of force that is reasonably likely to cause death or great bodily harm.
 1. A peace officer's discharge of a firearm using ammunition designed to disable or control an individual without creating the likelihood of death or great bodily harm (i.e. impact munitions) shall not be considered the use of deadly force.
- B. **Great Bodily Harm:** Physical injury creating a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the function of any bodily member or organ.
- C. **Officer-Involved Shooting Incident:** A line-of-duty incident where shooting causes death or serious bodily

injury to an officer or other person.

- D. Officer-involved Death: Any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on duty, or otherwise acting within the scope of his or her employment, or while the officer is off duty, but performing activities that are within the scope of his or her law enforcement duties (50 ILCS 727/1-5).
- E. Post-Traumatic Stress Disorder: An anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive and prolonged milder stress.

ORDER:

1.11.1 ON-SCENE RESPONSIBILITIES

- A. Officers involved at the scene of an officer-involved shooting incident shall take those measures that are reasonably feasible and appropriate to protect their safety and to preserve evidence essential to the investigation. This includes the following actions, undertaken in an order deemed appropriate:
 1. Ensure that the threats to officer and the public no longer exist.
 2. Secure and separate suspects.
 3. Relay information on fleeing suspects to communications and other responding officers in order to establish a containment area.
 4. Request a supervisor, additional backup, emergency medical services, if necessary, and any other assistance required immediately.
 5. If injured, administer emergency first aid to oneself first if possible.
 6. Administer first aid to suspects and others, as necessary, pending the arrival of emergency medical Personnel.
 7. Survey the entire area for relevant facts:
 - a. Potential suspects
 - b. Potential suspect vehicles
 - c. Witnesses
 - d. Individuals who were present at the scene but were not witnesses, but may have information regarding the incident.
 8. As time and capabilities permit before supervisory and additional assistance arrives:
 - a. Secure the area, establish a perimeter with crime scene tape, and limit access to authorized persons necessary to investigate the use of deadly force and assist with the injured.
 - b. Protect evidence from loss, destruction, contamination, or damage that is likely to occur before additional resources can arrive
 - c. Ensure that evidentiary items are not moved, note the original location and position of persons, weapons, and other relevant objects and evidence.
 - d. Record the names, addresses and phone numbers of all witnesses and other persons present during the shooting scene and request they remain at hand to provide a statement.

1.11.2 SUPERVISORY RESPONSIBILITIES ON-SCENE

- A. The ability of a supervisor to coordinate available resources to eliminate additional threats to the officers and the public, render aid to the injured, secure and protect the crime scene, and seek the apprehension of fleeing offenders is paramount to preventing the critical situation from expanding. The responding supervisors shall:
 1. Ensure the safety and determine the condition of the officer(s), suspect(s), and other parties.

2. In the event involved officers were unable to do so, secure the scene including any evidence and witnesses.
3. If the officer involved in the deadly force incident is not injured, move him away from the center of activity and ensure he is accompanied at all times by another officer
4. Summon emergency medical service if not yet requested for officers, suspects and third parties.
5. Any officer directly using deadly force regardless of an apparent injury or not shall be transported to the hospital for a medical evaluation. Per 50 ILCS 724 1-25 the officer involved in the shooting must submit to a drug and alcohol test as soon as practicable after the officer-involved shooting but no later than the end of the involved officer's shift or tour of duty.
 - a. Assign an officer to accompany the officer to the hospital and remain there.
 - b. Ensure that the family of the officer is notified on a priority basis and in person when possible.
 1. The officer's name shall not be released to the media or unauthorized parties unless approved by the Chief of Police or his designee.
6. Only minimal preliminary questions relating to public safety shall be asked about the incident. The officer(s) involved shall be advised that a more detailed de-briefing will be conducted later. The public safety information sought to further the investigation are as follows:
 - a. Type of force used;
 - b. Direction of shots fired by the officer(s) and suspect(s) if known;
 - c. Location of any injured persons;
 - d. Description of fleeing suspect, direction of travel, elapsed time, and any suspect weapon(s);
 - e. Description of any known victims and/or witnesses;
 - f. Description and location of any known evidence.
7. Confirm that the preliminary steps outlined in 1.11.1 ON-SCENE RESPONSIBILITIES have been adequately addressed and if not, take appropriate action to ensure that the necessary actions are taken.
8. Maintain an incident log.
9. Conduct a preliminary investigation to aid the Investigations Division, Cook or Will County State's Attorney, and the Illinois State Police Public Integrity Task Force.
10. Firearms should be taken from officers in a discreet manner and arrangements to replace the weapons should be made immediately if feasible.
11. Make notifications to department personnel, to include:
 - a. Chief of Police
 - b. Deputy Chief of Police
 - c. Investigations Division Commander
 - d. Patrol Division Commander
 - e. Public Integrity Task Force, according to the guidelines set forth in Section 1.11.3, PUBLIC INTEGRITY TASK FORCE ACTIVATION REQUIREMENTS AND PROCEDURES, of this directive
 - f. Medical Examiner, if necessary.
12. If additional resources are needed, the Shift Commander shall activate a Mutual Aid request in accordance with General Order 2.1, AGENCY JURISDICTION AND MUTUAL AID.

1.11.3 PUBLIC INTEGRITY TASK FORCE ACTIVATION REQUIREMENTS AND PROCEDURES

The sole purpose of the Illinois State Public Integrity Task Force investigation, as it relates to an officer involved shooting, is to ascertain if the officer(s), when discharging their weapon(s) or using any other form

of deadly force, violated any criminal statutes. The Public Integrity Task Force does not investigate possible violations of policy or procedures of the Orland Park Police Department nor does it investigate possible charges to file against an offender involved in an officer-involved shooting.

A. The criteria to activate the Illinois State Police Public Integrity Task Force is as follows:

1. Officer-involved shootings where a person was shot (no death or great bodily harm required); or
2. Uses of force utilized by an officer where death or great bodily harm resulted; or
3. In-custody deaths.

B. Activation

1. The Investigations Division Commander or his designee shall make the appropriate notification to the Illinois State Police Public Integrity Task Force and request an independent investigation of the use of deadly force incident.
2. An independent investigation of an officer-involved death by the Illinois State Police Public Integrity Task Force meets the requirements set forth in the Police and Community Relations Improvement Act, specifically, 50 ILCS 727/1-10.

C. Procedures

1. If the criterion for the activation of the Illinois State Police Public Integrity Task Force is met, the supervisor on-scene will ensure that the integrity of the crime scene is protected and that no physical evidence is collected other than by members of the Illinois State Police Public Integrity Task Force.
 - a. The supervisor will make certain that a crime scene log is started prior to the arrival of the Illinois State Police Public Integrity Task Force.
 - b. If the possibility exists that evidence could be lost or destroyed, a street evidence technician shall photograph the evidence immediately.
2. The Investigations Division Commander or his designee will be the liaison person between the Illinois State Police Public Integrity Task Force and the Orland Park Police Department.
3. The Orland Park Police Department will refrain from having any department employee write a report prior to being interviewed by the Illinois State Police Public Integrity Task Force.
4. Copies of all reports prepared by members of the Orland Park Police Department regarding the deadly force incident, including any use of force memorandums and all recordings (i.e., patrol car videos, 911 calls, police radio traffic, surveillance cameras, MDT text traffic, crime scene photographs, etc.), shall be provided to the Illinois State Police Public Integrity Task Force.
5. No member of the Orland Park Police Department shall interfere with the investigation conducted by an outside agency.

1.11.4 CRIMINAL INVESTIGATION RESPONSIBILITIES

- A. When an officer uses deadly force, the reasonable conclusion is that the officer or a third party is the victim of a crime involving the infliction or threatened infliction of death or great bodily harm. As a result, an investigation into the crime and possible charges to be filed against an offender will commence.
1. The Investigations Division Commander or his designee shall assign investigator(s) to conduct a criminal investigation of the offender. The Chief or his designee may assign other specialized personnel to aid in the investigation.
 3. When permitted by members of the Public Integrity Task Force, an assigned department investigator will be present during all officer interviews. Information gained during the course of these interviews may be used as evidence in the active criminal investigation of an offender.
 - a. At the conclusion of the Illinois State Police Public Integrity Task Force interview, the assigned investigator may ask additional questions of the officer to properly document the elements of a crime to present to the Cook or Will County State's Attorney's Office for charging and subsequent prosecution of the offender.
 - b. In the event department investigators are not permitted to participate with the Public Integrity Task Force officer interviews at the time of the interviews, department investigators will interview the involved officers immediately following the Public Integrity Task Force interviews.

1.11.5 POST SHOOTING INCIDENT PROCEDURES

- A. Law enforcement duties can often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations can cause disabling emotional and physical problems. It has been found that officer-involved shootings resulting in death or serious bodily injury to a citizen or a fellow officer may precipitate such stress disorders. It is the responsibility of Orland Park Police Department to provide personnel with information on stress disorders and to guide and assist in their deterrence. Therefore, it is pertinent to take immediate action after such incidents to safeguard the continued good mental health of all involved personnel.
 - 1. Where possible, a responding command level supervisor shall briefly meet with the involved officers separately and inform them of the following:
 - a. The investigations that will occur concerning the incident should be discussed with the officers.
 - b. The officers shall be advised not to discuss the incident with anyone except a personal or union attorney, or union representative, until investigators investigating the officer-involved shooting formally interview them.
 - c. No formal interview will commence with the officer(s) who uses deadly force within the first 48 hours of the incident.
 - 1. Officers may be interviewed sooner at the advice of their own counsel.
 - d. If requested, the involved officer(s) shall have the right to meet with union representation and/or an attorney prior to speaking with the Illinois State Police Public Integrity Task Force.
 - e. Any officer involved in a deadly force incident shall be afforded the opportunity to conduct a walk-through of the scene and review any applicable videos prior to the commencement of any formal interview.

1.11.6 ADMINISTRATIVE INVESTIGATION PROCEDURES

- A. It shall be the function of the administrative review to investigate and establish whether the actions of the officer(s) in utilizing deadly force complied with the rules and regulations of the Orland Park Police Department. The standard in which compliance will be determined is the facts and circumstances known to the officer at the time deadly force was deployed.
- B. Administrative Investigations of an officer-involved shooting will be conducted in accordance with General Order 52-1, INTERNAL REVIEW / CITIZEN COMPLAINT ADMINISTRATION AND OPERATIONAL PROCEDURES.
- C. The Chief of Police or his designee may direct any officers involved in an officer-involved shooting incident to provide a statement during an administrative investigation of the deadly force incident.
- D. The Supervisor of Training, Development, and Review will review all officer-involved shootings for the purpose of identifying remedial training concerns, trends, and compliance with current training practices

1.11.7 ADMINISTRATIVE LEAVE OR DUTY

- A. The purpose for the assignment to administrative leave or duty after a deadly force incident is to allow the officer to obtain counseling, afford the ability to confer with counsel, and be available for the investigative process. Additionally, an assignment to administrative leave or duty serves the department during the investigatory process. Therefore, involved personnel shall be placed on either administrative leave or duty pending an evaluation.
 - 1. The assignment and duration of such leave or duty is at the discretion of the Chief of Police or his designee.
 - 2. Leave will be without the loss of pay or benefits.
 - 3. The placement on administrative leave or duty shall not be interpreted to imply or indicate that the officer has acted improperly.
 - 4. The officer shall remain available for official department interviews and statements regarding the application of deadly force.
 - 5. The officer will refrain from public discussion of the incident.

6. The officer will refrain from utilizing arrest and intervention powers.
7. The officer will retain responsibility for compliance with all laws and departmental rules, regulations, and directives except those in which the officer has been specifically exempted by this order.
8. Prior to return to full active duty, the officer will be required to re-qualify with his department issued firearm(s).

1.11.8 CRITICAL INCIDENT COUNSELING

- A. Officers involved in deadly force encounters may experience significant emotional and mental strain. Therefore, any employee directly associated with an officer- involved shooting shall be required to undergo a critical incident de-briefing initiated by the department and provided by a qualified mental health psychiatrist or psychologist.
 1. The initial counseling session will commence as soon as practical after the event.
 2. The psychiatrist or psychologist conducting the counseling will only be required to make recommendations to the Chief of Police pertaining to the officer's duty status, assignment, or the need for continual counseling.
 3. The Orland Park Police Department is responsible for the payment of the expenses associated with the critical incident counseling.

B. Fitness For Duty Evaluation

1. The Chief of Police may direct an officer involved in a critical incident for a fitness for duty evaluation if a fact-specific duty-related threshold is met as outlined in the Americans with Disabilities Act of 1991 (42 U.S.C. § 12112(d)(4)(A); 29 C.F.R. § 1630.14(C)).

1.11.9 JURISDICTIONAL RESPONSIBILITIES

- A. The Orland Park Police Department will be responsible for any criminal investigation of a suspect of an officer involved in a shooting occurring within the Village of Orland Park.
 1. The criminal investigation of any officer, regardless of what agency, involved in a shooting that occurs in the Village of Orland Park will be the responsibility of the Illinois State Police Public Integrity Task Force if the criterion for activation is met.
 2. The Chief of Police will initiate an administrative investigation to determine if the Orland Park Police Officer complied with the department's rules and regulations.
 3. If an officer from another jurisdiction uses deadly force within the Village of Orland Park, an administrative investigation is the responsibility of that agency.
- B. If an officer of the Orland Park Police uses deadly force in another jurisdiction, the appropriate agency will conduct a criminal investigation of the suspect involved.
 1. The criminal investigation of the Orland Park Police Officer involved in a shooting will be decided by the agency having jurisdiction.
 2. The Chief of Police will initiate an administrative investigation to determine if the officer was in compliance with the Orland Park Police Department rules and regulations.

1.11.10 MEDIA RELATIONS

- A. A single press release shall be prepared with input and agreement from the initial responding supervisor, Investigations Commander, Deputy Chief and Chief of Police. This news release will be available to the Shift Commander and assigned Public Information Officer in the event of inquiries of the media.
- B. It will be the policy of the Orland Park Police Department to not to release the identities of involved officers absent their consent or as required by law. Additionally, no involved officer shall be subjected to contact from the media nor should any member of the Orland Park Police Department make any comments to the press unless authorized by the Chief of Police or his designee.
- C. Officers shall refer inquiries from the media to a designated department spokesperson, unless otherwise authorized to release a statement pertaining to the incident.

- D. Law enforcement officials receiving inquiries regarding incidents occurring in other agency jurisdictions shall refrain from public comment and will direct any inquiries to the appropriate jurisdiction having primary responsibility for the investigation.

1.11.11 OFFICER-INVOLVED SHOOTING REPORTING AND RESPONSIBILITIES

A. Reporting Requirement

1. In the event that offender(s) remain at large or subject to prosecution for a related offense, the Orland Park Police Department retains the authority to require involved officers to provide sufficient information for Department reports to facilitate the apprehension and prosecution of offenders.
2. Any officer firing his weapon in an officer-involved shooting incident shall write a report limited to the events that led up to the shooting.
3. Information regarding the shooting incident itself shall be derived from the Public Integrity Task Force report.
4. Nothing in this section shall be construed to deprive an involved officer of the right to counsel prior to completing any required report and/or memorandum.

B. Approval Process

1. Reports related to the prosecution of offenders shall be processed according to normal review and approval procedures.
2. Any approved report may be included for reference in any investigation relating to the officer-involved shooting.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 2-1
SUBJECT: AGENCY JURISDICTION AND MUTUAL AID
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
AMENDED: August 1, 2007
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

- 2.1.1 VILLAGE GEOGRAPHIC LIMITS
- 2.1.2 CONCURRENT JURISDICTION
- 2.1.3 INTERAGENCY COOPERATION
- 2.1.4 MUTUAL AID AGREEMENTS
- 2.1.5 REQUESTING FEDERAL LAW ENFORCEMENT ASSISTANCE
- 2.1.6 NATIONAL GUARD ASSISTANCE IN EMERGENCY SITUATIONS
- 2.1.7 ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)
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- 2.1.9 ILEAS CAR PLAN – REQUEST PROCEDURES
- 2.1.10 ILEAS OPERATIONS AT THE EMERGENCY SITE
- 2.1.11 ILEAS – MOBILE FIELD FORCE (MFF)
- 2.1.12 ILEAS - WMD SPECIAL RESPONSE TEAMS (SRT)
- 2.1.13 ILEAS TERMINATING A LAW ENFORCEMENT ALARM

PURPOSE:

The purpose of this order is to establish guidelines for providing or requesting mutual aid assistance to/from other law enforcement agencies and to define the concurrent jurisdictional authority and boundaries of the Department.

DEFINITIONS:

Concurrent Jurisdiction: The sharing of, or having equal authority within, the same jurisdictional boundaries by two or more governmental entities.

Law Enforcement Emergency: Any situation, which exceeds the capability of the local agency to counteract effectively.

Mutual Aid: An agreement by which a law enforcement agency may render assistance to or request assistance from

another agency in law enforcement emergencies.

ORDER:

2.1.1 VILLAGE GEOGRAPHIC BOUNDARIES

- A. It shall be considered a priority for all employees of the Orland Park Police Department to familiarize themselves with the geographic boundaries of the Village of Orland Park.
 - 1. The official Village boundary records are maintained in the office of the Village Clerk.
 - 2. Current detailed official Village maps, which include the boundaries of the Village, shall be maintained at strategic locations within the police facility and shall be issued to all field personnel.
 - 3. Current detailed official boundaries of the Village of Orland Park are maintained within the C.A.D. system.

2.1.2 CONCURRENT JURISDICTION

- A. Within the corporate limits of the Village of Orland Park, the Orland Park Police Department has the exclusive authority to enforce the ordinances of the Village. In addition, the Department shall enforce the laws of the State of Illinois and carry out all other duties, responsibilities and directives.
 - 1. The Orland Park Police Department shall have concurrent jurisdiction with the Cook County Sheriff's Office and the Will County Sheriff's Office within their respective geographical areas of the Village of Orland Park.
 - 2. Concurrent jurisdiction shall exist with state and federal law enforcement agencies.
- B. There are other federal, state, county and local agencies that may, on occasion, perform a police function within the Village. The origin of their office, federal, state, etc., will define the scope of their authority.
- C. Since all of these organizations are autonomous, they may from time to time request assistance from the Orland Park Police Department. When no written agreement exists between an agency and the Orland Park Police, assistance will be rendered in compliance with the written Departmental directives on mutual aid and emergency assistance and in accordance with state statute (65 ILCS 5/1-4-8 and 65 ILCS 5/11 1-2.1).
 - 1. In any situation where a question arises concerning jurisdiction with another agency, the responding Orland Park officer shall make every effort to resolve the matter in the most professional manner possible. If this matter cannot be resolved by the responding officer, he shall notify his immediate supervisor.

2.1.3 INTERAGENCY COOPERATION

- A. The Village of Orland Park has entered into emergency call handling agreements with the Orland Fire Protection District and the Orland Hills Police Department, which have adjacent or concurrent jurisdiction. The agreements have been devised to facilitate emergency call answering between the different agencies and essentially state that.
 - 1. If a 911 call is received at the Orland Park Communications Center for another jurisdiction, the call shall be transferred to the appropriate agency's communications center via either telephone or point-to-point radio.
 - 2. The transfer or relay will be made immediately upon the determination by the Orland Park Communications Center that the 911 call refers to an area under the jurisdiction of another agency.
 - 3. The Orland Park Communications Center will stay on the line after the call is transferred until the conversation is established with the caller by the other agency.
 - 4. If an Orland Park Unit inadvertently responds to a 911 call from an address located in the jurisdictional area of another agency, believing that address to be in Orland Park, the Orland Park unit shall continue to answer the call and disregard the jurisdictional boundaries. The Orland Park unit shall not be recalled based solely on the basis of jurisdictional boundaries.
 - 5. As soon as the Orland Park unit determines that it is answering a call outside of Orland Park, it shall notify the appropriate agency by the fastest means possible.
 - 6. If the appropriate agency requests assistance from Orland Park, the Orland Park unit will continue its

response to the address and disregard jurisdictional boundaries.

7. If the Orland Park unit arrives at the address first, aid shall be rendered as is necessary to protect life and property. When the appropriate agency arrives at the address, the Orland Park unit shall be relieved of any further responsibility.

B. In all other cases:

1. A supervisor must authorize a request for outside assistance before assistance is actually provided.
2. An estimated time of arrival should be established by the requesting agency and/or officers from the requesting agency should be on the scene.
3. A supervisor must approve a request to send assistance outside of the Village before personnel are dispatched. Also see:
 - a. General Order 41.6 Canine Unit Deployment, requests for canine.
 - b. Also see General Order 1.2, Limits of Authority, Section 1, Legally Mandated Authority of Sworn Officers.
 - c. Also see General Order 81.2, Communications Operations, section 5, misdirected emergency calls.

2.1.4 MUTUAL AID AGREEMENTS

- A. Mutual aid may be provided to another law enforcement agency by the Orland Park Police Department.
 1. Any employee, sworn or civilian, upon receipt of a request for mutual aid, shall immediately determine the name and rank/position of the person requesting such mutual aid.
 2. All other pertinent information, i.e. nature of emergency, location, personnel, and other equipment needed, staging area, telephone number of the requesting agency official, etc. shall be obtained.
 3. Immediate notification of the on-duty Shift Commander regarding the request for mutual aid shall be made.
- B. Upon receipt of a request for mutual aid, the Shift Commander shall immediately determine whether the Orland Park Police Department has the available personnel and equipment necessary to respond to the request.
 1. If the necessary personnel and equipment are available, the Shift Commander is authorized to release personnel and equipment to the requesting agency.
 2. Notification to the Patrol Division Commander shall be made of any significant release of personnel and/or equipment, as deemed necessary by the Shift Commander. This notification may be satisfied through inter-office memorandum or immediate telephone contact depending on the urgency and nature of the situation.
- C. Upon notification of a mutual aid request from another agency that is of such a nature and significance that make it impractical for the Shift Commander to respond with available manpower and equipment, the Patrol Division Commander shall be immediately contacted. The Division Commander shall then determine the method of personnel and equipment response to be made in response to the request. The Division Commander shall make immediate arrangements for such a response, taking into consideration:
 1. The amount of on and off duty civilian and sworn personnel and equipment available.
 2. Depending on the expected length of the emergency, provisions for the relief of personnel assigned both to the Village of Orland Park for regular police duties and personnel assigned to the requesting agency.
- D. Orland Park Police Officers responding to a request for mutual aid from another municipality shall be responsible for compliance to the following provisions:
 1. Officers responding to another community on a mutual aid request shall respond safely and quickly, reporting immediately upon arrival to the designated officer-in-charge and shall place themselves under his direct command. The line of command designated by the department in need shall be followed under all circumstances without regard to individual rank of the responding officers.
 2. At the scene of a disturbance, it is expected that all arrests, if possible, will be affected by the officers of the

community having jurisdiction, and that mutual aid officers will be used essentially for the transportation and control of prisoners, mass processing of arrestees, and operation of temporary detention facilities.

2.1.5 REQUESTING FEDERAL LAW ENFORCEMENT ASSISTANCE

A. There are times when it is necessary to request assistance from a federal law enforcement agency. The determination to request federal law enforcement assistance will normally be made by the Shift Commander.

1. The appropriate Division Commander shall be notified of all requests for federal law enforcement assistance.

2.1.6 NATIONAL GUARD ASSISTANCE IN EMERGENCY SITUATIONS

A. In an emergency, the Mayor may call upon the National Guard for assistance. Procedures are set forth in the Village of Orland Park Emergency Operation Plan.

2.1.7 ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)

PURPOSE:

The Orland Park Police Department is a member of the Illinois Law Enforcement Alarm System (ILEAS), which is a statewide law enforcement mutual aid system. The purpose of ILEAS is:

1. To provide immediate extra law enforcement manpower and equipment at the scene of law enforcement emergencies.
2. To provide for an automatic and systematic response of law enforcement manpower teams.
3. To provide for contractual responsibilities and liabilities.
4. To provide broad area coverage.
5. To foster a cooperative spirit for law enforcement emergency planning.
6. To provide access to specialized manpower and equipment which no one department could afford to maintain.

DEFINITIONS:

Aiding Agency: An agency furnishing law enforcement manpower and equipment to a stricken agency.

Alarm Log: A form used by the ILEAS dispatcher at the Dispatch Center to record the response to a mutual aid request.

Disaster: An emergency situation that threatens or causes loss of life and property, and exceeds the physical and organizational capabilities of a unit of local government. Generally, the word "Emergency" within this document refers to situations connected to a law enforcement response to severe storms, floods, hazardous material incidents, transportation accidents, large fires, or situations which are beyond the ability of the individual agency to deal with effectively in terms of manpower and equipment resources on hand at a given time.

Mutual Aid: A prearranged written agreement and plan whereby regular response and assistance is provided in the event of alarms (emergencies) from a stricken agency by the aiding agencies in accordance with the law enforcement alarm assignments as developed by the agency heads of the participating law enforcement agencies.

ILEAS Dispatcher: The Dispatch Center is responsible for the coordination and assignment of law enforcement mutual aid personnel under this plan. The Dispatch Center will handle most requests for mutual aid. The Alternate Dispatch Center will handle the activities should the primary Dispatcher become involved in an emergency.

Law Enforcement Alarm Area: A geographic area in which a Law Enforcement Alarm location exists.

Law Enforcement Officer: An employee of a participating law enforcement agency who is a peace officer (as defined by state law and the Illinois Law Enforcement Training and Standards Board or federal law) and by virtue of his office or public employment, is vested by the state or federal law with the primary duty of maintaining public order and making arrests for violations of state or federal law.

Squad Car: A law enforcement vehicle that is equipped with mounted or portable warning lights and has communications equipment.

Staging Area: A predetermined location outside the immediate emergency area where law enforcement personnel and equipment will assemble.

Staging Area Supervisor: An officer from the stricken agency assigned to coordinate activities and log in responding personnel at the staging area.

Stricken Agency: The agency in which an emergency occurs that is of such magnitude that it cannot be adequately handled by the local law enforcement agency.

2.1.8 ILEAS PROCEDURE FOR REQUESTING A LAW ENFORCEMENT ALARM

- A. The Primary Mutual Aid Number is 1-847-590-3500
- B. The Secondary Mutual Aid Number is 1-309-494-8000
 1. The following guidelines will be followed if Orland Park needs to activate the Illinois Law Enforcement Alarm System.
 - a. When an incident is beyond this Department's ability to deal with effectively, the Shift Commander is authorized to request the activation of ILEAS. Large-scale or significant requests for aid shall be authorized by the Patrol Division Commander and the Chief of Police will be notified.
 - b. If the Shift Commander decides to activate ILEAS, he shall;
 - 1) Notify the Communications Center that he is activating ILEAS.
 - 2) Advise the Communications Center of the nature of the incident and any other special details or instructions for responding personnel, including the radio contact frequency for the staging command if known (ISPERN, IREACH, etc.).
 - 3) The Shift Commander will respond or appoint an officer-in-charge to respond to the staging area. The Shift Commander or officer-in-charge will assign personnel and equipment, of the aiding agencies, to positions when and where he deems necessary.
- C. If the Shift Commander activates ILEAS, the Communications Center Telecommunicator shall immediately contact the ILEAS dispatcher and provide the following information;
 1. Orland Park's request to activate ILEAS.
 2. Name the Shift Commander authorizing the request.
 3. Call-back number
 4. Nature of the incident- zip code preferable or at least an address
 5. What agencies are already on scene
 6. Which staging area to use
 7. Areas or routes to avoid
 8. Radio contact frequency for staging command if known (ISPERN, IREACH, etc.)
 9. Other special details or instructions for responding personnel
- D. The guidelines for an ILEAS Activation can be found in CAD under the SOP File (Standard Operation Procedure) and in the ILEAS Manuals that are located in Dispatch and the Supervisors Office.
- E. The Shift Commander shall ensure that mutual aid personnel are released and returned to duty with their own agencies as soon as the situation is restored to the point, which permits Orland Park to satisfactorily handle it with its own resources.

- F. In the event Orland Park receives an ILEAS Activation request, the procedures set forth in Order 2.1.4 MUTUAL AID AGREEMENTS (A)(B)(C)(D) will be followed.

2.1.9 ILEAS CAR PLAN – REQUEST PROCEDURES

- A. Any supervisor, regardless of rank, is authorized to request additional resources in order to bring an emergency situation under control.
- B. After determining the level of resources needed to bring the situation under control, the stricken agency, through its law enforcement dispatcher, will immediately contact the ILEAS dispatcher and provide the following information:
 1. The name of the requesting agency.
 2. The Law Enforcement Resource requested (i.e. car plan, Mobile Field Force (MFF) SRT Alarm Plan Level Requested
 3. The number of resources needed, including any specialized equipment or personnel.
 4. The nature of the incident.
 5. Any other special details or instructions for responding personnel.
 6. Which communications system to use.
 7. What resources are needed.
- C. The ILEAS dispatcher will query the database to develop the available resources in the vicinity and notify those departments to respond to the stricken agency's request. Agencies due to respond will acknowledge the mutual aid request and, unless otherwise directed, immediately dispatch the required manpower to the appropriate Staging Area.
- D. If an agency cannot, because of an existing situation, immediately send the required manpower due on an alarm, they must notify the ILEAS dispatcher immediately so that fill-in manpower can be assigned from another agency.
- E. The stricken agency will assign an officer to act as the Staging Area Supervisor. The Staging Area Supervisor will report to the Staging Area and will log in and coordinate the assignment of ILEAS personnel as they arrive.
- F. Unless otherwise directed, each law enforcement officer assigned to respond to a Law Enforcement Alarm will respond in uniform, or otherwise clearly identified, and in a squad car. No law enforcement officer will respond to a mutual aid request unless directed by his department.

2.1.10 ILEAS OPERATIONS AT THE EMERGENCY SITE

- A. The initial responsibility of the stricken agency at the emergency site is to evaluate the extent of the emergency situation and take immediate steps to ensure that adequate law enforcement manpower and equipment are made available.
- B. The officer-in-charge, of the stricken agency, shall assume full responsibility and command for operations at the scene. He will assign personnel and equipment, of the aiding agencies, to positions when and where he deems necessary. Some suggested uses of mutual aid personnel are:
 1. Provide care and aid to injured.
 2. Search and rescue operations.
 3. Evacuation.
 4. Traffic and crowd control.
 5. Perimeter security.

6. Maintain regular law enforcement service.
- C. As a general rule, mutual aid personnel will supplement the stricken agency's forces, and as such, should not be assigned to hazardous duties when adequate manpower from the stricken agency exists.
- D. As much as possible, one common radio frequency will be utilized by all law enforcement agencies involved. Initial response will be coordinated through ISPERN. Ground voice communications operations will be conducted on another frequency agreed to by the regional response units, i.e., IREACH. Those officers not having the agreed upon frequency should be assigned to positions not needing immediate communications or assigned with an officer having access to the frequency.
- E. Due to the differences in ten-signals, common English language will be used in contrast to codes and ten-signals.
- F. The Incident Commander, of the stricken agency, shall ensure that mutual aid personnel are released and returned to duty with their own agencies as soon as the situation is restored to the point, which permits the stricken agency to satisfactorily handle it with its own resources.

2.1.11 ILEAS – MOBILE FIELD FORCE (MFF)

- A. The Mobile Field Force is basically a platoon of police officers of various ranks with a leader. Tactics used are based on small squad tactics developed by the Office of Domestic Preparedness as well as the more traditional Mobile Field Force tactics. A team generally consists of four squads and may be supplemented by specialized units from ILEAS member agencies.
- B. The Mobile Field Force may be requested to:
 1. Provide security at sites where pharmaceuticals from the National Strategic Stockpile are being distributed.
 2. Provide evacuation assistance related to weapons of mass destruction incidents.
 3. Rescue victims or police officers under hazardous conditions.
 4. Apprehend multiple offenders in crowd situations.
 5. Isolate areas of civil disorder or disaster by the use of large, organized perimeters.
 6. Control or disburse unruly crowds.
 7. Act as the first response to EMAC requests from other states.

2.1.12 ILEAS - WMD SPECIAL RESPONSE TEAMS (SRT)

- A. Weapons of Mass Destruction Special Response Teams (SRT): A highly trained, equipped and skilled tactical team that serves as a resource for ILEAS member agencies in handling weapons of mass destruction incidents. In addition to standard SWAT equipment each team also has hazardous materials protective gear and detection equipment, armored vehicle and self-contained breathing apparatus.
- B. Function:
 1. Stabilize the scene.
 2. Establish inner perimeter.
 3. Neutralize human threat.
 4. Detect conventional bombs, hazardous materials, chemical or biological agents.
 5. Aid victims.
 6. Decontaminate victims, emergency responders and items moving from the hot to cold zones.

7. Preserve crime scene.
8. Establish communications with the local incident commander and state EOC.
9. Prepare for the arrival of the State Weapons of Mass Destruction Team and Illinois National Guard Civil Support Team.
10. Provide liaison and operate with the local incident commander, SWMD, and National Guard.

2.11.13 ILEAS TERMINATING A LAW ENFORCEMENT ALARM

- A. Whenever a plan has been implemented, the officer-in-charge, for the stricken agency, shall terminate the alarm when adequate law enforcement personnel have responded. This means that the situation is now under control, but that the emergency is not necessarily terminated. Notice of said termination shall be made to the ILEAS dispatcher at the Dispatch Center. The order in which the manpower is returned to duty with their own agencies is at the discretion of the officer-in-charge for the stricken agency.
- B. When officers from other communities are called in to assist on a mutual aid basis, it is expected that they will be released and returned to duty in their own community as soon as the situation is restored to the point which permits the local community to satisfactorily handle it with its own resources, or, per the agreement, when the assisting agency so desires.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 2-2
SUBJECT: REGIONAL SERVICES
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

- 2.2.1 ISPERN ACCESS
- 2.2.2 PARTICIPATION IN STATEWIDE FINGERPRINT SYSTEM
- 2.2.3 PARTICIPATION IN LEADS
- 2.2.4 ILLINOIS UNIFORM CRIME REPORTING SYSTEM

PURPOSE:

The purpose of this order is to describe several regional criminal justice services in which the Orland Park Police Department participates.

DEFINITIONS:

ISPERN: Acronym for Illinois State Police Emergency Radio Network. ISPERN was established in 1965 to provide an inter-agency communications capability to municipal, county, state, and federal law enforcement agencies. The network is designed to provide:

- Radio contact among mobile units of multiple agencies, thereby allowing for coordinated operations.
- Wide-area dissemination of criminal and/or traffic offense information.
- Enhancement of Officer safety.

I-UCR: Acronym for Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.

LEADS: Acronym for Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

ORDER:

2.2.1 ISPERN ACCESS

- A. Orland Park police officers have access to ISPERN equipped radios. Allowable types of communications on ISPERN include:
 1. Emergency messages.
 2. Flash messages.
 3. Mobile-to-mobile coordination messages.
 4. Service messages.

5. Testing.
- B. Specific procedures for using ISPERN are described in an operating manual produced by the ISPERN Governing Board. Copies of the ISPERN manual are available in the following locations:
 1. Supervisor's Office
 2. Department Library
 3. Communications Center
 4. Operations Center

2.2.2 PARTICIPATION IN STATEWIDE FINGERPRINT SYSTEM

- A. The Orland Park Police Department provides fingerprints and related information to the Illinois Bureau of Identification and Federal Bureau of Investigation.
- B. The Orland Park Police Department complies with the applicable requirements of the Criminal Identification and Investigation Act, 20 ILCS 2630/0.01.

2.2.3 PARTICIPATION IN LEADS

- A. The Orland Park Police Department participates in the LEADS computerized telecommunications system. The heart of the system is the LEADS computer in Springfield operated by the Illinois State Police. Terminals and computers located in authorized law enforcement and criminal justice agencies are connected by communications lines to the LEADS computer. This gives these agencies access to information stored in the LEADS files, and through LEADS, gives them access to other criminal justice information systems.
- B. The Director of the Illinois State Police is responsible for establishing policy, procedures and regulations consistent with state and federal rules, policies, and law by which LEADS operates. The Director has appointed a LEADS Advisory Policy Board to reflect the needs and desires of the law enforcement and criminal justice community and to make recommendations concerning policies and procedures consistent with existing state and federal rules. Information regarding LEADS policies, procedures, and regulations can be found online at the LEADS 2000 website: <http://www.isp.state.il.us/leads/leadspub/>.
- C. Also see General Order 81.1 COMMUNICATIONS ADMINISTRATION, Section 9, Access to Information Systems.

2.2.4 ILLINOIS UNIFORM CRIME REPORTING SYSTEM

- A. The Orland Park Police Department participates in the Illinois Uniform Crime Reporting System.
 1. For further information on the I-UCR, see General Order 82.2, RECORDS OPERATION, Section 16, Crime Data to UCR Program.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 4-1
SUBJECT: RELATIONSHIPS WITH OTHER AGENCIES
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2015
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

- 4.1.1 LIAISON WITH OTHER OUTSIDE AGENCIES
- 4.1.2 LIAISON WITH OTHER LAW ENFORCEMENT AGENCIES
- 4.1.3 LIAISON WITH ORLAND FIRE PROTECTION DISTRICT
- 4.1.4 REFERRALS TO OUTSIDE AGENCIES
- 4.1.5 REFERRAL SOURCES

PURPOSE:

The purpose of this order is to outline the Orland Park Police Department's relationship with other agencies and identify referral resources.

ORDER:

4.1.1 LIAISON WITH OTHER OUTSIDE AGENCIES

- A. Criminal Justice System Liaison. It shall be the policy of the Orland Park Police Department to maintain liaison and develop and foster a positive, effective working relationship with other law enforcement agencies. While the primary responsibility for such liaison duties are set forth below in a specific position and assignment, all department personnel are responsible for working harmoniously with other agencies, and cooperating whenever possible. This Department shall participate fully in its role within the criminal justice system and work to cooperate fully with:
 - 1. Other Law Enforcement agencies
 - 2. Courts.
 - 3. States Attorney's Office
 - 4. Probation and Parole Agencies.
 - 5. Adult correctional facilities.
 - 6. Juvenile correctional facilities.
- B. The Orland Park Police Department shall likewise work to develop and maintain positive working relationships with non criminal justice system elements such as:
 - 1. Educational institutions,
 - 2. Youth programs.
 - 3. Mental Health clinics and hospitals.

4. Alcohol and drug rehabilitation centers.

C. Liaison with Private Industry

The Department also maintains a liaison with other non-criminal justice agencies which are involved in providing investigation and security services such as the Association of Financial Crimes Investigators.

4.1.2 LIAISON WITH OTHER LAW ENFORCEMENT AGENCIES

- A. On a formal basis, liaison with other agencies will be maintained by the Chief of Police or his designee through active participation in professional law enforcement associations such as;
 1. The International Association of Chiefs of Police
 2. The Illinois Association of Chiefs of Police
 3. The South Suburban Association of Chiefs of Police
- B. All personnel, on a daily basis, should maintain a professional, courteous and cooperative position with law enforcement personnel they may come into contact with.

4.1.3 INVESTIGATIVE LIAISON WITH OTHER LAW ENFORCEMENT AGENCIES

- A. While it remains important for all personnel to maintain effective working relationships with federal, state, county and other local law enforcement agencies it is apparent that certain matters require a centralized authority from within the Orland Park Police Department to serve as Department Liaison with these other agencies.
- B. The Investigative Division Commander shall function as the Department Liaison with these agencies in the following matters:
 1. Drug enforcement activities deemed significant in nature and/or requiring ongoing intelligence or investigative support from another outside agency.
 2. Organized crime activities.
 3. Organized criminal group activities, i.e. auto theft, burglary, armed robberies.
 4. Any requests from outside agencies to assist in the investigation of activities noted above.
- C. Any Orland Park Police Officer, regardless of assignment shall make immediate notification to their immediate supervisor of any activity pertaining to the above. The officer's supervisor shall then, when appropriate, make the notification to the Investigation Division Commander
 1. The Investigative Division Commander will make the appropriate assignments and authorize outside agency involvement if deemed necessary.
 2. The Investigative Division Commander will insure that the Chief of Police or his designee is notified when any of the above captioned incidents are being investigated or an active investigation is taking place.

4.1.4 LIAISON WITH ORLAND FIRE PROTECTION DISTRICT

- A. The Chief of Police or his designee will meet periodically to discuss interagency cooperative efforts with the Fire Chief or his designee.

4.1.5 REFERRALS TO OUTSIDE AGENCIES

- A. Department employees, in the course of performing their duties, often encounter people in need of a type of help best provided by another criminal justice, public or a social service agency. Adult and juvenile referral to other agencies should be based on specific criteria which includes, but is not limited to:
 1. Nature of the problem.
 2. Type of help or remedy required.
 3. Identification of the agency best suited to provide the remedy.

4.1.6 REFERRAL RESOURCES

- A. There are numerous resources available for Orland Park Police employees to utilize when attempting to provide assistance to citizens. Employees should make every attempt to familiarize themselves with what resources are available, as appropriate to their assignment, that will best assist them in providing professional assistance to citizens in need.
 - 1. Employees may always consider the Village sponsored social service agency to assist in making an appropriate referral. However, there are several other organizations that may be considered such as;
 - a. Public Action to Deliver Shelter (PADS)
 - b. The Salvation Army
 - c. Orland Township Youth Service and Family Counseling
 - d. Southwest Family and Mental Health Services



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 11-1
SUBJECT: ORGANIZATIONAL STRUCTURE
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

11.1.1 ORGANIZATIONAL STRUCTURE

11.1.2 ORGANIZATIONAL SUBDIVISIONS

11.1.3 ORGANIZATIONAL CHARTS

PURPOSE:

To identify the formal structure of the Department through which organizational components are arranged, defined, directed, and coordinated.

DEFINITIONS:

Division: A primary subdivision of the Police Department. A division has a department-wide function either for general police service or for specialized activity.

Unit: A functional component within a division. The duties and responsibilities of the division call for additional specialization, and consequently personnel must be further classified according to their duties.

Shift: A time division of the day for purposes of assignment.

Shift Commander: The ranking patrol supervisor, generally a Lieutenant, charged with the responsibility for the operation and function of the police service during the period of the Shift Commander's duty assignment.

Team: Patrol personnel assigned to one shift. The team, which is supervised by a lieutenant and/or a sergeant, is a subdivision of a shift.

Function: A general term for the required or expected activity of a person or an organizational component.

Organizational Component: For the purpose of this directive, any organizational entity (i.e. unit, division) that is established and staffed on a full - time basis to provide a specific function.

ORDER:

11.1.1 ORGANIZATIONAL STRUCTURE

- A. All employees of the Orland Park Police Department work under the authority of the Chief of Police. The Chief of Police is the administrative head of the Police Department. The Chief reports directly to the Village Manager and is responsible for the overall planning, organizing and directing of the Police Department.
- B. The Orland Park Police Department consists of the following major organizational components; the Division of Administration, the Patrol Division, the Administrative/Technical Services Division, the Investigation Division and the Emergency Service and Disaster Agency (E.S.D.A.).

These components are further described as follows:

1. Division of Police Administration

The Division of Police Administration consists of the Chief of Police, Deputy Chief of Police, Administrative and Technical Services Commander, Patrol Division Commander, Investigation Division Commander and the Supervisor of the Training, Development and Review Unit. This management level group is responsible for budgeting, planning, inspections, internal affairs, training, policy development and the administration and coordination of all police services within the Village of Orland Park. To this end, the management team insures the uniform delivery of police services through the management of police personnel and equipment, and the promulgation of and adherence to Department policy, rules and regulations, general and special orders, directives and procedures.

2. Administrative and Technical Services Division

The Administrative and Technical Services Division is under the direction of the Division Commander. The Director of Support Services, who reports to the Division Commander, is responsible for the management and daily operation of the E-9-1-1 Center, Communications, Department Records and Clerical Staff. The Director supervises the execution of the responsibilities of the various positions within the Division including full-time and part-time Support Clerks and Tele- communicators. The Technical Support Sergeant, who also reports to the Commander, provides the technical support necessary for the Division to operate efficiently. Civilian Coordinators oversee the operations of the Community Services Officer Program and the Evidence and Recovered Property Section and also report to the Division Commander.

3. Patrol Division

The Patrol Division is under the direction of the Division Commander who is responsible for the functions of the division and insures prompt and efficient response to calls for service. This Division consists of four patrol teams that are managed by a Lieutenant that reports to the Division Commander. The patrol teams are, the first (2300 to 0700), second (0700 to 1500) and, third (1500 to 2300) shifts and a fourth (1900 to 0300) shift. At least two Sergeants are assigned to each of the three patrol teams, providing for field supervision and management in the absence of the Lieutenants. Additionally, the Division consists of a seasonal Bicycle Patrol/Tactical Unit, and a Canine Unit. Finally, the Traffic Safety Unit and Crossing Guard Unit supervised by a Lieutenant who reports to the Division Commander.

4. Investigations Division

This Division is responsible for the comprehensive investigation of criminal activity, Community Relations, Crime Prevention, Problem Oriented Policing strategies, and Investigative Tactical Operations. This division is under the direction of the Division Commander and is supervised by a Lieutenant. A Sergeant is also assigned to the division and provides for supervision and management in the absence of the Lieutenant. Both the Lieutenant and Sergeant report directly to the Division Commander.

5. Emergency Service and Disaster Agency (ESDA)

ESDA is a voluntary organization managed by a Coordinator who reports to the Deputy Chief of Police. ESDA provides supplemental personnel to the Department to assist in traffic control, crowd control, first aid and those duties as assigned by the Chief of Police. ESDA is responsible for coordination and delivery of relief services for natural and man made disasters.

11.1.2 ORGANIZATIONAL SUBDIVISIONS

A. The organizational subdivisions within the span of control of the Chief of Police are grouped by function. The subdivisions are identified under each division as follows;

1. Division of Police Administration

- a. Training, Development and Review Unit
- b. Field Training Program
- c. E.S.D.A.

2. Patrol Division

- a. Patrol Teams
 - 1) First Shift
 - 2) Second Shift

- 3) Third Shift
- 4) Power Shift
- b. Traffic Safety Unit
 - 1) Crossing Guard Unit
 - 2) Patrol Tactical Unit
 - 3) Bike Patrol Unit
 - 4) Motor Cycle Unit
- c. Police Canine Officer Unit
- d. Patrol Tactical Unit

Each of the three Patrol Teams, First Shift, Second Shift and Third Shift are assigned a supervisory team that consists of one Lieutenant and at least two Sergeants. The Traffic Unit is assigned a supervisor consisting of one Lieutenant.

- 3. Administrative and Technical Services Division
 - a. Tele-communicators
 - 1) First Shift
 - 2) Second Shift
 - 3) Third Shift
 - b. Records Section
 - c. Community Service Officers
 - d. Evidence and Recovered Property Section
 - e. Detention Aides
 - f. Animal Control Officer
- 4. Investigations Division
 - a. Criminal Investigations Unit
 - b. Community Relations/Crime Prevention Unit
 - c. Problem Oriented Policing Coordinator
 - d. Juvenile Unit (Coordination)
 - e. Tactical Response Unit
 - f. Domestic Violence Investigator
 - g. Retail Theft Specialist
 - h. School Resource Officer(s)/DARE

11.1.3 ORGANIZATIONAL CHART

- A. The organizational structure of the Department is depicted on an annually updated organization chart. The chart reflects the chain of command and the lines of authority and communication within the department. The chart is made available to all employees by the publishing and placement on the department server and in the annual report.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 11-2
SUBJECT: UNITY OF COMMAND
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

- 11.2.1 UNITY OF COMMAND
- 11.2.2 ORGANIZATIONAL COMMAND
- 11.2.3 COMMAND PROTOCOL

PURPOSE:

The purpose of this order is to promote efficiency and responsibility within the Department, to avoid confusion among employees and to establish accountability. Also, to further define who is in command of a particular operation.

DEFINITIONS:

Unity of Command: The concept that each individual in the organization has one and only one, immediate supervisor.

Chain of Command: Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

Organizational Component: For the purpose of this directive, any organizational entity (i.e. unit, section, division) that is established and staffed on a full-time basis to provide a specific function.

ORDER:

11.2.1 UNITY OF COMMAND

- A. It is important that only one person be in complete command of each situation and also that only one person be in direct command or supervision of each employee. Therefore, to ensure unity of command:
 1. Clearly defined lines of authority have been drawn so that each employee is accountable to only one supervisor at any given time, and
 2. A structural relationship has been established between each employee and the Chief of Police.
- B. Employees should strive at all times to operate within the chain of command and to keep their supervisors informed about their activities.

11.2.2 ORGANIZATIONAL COMMAND

- A. Each organizational component is under the direct command of one supervisor. But, while superiority of rank does not ordinarily authorize supervisors to assume command or supervision over subordinate personnel outside their organizational component, there are two circumstances in which this action is warranted:
 1. In situations involving unsuitable or improper action on the part of an employee of lesser rank, or

2. In emergency situation, such as at the scene of a crime, major event, or catastrophe, where the superior may demand, and should receive, assistance in performing essential tasks from any lesser employee regardless of the organizational component to which he is regularly assigned. These situations demand immediate action in order not to jeopardize the police purpose and the reputation of the Department.

B. No civilian personnel have line authority over any sworn police officers of this Department.

11.2.3 COMMAND PROTOCOL

- A. Seniority is established first by rank and second by aggregate time served in rank on a regularly assigned basis. When conflict occurs because of identical service or days of appointment, the employee with the highest position on the eligibility list, from which the appointment were made, is deemed to be the senior.
- B. Under normal operating conditions, the highest ranking supervisor present will assume command of any given situation. However, when supervisors of two or more organizational components are involved in a criminal investigation, the ranking supervisor present from the organizational component responsible for the follow-up investigation and conclusion of the case may assume responsibility for the investigation and take command of the investigation and crime scene.
- C. The Chief of Police has the authority to designate command authority in any situation, as needed.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 11-3
SUBJECT: SPAN OF CONTROL
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

11.3.1 SPAN OF CONTROL

PURPOSE:

The purpose of this order is to achieve effective direction, coordination, and control.

DEFINITION:

Span of Control: The number of persons reporting to any one supervisor.

ORDER:

11.3.1 SPAN OF CONTROL

A. It shall be the responsibility of the Division Commanders to periodically review the span of control of all supervisory personnel under their command in order to maintain the efficiency of both the supervisors and their subordinates. In doing so, a minimum of the following should be considered:

1. The competence of both the superior and the subordinates.
2. The extent to which the supervisor must carry out non-managerial responsibilities, and the demands on his time from other people and units.
3. The similarity or dissimilarity of the activities being supervised.
4. The incidence of new problems in a unit.
5. The extent of standardized procedures.
6. The degree of interaction between the units of personnel being supervised.
7. The degree of physical dispersion of subordinates.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 11-4
SUBJECT: AUTHORITY AND RESPONSIBILITY
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

11.4.1 DELEGATED AUTHORITY AND RESPONSIBILITY

11.4.2 ACCOUNTABILITY FOR DELEGATED AUTHORITY

PURPOSE:

The purpose of this order is to establish accountability for delegated authority.

ORDER:

11.4.1 DELEGATED AUTHORITY AND RESPONSIBILITY

- A. Employees cannot be held responsible for the accomplishment of an order unless they are delegated the authority necessary. Therefore, at every level within the Department, responsibility shall be accompanied by commensurate authority.

11.4.2 ACCOUNTABILITY FOR DELEGATED AUTHORITY

- A. Every employee will be held accountable for the use or failure to use authority, delegated or structured for the position.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 12-1
SUBJECT: DIRECTION
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX:

- 12.1.1 CHIEF EXECUTIVE OFFICER
- 12.1.2 COMMAND AUTHORITY IN CHIEF'S ABSENCE
- 12.1.3 SUPERVISORY ACCOUNTABILITY
- 12.1.4 LAWFUL ORDERS
- 12.1.5 CONFLICTING ORDERS
- 12.1.6 STAFF MEETINGS

PURPOSE:

The purpose of this order is to establish the authority of the Chief of Police and designate command during his absence. Additionally, supervisory accountability, the need to obey lawful orders, and procedures for staff meetings as described.

DEFINITION:

Lawful Order: For the purpose of this order, lawful order shall mean any direction, guidance, assistance or command from a superior officer to a subordinate officer, whether given verbally or in writing that is not unlawful.

ORDER:

12.1.1 CHIEF EXECUTIVE OFFICER

- A. Pursuant to Title 8 of the Municipal Code of the Village of Orland Park the Chief of Police is the chief executive officer of the Orland Park Police Department and reports directly to the Village Manager. The authority and responsibility for the operation, administration and management of the Orland Park Police Department shall be vested in the Chief of Police.

12.1.2 COMMAND AUTHORITY IN CHIEF'S ABSENCE

- A. During the absence of the Chief of Police, the Deputy Chief of Police shall assume all duties and exercise all lawful powers of the Chief of Police.
- B. In the event that the Chief of Police is incapacitated out of town, or otherwise unable to act, and the Deputy Chief of Police is likewise unable to assume command, command shall be assumed by the senior Division Commander.

12.1.3 SUPERVISORY ACCOUNTABILITY

- A. To achieve effective direction, coordination and control, supervisory personnel shall be accountable for the performance of employees under their immediate control. Supervisors are also responsible for providing guidance and assistance to their subordinates.

12.1.4 LAWFUL ORDERS

- A. Departmental Employees are required to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.
- B. Any employee who willfully disobeys or disregards a direct order, verbal or written, of a superior, will be considered to be insubordinate.
- C. No employee will be required to obey an order that is unlawful or requires that an unlawful act be committed. Any unlawful order must be brought to the attention of the officer immediately superior to the officer who issued the order.

12.1.5 CONFLICTING ORDERS

- A. If an employee receives a conflicting order or directive, the employee shall respectfully call the conflict to the attention of the supervisor giving the last order. Should the latter not change the order, it shall be obeyed and the employee thereafter shall not be responsible for disobedience to the first order.

12.1.6 STAFF MEETINGS

- A. It is the policy of the Orland Park Police Department to conduct regular staff meetings at all levels of command within the organization in order to maintain an effective communications network. It is noted that, due to the very nature of the job, meetings may be called more often, or rescheduled to a different date.

1. Command Staff Meetings

These meetings are called at the discretion of the Chief of Police and include the entire Division of Administration. These meetings are generally held weekly on Monday mornings and on Friday afternoons.

2. Supervisory Staff Meetings

These meetings will generally be held once a month and will include the Chief, Deputy Chief, Division Commanders, Lieutenants, Sergeants, Director of Support Services and Civilian Unit Coordinators as required. Other employees may be invited to the Supervisory Staff Meetings when their expertise will contribute to the topics being considered.

3. Divisional Staff Meetings

These meetings are called at the discretion of the Division Commander and may or may not include all Division supervisors and/or Division employees.

4. Departmental Meetings

These meetings are called at the discretion of the Chief of Police and generally include all employees. The Departmental meeting is normally scheduled on an annual basis.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 12-2
SUBJECT: WRITTEN DIRECTIVES
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Supervisor Training, Development, and Review

INDEX:

12.2.1 WRITTEN DIRECTIVES SYSTEM

12.2.2 REVIEW OF WRITTEN DIRECTIVES

12.2.3 DISSEMINATION OF WRITTEN DIRECTIVES

PURPOSE:

The purpose of this order is to establish definitions, format and authority for preparation and issuance of written Departmental directives. It further establishes a review process along with providing a formal distribution system to insure that all employees receive notice and are fully informed of the details of each order.

DEFINITIONS:

Policy: A broad statement of Department principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity.

Procedure: A guideline for carrying out Department activities. A procedure may be made mandatory in tone through the use of "shall" rather than should or "must" rather than "may". Procedures sometimes allow some latitude and discretion in carrying out an activity.

Rules and Regulations: A set of specific guidelines to which all employees must adhere.

Written Directives: Any written document used to guide or affect the performance or conduct of Department employees. The term includes General Orders, Special Orders, Memorandums, and Instructional Material.

Manual: A hard copy collection of policies, procedures, directions, rules and regulations, and/or other written directives or instructional material.

ORDER:

12.2.1 WRITTEN DIRECTIVE SYSTEM

A. Statements of Department Policy

All statements of Department policy will be carried under the "General Order" system.

B. Department Procedures

Procedures for carrying out Departmental activities are documented either in the appropriate written directive manual, the collective bargaining agreement, and/or, other written directives.

C. Rules and Regulations

All Departmental Rules and Regulations are developed at the direction of the Chief of Police and are contained in the Department Policy Manual.

D. Written Directive Revisions

Purging, updating and revising of written directives shall be done on a continual basis at the discretion of the Chief of Police. All General and Special Orders will be reviewed periodically by Command Staff as directed by the Chief.

E. Types of Written Directives

1. **GENERAL ORDER:** Permanent directives concerned with policy, rules, and procedures usually affecting more than one organizational component. These are issued by the Chief of Police.
2. **SPECIAL ORDER:** Directives affecting only a specific segment of the organization or statements of policy or procedure regarding a specific circumstance or event that is of a changing or temporary nature. These are issued by the Chief of Police or a Division Commander. All Special Orders are reviewed annually for relevance and are either incorporated into a General Order or canceled.
3. **INSTRUCTIONAL MATERIAL:** Training guides, bulletins and check lists.
4. **MEMORANDUM:** An informal, written document that may or may not convey an order. The memorandum is generally used to clarify, inform or inquire. If it is used to direct compliance or convey an order, it must be issued by the functional authority.
5. **E-MAIL:** Electronic Mail: An informal electronic communication that may or may not convey an order. An email is generally used to clarify, inform or inquire. If it is used to direct compliance or convey an order, it must be issued by the functional authority.

F. Written Directive Format and Indexing.

1. **GENERAL ORDER:** The "General Order" heading sheet will be used on the initial page of each order. The heading includes the name of the subject, the order number and the effective date. The order shall end with the signature of the Chief of Police, the review date and reviewer as assigned by the Chief. In so far as possible, indexing will coincide with the Accreditation Classification System. Orders will follow a standard outline form.
2. **SPECIAL ORDER:** The "Special Order" heading sheet will be used on the initial page of each order. The heading includes the name of the subject, the order number, applicable ILEAP reference, and the effective date. The order must be differentiated by Division or Departmental. The issuing authority will sign the order. Orders will follow the same standard outline form. These orders will be indexed by the last two digits of the year, hyphen, followed by a sequential number.
3. **INSTRUCTIONAL MATERIAL:** There is no required or specific format.
4. **MEMORANDUM:** Memorandums will use the format as prescribed by the Chief of Police. Memorandums are not indexed.

G. Chief's Authority

The authority to issue, delete, modify and approve all written directives pertaining to General and Special Orders, shall be vested with the Chief of Police. Written directives should not conflict with established policy or procedures unless short term circumstances exist or the directive constitutes a revision or replacement of an existing policy or procedure.

12.2.2 REVIEW OF WRITTEN DIRECTIVES

A. Coordination and Distribution

Proposed policies, procedures, rules or changes to General Orders will be coordinated and distributed through the Training, Development and Review Unit Supervisor. The Unit Supervisor will ensure consistency with existing policy and authority, and proper format. All proposals will be reviewed for gauging the directive's impact on existing policy or procedure.

B. Command Staff Review

Normally, proposed policies, procedures, rules or changes will be reviewed by the Command Staff. Orders shall be assigned a review date and staff member responsible for the review, by the Chief of Police, upon its original issuance. Generally, all orders will be periodically reviewed, at the discretion of the Chief of Police. Review of proposals and changes will become regular agenda at scheduled staff meetings.

C. Approval by Chief

All proposals creating new policies, procedures or rules, or changing of existing policies, procedures or rules, must be approved by the Chief of Police prior to implementation.

D. Annual Review

An "Annual Review" will be conducted by the Command Staff and will be completed by the end of March of each year. The "Annual Review" will consist of reviewing all Annual Appointments, all General Orders required to be reviewed on an annual basis and all General Orders scheduled for review during the current year. The Annual Review will be coordinated by the Supervisor of Training, Development and Review and will follow the directives set forth in Section 12.2.2 A, B and C.

12.2.3 DISSEMINATION OF WRITTEN DIRECTIVES

A. Incorporation into Manuals

1. The Training, Development and Review Supervisor will develop and coordinate a numbered control system for the distribution of all manuals throughout the police facility.
2. The numbered binders shall be distributed throughout the facility in predetermined locations that will make a copy of the manual accessible to all employees. These areas shall include:
 - a. Division of Administration
 - b. Training, Development and Review Office
3. The entire Department Policy Manual shall be made available through the use of all Department computer work stations via the Department Police Records Management System (PRMS).
 - a. The Department Policy Manual shall be available online at the <http://www.orlandpark.org> for situations where a computer is not connected to the Department network.

B. Distribution of Orders

General Orders will be distributed in the following manner:

1. General Orders:

- a. One copy shall be placed in each manual located in Division of Administration and the Training, Development and Review Office
- b. Any approved new or amend General Order will be sent to all employees via Department email by the Training Development and Review Supervisor or his designee.
 - 1) It shall be the responsibility of the immediate supervisor to advise or provide any employee who does not have Department email a copy of an amended or new General Order.
 - 2) The supervisor shall send a memorandum or email to the Training Development and Review Supervisor confirming that all employees, without Department email, were advised of an amended or new General Order.
- c. One copy to the roll call board where it will be available for presentation at each roll call for a length of time as directed by the Chief of Police.

2. Special Orders: These orders may be found:

- a. On the Patrol Roll Call Bulletin Board,
- b. In the Division of Administration Special Order Book,
- c. In the Patrol Division Supervisor Book and
- d. On the Department Network.

C. Master Files

1. The Training, Development and Review Unit Supervisor shall maintain an independent set of master files on all General Orders.
2. The Administrative Assistant to the Chief of Police shall maintain an independent set of master files on all Special Orders.

3. The Training, Development and Review Unit Supervisor will insure that up-to-date manuals are available in the locations as set forth in 12.2.3.A.2 DISSEMINATION OF WRITTEN DIRECTIVES.

D. Employee Acknowledgment

1. All employees shall acknowledge their awareness and comprehension of General and Special Orders through the use of a sign-off sheet known as the "Acknowledgment of Written Directives Form."
2. Supervisors within each Division are responsible for explaining and/or clarifying the Special and General Orders as they are issued. Supervisors will then insure that each employee indicates awareness and comprehension through the use of the "Acknowledgment Sign-Off Sheet."



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 13-1
SUBJECT: GENERAL MANAGEMENT
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Commander Administrative / Technical Services

INDEX AS:

- 13.1.1 ADMINISTRATIVE REPORTING SYSTEM
- 13.1.2 FORMS ACCOUNTABILITY
- 13.1.3 DOCUMENTS IN LIEU OF COURT APPEARANCE
- 13.1.4 DEPARTMENT DIVERSIONARY PROGRAMS
- 13.1.5 ACCREDITATION REPORT/REVIEW SYSTEM

PURPOSE:

This purpose of this order is to establish an administrative information system that will provide a continuous flow of information to be used in decision making and problem solving. Additionally, this order shall establish accountability for all forms utilized. It shall also ensure that reports, reviews and other activities mandated by accreditation standards are accomplished, and explore the role of the department in criminal justice and social service diversion programs.

DEFINITIONS:

Annual Reporting: The components of annual reporting include, but are not limited to:

- Summary of yearly activity
- Crime rate statistics
- Fiscal activity summary
- Annual Allocation Assessment

Monthly Reporting: The components of monthly reporting include, but are not limited to:

- Written monthly summaries of activity.
- Written case management status reports.
- Illinois Uniform Crime Report (I-UC)

Daily Reporting: The components of daily reporting include, but are not limited to:

- Daily Watch Log.
- Daily verbal briefings.
- Written exceptional incident reports.
- Shift Commanders Watch Report (Email).

ORDER:

13.1.1 ADMINISTRATIVE REPORTING SYSTEM

- A. The Orland Park Police Department utilizes an administrative reporting system which is designed to provide information within the agency on a day-to- day operational basis as well as provide a mechanism to report appropriate Department activity outside the immediate structure of the Department.
- B. The administrative reporting system shall consist of, but not be limited to, the following administrative reports.

1. Daily reports

Daily reports include a print copy of the daily watch log generated by the computer dispatching system and a summary of the exceptional incidents occurring during the previous 24 hour period. Reports on significant and/or exceptional incidents will be made through the chain of command.

- a. The Manager of Support Services shall develop methods and procedures for the development of the daily watch log generated by the Police Records Management System (PRMS). These methods and formats shall be subject to review and approval of the Commander of Administrative/Technical Services.
- b. Shift Supervisors shall ensure that reports on exceptional incidents are completed on all incidents which are noteworthy or require dissemination to other personnel.
 - 1) The requirement for the reporting of exceptional incidents shall be satisfied with a written memorandum by the Shift Supervisor to the Patrol Division Commander for any such exceptional incident that is of such a nature as making a verbal report inappropriate or unacceptable to the Patrol Division Commander.
 - 2) See Order 54.1, Public Information, Notification to Press Release Officer.
- c. Unit/Section supervisors will ensure that reports on exceptional incidents, as well as any other pertinent information, are passed on to their Division Commander without delay.
- d. The Patrol Shift Commander will generate the Shift Commanders Watch Report Email at the end of each shift and forward the email to the Command Staff. The Shift Commanders Watch Report (Email) will summarize significant daily calls for service and will include any other notable events or information the Shift Commander believes needs to be disseminated to the Command Staff.
- e. Where feasible, Unit/Section supervisors will meet with their respective Division Commanders on a daily basis to provide Information on exceptional incidents, pass along information to be forwarded up the chain of command and keep the Commander advised of the activities of their unit/section.
- f. The command staff will generally meet weekly (or at the discretion of the Chief of Police) to brief the Chief on information regarding the operation of their commands.
- g. The Manager of Support Services shall ensure that the daily watch log is distributed appropriately in print form to the Shift Supervisors and the Division of Administration.
- h. The Department supervisory staff will generally meet monthly to discuss operations and administrative matters affecting all divisions of the department.

2. Monthly Reports

Monthly reports provide unit/section supervisors with an opportunity to account for unit activities, discuss administrative matters, highlight achievements or problems, provide comparative data, and establish objectives for the next reporting period.

- a. The Manager of Support Services, or designee shall ensure that monthly officer statistical reports, overtime report, uniform crime report, and the leave accrued report are completed and distributed to Administration, Division Commander and Supervisors on a timely basis.

3. Annual Report

Annual reports are prepared by the Division Commanders for the Chief of Police. These reports may summarize events, issues and activities and may provide comparative data and statistics that, together,

account for the activities of the Department and from which an overall Orland Park Police Annual Report will be prepared by the Training Development and Review unit.

13.1.2 FORMS ACCOUNTABILITY

- A. The Administrative/Technical Services Commander is responsible for developing and implementing procedures to ensure accountability of all Department forms, including the establishment of a written record of all forms, form numbers and subsequent form revisions. A master file containing an original copy of each form in use shall also be maintained. The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated.
 - 1. The Administrative/Technical Services Commander shall be responsible for the development and modification of all forms used by the Department.
 - 2. The review process for new or modified forms shall include personnel in the components that will use and process the forms.
 - 3. All forms will be reviewed and evaluated on an annual basis.
 - 4. The final approval for all new or modified forms shall rest with the Chief of Police.
 - 5. The Records Section is responsible for maintaining a list of all Departmental forms, assigning form numbers, and monitoring the need for a particular type of form.
- B. Accountability of certain types of Department reports and forms will be maintained in the following manner:
 - 1. Serialized receipts shall be utilized for all cash financial transactions.
 - 2. A sequential numbering system shall be used to identify and account for official reports of incidents and offenses.
 - 3. Serialized citations for parking, traffic, and ordinance violations shall be utilized.
 - 4. Any serialized form which is lost or destroyed, shall immediately be reported to a supervisor.
 - 5. The following items shall be signed out by officers through a supervisor when issued and shall list the starting and ending serial numbers:
 - a. Uniform Traffic Citations.
 - 6. The Manager of Support Services is responsible for audits of skipped or missing citations and is to notify the Administrative/Technical Services Commander, in writing, of these citations so that follow-up can be initiated.
- C. Also See, General Order 61.1, Traffic Enforcement, Section 2, Traffic Enforcement
- D. Also see, General Order 82.2, Records Operations, Section 11, Traffic Citation Records.

13.1.3 DOCUMENTS IN LIEU OF COURT APPEARANCES

- A. To the extent permitted by the Chief Judge and Supervisor of the State's Attorneys Office of the Fifth Municipal District of the Circuit Court of Cook County and the Circuit Court of Will County, use of written reports, sworn affidavits, or complaints shall be used at preliminary court proceedings or arraignments in lieu of an officer's presence.

13.1.4 DEPARTMENT DIVERSIONARY PROGRAMS

- A. The Orland Park Police Department recognizes the merit in pursuing appropriate social service diversions to formal court proceedings in certain matters. This is particularly true when confronting issues involving youthful offenders in need of detoxification, mental health, and drug abuse diversion. Diversion programs may also be appropriate for juvenile offender involved in specific criminal offenses such as retail theft.
- B. Some of the diversion programs that the Orland Park Police participate in are as follows:
 - 1. Juvenile Officers written station adjustment with juvenile offenders and their parents/ guardians in accordance with the Juvenile Court Act, See Order 44, JUVENILE OPERATIONS.
 - 2. Retail theft diversion program for certain juvenile offenders, in cooperation with the Cook County States Attorney's Office, See Order 44 JUVENILE OPERATIONS.

3. Drug abuse diversion program sponsored by the Village of Orland Park in association with Metropolitan Family Services for certain juvenile offenders, see Order 44, JUVENILE OPERATIONS.

13.1.5 ACCREDITATION REPORT/REVIEW SYSTEM

- A. The Training, Development and Review Supervisor will be responsible for overseeing the Orland Park Police Department's efforts regarding performing and documenting activities mandated by applicable accreditation standards. Performing and documenting these activities, however, are the responsibility of all department personnel.
- B. Supervisory personnel who specialize in the topic of particular standards (communications, records, etc) may do periodic updates to accreditation files.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 13-2
SUBJECT: GOALS AND OBJECTIVES
EFFECTIVE DATE: 1 May 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

13.2.1 GOALS AND OBJECTIVES

13.2.2 EVALUATING PROGRESS

13.2.3 MULTI-YEAR PLANNING

PURPOSE:

The purpose of this order is to establish goals and objectives, encourage employee participation, establish procedures for reviewing progress toward achieving goals and objectives and to establish a policy of multiyear planning and review.

DEFINITION:

Organizational Component: For the purpose of this directive, any organizational entity (i.e. unit, section, division) that is established and staffed on a full-time basis to provide a specific function.

Goal: A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.

Objective: An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a "sub-goal" or an element of a goal and, therefore, requires a shorter time to accomplish than does a goal.

Multi-Year Plan: The final product of the process of strategically planning for professional police service to the Village for future years. Such plans should include projection of needs such as additional police officers, equipment, capital improvements and a review process that would continually revise the plan as required.

ORDER:

13.2.1 GOALS AND OBJECTIVES

- A. Total Quality Management (TQM) Initiative.
 1. The Division of Police Administration shall arrange TQM Initiatives annually, at the commencement of the goals and objectives planning process. This initiative shall include individual conference sessions with appropriate representatives of each organizational component (or subdivision) from within the department.
 2. In the interest of fostering an open and participatory process in the development of goals and objectives, opportunities shall also be made available for any member of this department who wishes a voice in the process. To this end, TQM conferences will be scheduled at any request with the Division of Police Administration.
- B. To ensure direction and unity of purpose, as well as serve as a basis for measuring progress, goals and objectives will be written for the department and each individual Division on an annual basis.

1. On an annual basis, subsequent to the TQM Initiatives, the Chief of Police shall formulate a comprehensive statement of department goals and objectives. The timing will allow for the development of Division level goals and objectives. This process will coincide with the preparation of the annual budget.
2. On an annual basis, subsequent to the Chief's statement of goals and objectives, Division Commanders shall formulate written statements of goals and objectives for their respective Divisions and each organizational component within it. This process must include the solicitation of input from all employees for which the goals and objectives apply. Adequate time shall be allowed for this feedback process.
3. On an annual basis, at the conclusion of the formulation process, every employee will receive a written copy of the departmental goals and objectives as well as those of their respective Divisions. This written copy will be in the form of a departmental Special Order.

C. Component Evaluation

Each Division Commander shall submit to the Chief of Police, an annual written evaluation which details the progress that has been made by the Division and each organizational component therein toward the attainment of goals and objectives.

1. These reports may be submitted in conjunction with the annual Division written statements detailing upcoming goals and objectives.
2. During the course of the year, the Chief of Police may require periodic updates of progress toward goals and objectives.

D. Employee Input

Employees are encouraged to participate in the annual development of goals and objectives in the department.

1. Written and/or verbal recommendations may be made to an immediate supervisor and introduced into the chain of command.
2. Periodic updates on the status of progress toward goals and objectives shall be channeled back to employees through their respective supervisors.

13.2.2 EVALUATING PROGRESS

- A. Division Commanders shall monitor the progress of all employees and programs within their command to evaluate any progress made toward the attainment of goals and objectives.
 1. Division Commanders shall recommend and/or implement any intervention deemed necessary in order to achieve reasonable goals.
 2. In the event, the Division Commander finds the goal to be unreasonable or unattainable due to changing situations or information that was not apparent earlier, the commander shall cause a review of that goal or objective.
 3. Goals and objectives may be adapted subsequent to the aforementioned review process with the approval of the Chief of Police or his designee.

13.2.3 MULTI YEAR PLAN

- A. The Division of Administration shall develop a written plan that will set forth long-term goals and operational objectives that will cover successive years beyond each budget year. This plan which shall be the end product of this detailed planning process should prove essential to effective management of the Orland Park Police Department into the future
- B. Although the plan should be soundly developed with every attempt to identify goals and objectives that are reasonable and attainable, it should likewise remain flexible and subject to frequent review and updating.
 1. The annual process for the development of goals and objectives shall include an evaluation of the Multi- year plan to determine what adjustments need to be made to keep the plan within the reach of the department.
 2. Any adjustment to be made in the multi year plan shall only occur subsequent to a full review and the approval of the Chief of Police or his designee.

C. The multi year plan shall include consideration of, but not be limited to the following:

1. Long term goals and objectives;
2. Anticipated workload and population trends;
3. Anticipated personnel levels;
4. Anticipated capital improvements and equipment needs; and
5. Written provision for review and revisions.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 13-3
SUBJECT: FACILITIES MANAGEMENT
EFFECTIVE DATE: 30 April 1997
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Commander Administrative / Technical Services

INDEX AS:

13.3.1 FACILITY MANAGEMENT

13.3.2 FACILITY SECURITY

13.3.3 PROHIBITED ACTIVITIES

13.3.4 GENERAL HOUSEKEEPING

DEFINITION:

Restricted Area: A specified area within the Police facility intended for use, and/or to be occupied by only those employees assigned to that area or other such employee who has a legitimate work related necessity for being in that area.

PURPOSE:

The purpose of this order is to develop good management practices by establishing a formal set of guidelines which will ensure that the Orland Park Police facility reflects the highest of professional standards, and that the facility presents a neat and professional appearance while simultaneously providing a pleasant working environment for each employee.

ORDER:

13.3.1 FACILITY MANAGEMENT

- A. The Administrative/Technical Services Division Commander shall serve as the Facility Manager. The responsibilities of this function shall include, but not be limited to:
 1. Maintain a current set of building floor plans.
 2. Monitor and approve all physical alterations, expansions, and additions.
 3. Preparation of an annual budget including a capital improvement budget for the physical facility.
 4. Monitor and maintain building security including the issuance and inventory of keys and key cards.
 5. Conduct monthly inspections of the facility and grounds to detect any problems (See General Order 53.1, Line Inspections).
 - a. Inspections that reveal serious deficiencies in equipment or facilities will be documented in a written report to the Chief of Police. This report shall include a plan of action and target date for completion of corrective action, if this action is within the capabilities of the Division Commander.
 - b. Any section supervisor, commander or manager receiving a written report concerning serious deficiencies will take necessary actions to ensure that suitable corrective action is taken. If the appropriate corrective action cannot be taken at that level, the report will continue up the chain of

command until the proper level is attained. Each level shall document their actions and attach their documentation to the report.

6. Hold periodic meetings with the facility maintenance personnel or with the Village Building Maintenance Supervisor to ensure that any deficiencies are remedied in a timely manner (this could entail re-inspection to ensure corrective action).

13.3.2 FACILITY SECURITY

- A. All employees shall be responsible for the security and proper use of all Department facilities. The facilities are intended for the exclusive use of the Department and shall be used in accordance with this directive.
- B. Restricted areas.
 1. Employees, other than supervisors, not assigned to the following areas shall be restricted from those areas.
 - a. Communications Center.
 - b. Records Section
 - c. Detention Center
 - d. Computer Rooms
 - e. Evidence and Recovered property Section.
 - f. Investigation Section
- C. Identification.

All visitors to the facility must have a visitor pass which can be obtained from the front desk. The pass shall be affixed to their clothing, in a conspicuous location. Excluded from the visitor pass requirement shall be the following:

1. Orland Park Village Officials.
2. Group Tours while accompanied by an employee of the Department.
3. Orland Fire District personnel when in uniform.
4. Other law enforcement personnel, while in uniform or displaying other identification or badge.

D. Physical Security

1. Police facility entrance doors will be kept closed and locked at all times.
2. Electronic key cards or building keys are not to be transferred, loaned, or given to any other employee or other person.
3. Loss of an electronic key card or building key shall immediately be reported to the Facility Manager via the chain of command.
4. The shift commander shall have the responsibility for general building security during their tour of duty.

13.3.3 PROHIBITED ACTIVITIES

- A. Parking.
 1. Employee parking is provided in the rear three rows of the south parking lot.
 2. General public parking is provided directly in front of the facility. These spaces are to be utilized by the public or any other visitors coming to the facility for short term business. Employees shall not park personal vehicles or department vehicles, for extended periods, in these spaces.
 3. Parking for Department hosted training or for other meetings is available in the front parking lot of the facility.
 4. Parking of vehicles in the sally port, evidence garage or parking garage is limited to Village owned vehicles as authorized and assigned by the Chief of Police or his designee.

B. Facility Modifications.

All requests for maintenance and modifications to the facility shall be approved through the Facility Manager. Direct contact with maintenance will be permitted in emergency situations.

C. Decorating Standards.

1. Personal items may be displayed on desk tops such as clocks, photographs, pen sets, etc., provided that such items are in good taste and consistent with the decor of the facility.
2. Art work, including certificates and plaques, which are the personal property of individual employees may be displayed if it is consistent with the standards set forth in Village Policy.
3. Posting or the hanging of items on the exterior of lockers, walls, doors, windows or other surfaces is prohibited where adhesive material may cause damage to the surface, create maintenance problem, or convey a less than professional appearance.

13.3.4 GENERAL HOUSEKEEPING

A. All supervisors are responsible for the physical surroundings available to personnel under their command. This responsibility includes general housekeeping, as well as serviceability and appearance.

1. Activities which create a disorganized or disorderly state are to be avoided, but when they occur, it is up to the ranking supervisor to restore order.
2. In the event a building system, i.e., heating air conditioning, lighting, telephone, etc., becomes unserviceable, the Shift Commander will make every effort to see that the problem is corrected. If unable to correct the problem, the Shift Commander will notify the Administrative/ Technical Services Division Commander of the nature of the problem, detailing the attempts made to correct the problem.
3. The 2300 to 0700 Shift Commander will make periodic inspections, at least once weekly, of all exterior lights attached to or surrounding the facility. Any light found to be burned out will be reported so that it can be promptly replaced by maintenance staff.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 13-4
SUBJECT: BULLETIN BOARD USAGE
EFFECTIVE DATE: September 23, 1993
AMENDED: March 21, 2007
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Commander of Administration and Technical Services

INDEX AS:

13.4.1. POLICY STATEMENT

13.4.2 DEPARTMENT BULLETIN BOARDS

PURPOSE:

To present a professional and orderly means of posting police department, Village, and pre-approved information, directives and bulletins on department bulletin boards.

13.4.1. POLICY STATEMENT

Bulletin boards within the police facility may be utilized for the posting of approved information, directives, bulletins, and special details that are related to police operations or Village activities. Any individual or group wishing to post information must have prior written approval from the Chief of Police or his designee.

13.4.2 DEPARTMENT BULLETIN BOARDS

- A. The use of bulletin boards for the posting of official notices of a non-political, non-inflammatory nature by employees will be restricted to:
 1. Notices of recreational and social activities
 2. Notices of elections and results
 3. Notices of appointments
 4. Notices of meetings, committee meetings and reports or minutes of said meetings
- B. Any employees who desire to post documents or information, will submit said material to the Chief of Police or his designee for prior approval.
- C. Information that is approved to be posted will be placed on the appropriate bulletin board specifically related to the subject of the notice.
- D. Any materials submitted to the Chief of Police or his designee determined to be of a partisan, political or defamatory nature will not be approved for posting.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 13-5
SUBJECT: ADMINISTRATIVE BOOKING FEE
EFFECTIVE DATE: October 1, 2018
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Commander of Administration and Technical Services

INDEX AS:

13.5.1. POLICY STATEMENT

13.5.2 ADMINISTRATIVE BOOKING FEE PROCEDURES

13.5.3 ADMINISTRATIVE FEE HEARING

13.5.4 POST HEARING APPEAL PROCEDURE

PURPOSE:

The purpose of this General Order is to establish proper procedures for the collection of the Administrative Booking Fee as established by the Village of Orland Park Ordinance. This fee assists with defraying the cost for custodial arrests.

13.5.1. POLICY STATEMENT

The policy of the Orland Park Police Department is to act in accordance with Village of Orland Park Ordinance Title 8 Chapter 2, Administrative Fees enacted on September 17, 2018, by collecting a fee for the processing of individuals on any bookable arrest including any arrest on a warrant.

13.5.2 ADMINISTRATIVE BOOKING FEE PROCEDURES

- A. An administrative booking fee of \$50.00 will be imposed upon all custodial arrests where the adult is fingerprinted and/or photographed and charged for prosecution.
- B. This fee applies to subjects brought into our facility for arrest processing by other law enforcement agencies and performed by a member of the department, as well as those arrestees that are processed by Orland Park police personnel at other locations.
- C. The booking fee is a separate fee and is not part of the bail or bond amount.
- D. The Administrative Fee Ordinance will be posted in the lock-up area of the Orland Park Police Headquarters.
- E. The arresting officer is primarily responsible for explaining the administrative booking fee to the processed arrestee.
 1. If the arrestee is released without charge, no administrative booking fee will be taken.
- F. Prior to the time of bonding or a transport to bond hearing, the Detention Aide will complete the Administrative Fee Notice form, marking the appropriate box (i.e. cash, credit card payment or "Fee not paid/Refusal to pay").
 1. Cash payments will be attached to the Administrative Fee Notice form.
 - a. A copy of the Administrative Fee Notice form will be provided to the arrestee.

2. All credit card transactions will be completed and processed through the E-Pay portal located on the booking computer by the Detention Aide.
 - a. The arrestee or the individual providing bond will sign the Administrative Fee Notice form.
 - b. The Detention Aide will print the receipt of payment (Ctrl P) from the E-Pay website and attach it to the Administrative Fee Notice form.
 3. If the arrestee refuses or does not have sufficient funds to pay, the Detention Aide will complete the Administrative Fee Notice form, checking the "Fee not paid/Refusal to pay" box.
 - a. If the subject is unable to pay the fee, the arrestee cannot be detained for that reason alone.
 - b. An arrestee has thirty days to pay the fee before being sent to collections.
 4. Have the arrestee sign the completed Administrative Fee Notice form and provide a copy.
 - a. Write "Refused" on the form for any arrestee who declines to sign.
- G. The Detention Aide will place the completed Administrative Fee Notice form in the Supervisor's Office bond box.
- H. A patrol supervisor will be responsible for placing all completed Administrative Fee Notice forms in the clerical bond box before the conclusion of their shift.
1. The patrol supervisor will complete the log book for all cash and credit card payments
 2. The log book will not be completed for any non-payment of Administrative Booking Fees.
- I. Support Services will process all non-payments through the municipal violations program.

13.5.3 ADMINISTRATIVE FEE HEARING

- A. An individual may request, in writing within thirty (30) days of the imposition of the administrative fee, a hearing.
- B. The Chief of Police or his/her designee shall conduct the hearing.
- C. The hearing shall be informal, not subject to the formal rules of evidence, and may be conducted over the telephone.
- D. If, after the hearing, the Chief of Police or his/her designee determines that the imposition of the administrative fee was proper, then he/she shall direct the collection of the administrative fee.
- E. If there is a determination that imposition of the administrative fee was improper, then the individual shall not be required to pay the administrative fee. If the administrative fee has already been paid then the same will be refunded.
- F. The individual may appeal the decision of the Chief of Police, or his/her designee, by requesting, in writing, within fourteen (14) days of the decision, an administrative hearing as set forth herein.

13.5.4 POST HEARING APPEAL PROCEDURE

- A. Upon the timely written request by the individual who has been charged the administrative fee, a hearing on the lawfulness of the imposition of the administrative fee shall be conducted in conjunction with the administrative hearing Sections of the Village Code, Title 9, Chapter 15, Sections 9-15-1, et seq.
- B. Any sworn or affirmed report that is prepared in the performance of a law enforcement officer's duties and sufficiently describes the circumstances leading to the individual's arrest and processing shall be admissible *prima facie* evidence of probable cause and the individual's liability, unless rebutted by clear and convincing evidence.
- C. If after the hearing, the Hearing Officer finds that the imposition of the administrative fee was proper under the terms of this Chapter, the Hearing Officer may enter a written order finding the individual civilly liable to the Village of Orland Park.
- D. If the individual requests a hearing but fails to appear at the hearing, the Hearing Officer may enter a default order against the individual for the amount of the administrative fee.

- E. If the individual fails to timely request a hearing, an order for the amount of the administrative fee shall be entered against the individual, unless said individual has affirmatively waived the right to an administrative hearing and agreed to pay the administrative fee.
- F. If after the hearing, the hearing officer finds that the imposition of the administrative fee was improper then, the individual will not be charged the administrative fee, or the amount of the administrative fee shall be refunded if already paid.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 15-3
SUBJECT: CRIME ANALYSIS
EFFECTIVE DATE: June 1, 2014
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Chief of Police

INDEX AS:

15.3.1 CRIME ANALYSIS PROCEDURES

PURPOSE:

The Orland Park Police Department is committed to reducing the opportunity and incidence of crime. Crime analysis data is utilized by the department for strategic planning, identifying crime patterns, apprehending criminals, identifying trends or hazards, and to assist with the implementation of community-oriented policing concepts.

15.3.1 CRIME ANALYSIS PROCEDURES

- A. Sources for compiling crime data will include, but are not limited to:
 1. Case Reports,
 2. Supplemental Reports,
 3. Computer-Aided-Dispatch System (CAD),
 4. Citations, municipal violations, written warning tickets,
 5. Law Enforcement Agency Data System (LEADS),
 6. National Crime Information Computer (NCIC),
 7. Criminal History Record Information (CHRI),
 8. Daily Bulletins,
 9. Intelligence from other law enforcement agencies and
 7. Publications
- B. The above documents will be reviewed by the Investigations Division for comparison of incident characteristics among reported crimes to include:
 1. Frequency by type of crime
 2. Geographic factors
 3. Temporal factors
 4. Victim descriptors (usually general and not by name)
 5. Suspect descriptors (general or specific, as appropriate)
 6. Suspect vehicle descriptors

7. Method of operation factors
8. Physical evidence information

C. Dissemination

1. Crime analysis reports will be distributed to supervisory personnel, investigations personnel, and patrol personnel at roll call. These reports are to remain confidential for law enforcement use only and are not intended to be disseminated outside the department except to other appropriate police agencies.
2. Special briefings on crime patterns and trends will be made to the Chief of Police when needed.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 16-1
SUBJECT: ALLOCATION AND DISTRIBUTION OF PERSONNEL
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Commander Administrative / Technical Services

INDEX AS:

- 16.1.1 POSITION MANAGEMENT SYSTEM
- 16.1.2 WORKLOAD ASSESSMENTS
- 16.1.3 PATROL PERSONNEL ALLOCATION AND DISTRIBUTION
- 16.1.4 COMPUTER BASED METHODS
- 16.1.5 ANNUAL ALLOCATION ASSESSMENTS
- 16.1.6. MINIMUM STAFFING REQUIREMENTS

PURPOSE:

The purpose of this order is to establish a position management system that will ensure the appropriate deployment of personnel by determining service demands through the use of workload assessments and methods of allocation and distribution that are computer based as well as manually developed.

DEFINITIONS:

Allocation: The determination of overall numbers of personnel for the Department and for each organizational component within the Department.

Distribution: The assignment of a given number of personnel within each organizational component according to, functional, spatial, and/or temporal workload demands.

Organizational Component: For the purposes of this directive, an organizational entity (i.e. unit, section, division) that is established and staffed on a full-time basis to provide a specific function.

Workload: The sum total of cases, calls for service or other such measurable activities occurring within a given area or period of time.

ORDER:

16.1.1 POSITION MANAGEMENT SYSTEM

- A. The Administrative and Technical Services Division Commander shall maintain a Department staffing table which provides for the following information:
 1. Authorized Strength
The number of and type of each position authorized in the Department's budget.
 2. Organizational Structure

The staffing table shall also display the location of each authorized position within the organizational structure of the Department.

3. Actual Strength

The actual number of personnel, by rank, job title, including civilians, within each organizational component.

4. Position Status

The staffing table shall also indicate whether each authorized position is filled or vacant.

16.1.2 WORKLOAD ASSESSMENTS

A. Comprehensive workload assessments are vital to the effective allocation and distribution of personnel. Department management shall review all workload assessments when allocating personnel in order to maximize their utility. It shall be the policy of the Orland Park Police Department to allocate personnel and distribute them to organizational components in accordance with documented periodic workload assessments.

B. Specifically, workload assessments should include deliberations to ascertain the number of personnel necessary to complete a certain tasks or to fulfill certain objectives. Generally, factors to be considered through the process of workload assessments shall include, but not be limited to,:

1. Nature of the task.
2. Complexity of the task.
3. Time expended to complete the task.
4. Geographical considerations.
5. Chronological considerations.

16.1.3 PATROL DIVISION ALLOCATION AND DISTRIBUTION

A. Allocation

Workload assessments for the allocation of personnel to the Patrol Division shall include, but not be limited to the following factors:

1. Number of calls for service or incidents handled by patrol personnel during a specified shift.
2. Average time required to handle an incident at the patrol level.
3. Calculations, based on an average, of time that should be available to a patrol officer to take calls for service during a shift.
4. Time lost through days off (holidays, vacation, court appearances, etc.) Compared to the total time required for each patrol assignment.

B. Distribution

Patrol personnel shall be distributed in accordance with temporal and geographic distribution of incidents. This is considered one of the primary means of improving the Department's efficiency and effectiveness. The system utilized for determining the appropriate distribution of personnel in the patrol division shall include, but not be limited to, the following factors:

1. Calls for service or incidents handled by officers.
2. Frequency and location of calls for service or incidents.
3. Variations in the workload.

16.1.4 COMPUTER BASED METHODS

A. The Department utilizes computerized data retrieved through the computer-aided dispatching system to assist in the process of allocating and distributing patrol personnel. This system provides data in the following areas:

1. Geographical areas.
2. Calls for service.
3. Time and day of week.
4. Number and size of each patrol beat.

16.1.5 ANNUAL ALLOCATION ASSESSMENTS

- A. The workload demands of each organizational component in the Department will be assessed on an annual basis to:
 1. Maintain personnel allocations in accordance with current workload demands.
 2. Identify fluctuations in organizational components workload demands.

16.1.6 MINIMUM STAFFING REQUIREMENTS

- A. This section is intended to provide guidance and direction to command and supervisory staff concerning minimum staffing requirements
- B. It is the policy of the Orland Park Police Department to:
 1. provide the best possible police protection and services within budgetary constraints; and
 2. to afford adequate protection and backup for officers while on duty.
- C. Based on the above, the amount of area to be covered, and the frequency of calls for service, the following minimum staffing levels are recommended:

Minimum strength will be established as follows:

1. Division of Administration
 - a. Monday thru Friday 0800 - 1700, one (1) Administrator will be available.
 - b. This excludes exigent circumstances or designated Village Holidays.
2. Investigations Division (5 on, 2 off schedule)

Monday thru Friday various scheduled hours, excluding exigent circumstances or designated Village Holidays.

 - a. One (1) Supervisor (Lieutenant or Sergeant) will be scheduled during normal duty hours.
 - b. Two (2) Investigators will be scheduled during normal duty hours.
 - c. One (1) Investigator or Supervisor will be on call 24 hours a day as determined by existing call out procedures.
3. Community Relations/Juvenile (5 on, 2 off schedule)

Monday thru Friday various scheduled hours, excluding exigent circumstances or designated Village Holidays.

 - a. Two (2) officers will be scheduled during normal duty hours.
 - b. One (1) officer or supervisor will be on call 24 hours a day as determined by existing call out procedure.
4. Traffic Unit (6 on, 3 off schedule)
 - a. One (1) officer or supervisor will be scheduled on duty during the course of any 24 hour period.
 - b. One (1) officer or supervisor will be on call 24 hours a day as determined by existing call out procedures.
5. Communications (4 on, 2 off rotating schedule)

- a. Midnight Shift - Two (2) TCO's.
 - b. Day Shift - Two (2) TCO's and One (1) Clerk, Full-Time or Part-Time.
 - c. Afternoon Shift - Two (2) TCO's and One (1) Clerk, Full-Time or Part-Time.
6. Midnight Patrol Shift - (6 on, 3 off rotating schedule)

Overall shift strength is established as follows:

- a. One (1) Lieutenant
- b. Two (2) Sergeants
- c. Sixteen (16) Full Time Patrol Officers Minimum shift strength is established as follows
 - 1) One (1) Shift supervisor
 - 2) Eight (8) Full Time patrol officers.

7. Day Patrol Shift - (6 on, 3 off rotating schedule)

Overall shift strength is established as follows:

- a. One (1) Lieutenant
- b. Two (2) Sergeants
- c. Seventeen (17) Full Time Patrol Officers Minimum shift strength is established as follows
 - 1) One (1) Shift Supervisor
 - 2) Eight (8) Full Time patrol officers.

8. Afternoon Patrol Shift - (6 on, 3 off rotating schedule) Overall shift strength is established as follows:

- a. One (1) Lieutenant
- b. Four (4) Sergeants
- c. Nineteen (19) Full Time Patrol Officers Minimum shift strength is established as follows
 - 1) Two (2) Shift Supervisors
 - 2) Nine (9) Full Time patrol officers.

9. Power Patrol Shift - (6 on, 3 off rotating schedule)

The Power Patrol Shift staffing is subject to annual review by the Patrol Division Commander and based upon the operational needs of the department.

- a. No minimum shift strength at this time.

D. Exigent or emergency circumstances.

1. The above policy concerns minimum strengths and does not restrict Shift Commanders from ordering out personnel that may be required to handle exigent circumstances.
2. Shift Commanders finding themselves confronted by exigent or emergency circumstances must justify the reasonableness of the call out to the Chief of Police via written memorandum which will be delivered to the Administrative Office prior to the end of their tour of duty.
3. Nothing in this order shall be misinterpreted as stating that the Chief of Police or his designee is precluded from raising or lowering the minimum strengths on a circumstantial basis. To this end the team strengths are set at a minimum that should allow for minimum coverage and minimum services on an average day. Time off requests can be denied or canceled depending upon any circumstances supervisory personnel feel may cause a shortcoming in the required daily activities that must be addressed. This strength allocation will be approved through Administration prior to implementation, excluding exigent circumstances.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 16-2
SUBJECT: SPECIALIZED ASSIGNMENTS
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

16.2.1 ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

16.2.2 ADVERTISED OPENINGS

16.2.3 SPECIALIZED ASSIGNMENTS SELECTION CRITERIA

Purpose:

The purpose of this order is to provide for the review of specialized assignments, to establish a procedure for advertising specialized and collateral assignment openings and to provide selection criteria for specialized and collateral assignments.

DEFINITION:

Specialized Assignment: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification.

ORDER:

16.2.1 ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

- A. All specialized assignments/programs shall be evaluated annually to determine the need to continue the program. This review should be accomplished in conjunction with the budget preparation process. Division Commanders shall submit a written report to the Deputy Chief of Police summarizing the results of the annual evaluation of specialized assignments within their respective division. The Deputy Chief shall summarize all reports received on specialized assignments and prepare a final report presenting recommendations for all specialized positions.
- B. Specialized assignments/programs include, but are not limited to, the following:
 1. Investigator
 2. TRU Officer
 3. Traffic Unit Officer
 4. DARE Officer
 5. Bicycle Patrol Officer
 6. Field Evidence Technician
 7. Field Training Officer
 8. Juvenile Officer
 9. FBI Task Force
 10. Motorcycle Patrol

11. Canine Officer
 12. South Suburban Emergency Response Team
 13. South Suburban Major Crimes Task Force
 14. Mobile Field Force
 15. Crime Free Housing
 16. Retail Crime Specialist
 17. Crisis Intervention Team Officer
 19. Small Unmanned Aircraft System (sUAS) Operator
- C. This annual evaluation of specialized assignments shall include an analysis of the problem, which generated the special assignment, the cost effectiveness of the program and the requirements of assignment to the position.
- D. The evaluation may indicate the need for expansion, reduction or elimination of the program or continuation of a program which was initiated on a temporary basis.

16.2.2 ADVERTISED OPENINGS

- A. Whenever an opening for a specialized assignment becomes available, the opening shall be posted in writing no less than two weeks prior to filling the position.
 1. Deviation from the two-week notification may occur due to unforeseen circumstances and must be approved by the Chief of Police or his designee.
- B. Notice of specialized assignment openings will be read at roll call for five consecutive days following the date of posting to ensure all eligible personnel are aware of the opening.
- C. Requirements for the position shall be included in the posting announcement.

16.2.3 SPECIALIZED ASSIGNMENT SELECTION CRITERIA

- A. Requirements for the position will be included in the opening announcement. The requirements shall be applicable to the specific assignment. The following minimum qualifications are required to apply:
 1. An officer must have successfully passed the previous two annual department evaluations.
 2. An officer must have three (3) completed years of service to be considered for any specialty position.
- B. Investigations / TRU Unit and Field Training Officer application qualification
 1. In addition to the criteria outlined in 16.2.3 (A) of this directive, the officer seeking to apply shall be among the top three (3) applicants on their shift in officer initiated arrests for the previous twelve (12) months prior to the position being posted.
 - a. Proration of arrests would be applied for extraneous circumstances, such as pregnancy, injury or other unforeseen event.
 - (1) The analysis for proration will be derived from the most recent twelve months of prior officer activity.
- C. Bicycle Patrol (BPU) application qualification
 1. In addition to the criteria outlined in 16.2.3 (A) of this directive, the officer seeking to apply shall meet the following:
 - a. The officer must be among the top three (3) applicants on their shift in officer initiated arrests for the previous twelve (12) months prior to the position being posted.
 - (1) Proration of arrests would be applied for extraneous circumstances, such as pregnancy, injury or other unforeseen event
 - i. The analysis for proration will be derived from the most recent twelve months of prior

officer activity.

- b. The officer must pass the bi-annual department physical.

D. Traffic Unit application qualification

- 1. In addition to the criteria outlined in 16.2.3 (A) of this directive, the officer seeking to apply shall be among the top three (3) applicants on their shift in traffic enforcement stops and action for the previous twelve (12) months prior to the position being posted.
 - a. Proration of arrests would be applied for extraneous circumstances, such as pregnancy, injury or other unforeseen event.
 - (1) The analysis for proration will be derived from the most recent twelve months of prior officer activity.

E. D.A.R.E./School Resource Officer application qualification

- 1. In addition to the criteria outlined in 16.2.3 (A) of this directive, the officer seeking to apply shall meet or exceed the following:
 - a. The officer must be a state certified Juvenile Officer.
 - b. The officer must demonstrate an aptitude for dealing with juveniles
 - c. The officer must demonstrate excellent communications skills.

F. Appointment to a specialized assignment shall be based on the qualifications of the applicant. Personnel files and performance evaluation of the applicant shall be reviewed. Selection for the position may include, but not be limited to;

- 1. Formal education.
- 2. Experience, Length of time in service.
- 3. Skills, knowledge, and abilities necessary to perform the tasks of the job.
- 4. Physical Fitness Standards
- 5. Communication Skills
- 6. Demonstrated ability and desire to help members of the community.

G. Officers interested in an advertised specialized assignment opening shall apply in writing through their normal chain of command. Application shall include a listing of the applicant's qualification for the position.

H. Recommendation for the assignment by the shift or unit supervisor and their respective Division Commander is required.

- I. The Division Commander and/or Supervisor of the open position involved may hold an interview with all applicants as part of the selection process prior to their recommendation to the Chief of Police. All appointments are made by the Chief of Police.
- J. Final selection shall be announced to all personnel by means of a Personnel Order which is posted and distributed pursuant to General Order 12.2, Written Directives.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 16-3
SUBJECT: PART-TIME POLICE OFFICERS
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Patrol Division Commander

INDEXED AS:

16.3.1 PART-TIME OFFICER PROGRAM

16.3.2 SELECTION CRITERIA

16.3.3 PRE-APPOINTMENT TRAINING

16.3.4 UNIFORMS AND EQUIPMENT

16.3.5 IN-SERVICE TRAINING

16.3.6 USE OF FORCE AND FIREARMS TRAINING

16.3.7 LIABILITY PROTECTION

16.3.8 WORK SCHEDULING AND PERSONNEL MATTERS

DEFINITIONS:

Part-time Police Officer: law enforcement officers who have successfully completed the required training program and probationary period, obtained appropriate certification from the Training Board (in accordance with 50 ILCS 705/8.2.), and been appointed in accordance with this directive to be employed on a part-time basis as a law enforcement officer for the Village of Orland Park.

Probationary Part-Time Police Officer: a recruit part-time law enforcement officer required to successfully complete initial minimum part-time training requirements to be eligible for employment on a part-time basis as a local law enforcement officer.

PURPOSE:

The purpose of this order is to establish and describe the Part-Time Police Officer Program of the Orland Park Police Department. This order shall set forth the duties and responsibilities of part-time officers, define their authority and discretion in carrying out their duties and describe limitations and restrictions to their authority.

ORDER:

16.3.1 PART-TIME OFFICER PROGRAM

The Orland Park Police Department may employ part-time officers, who have previously met the standards and other requirements of this directive, Village Ordinance and State Statute, generally to assist full-time sworn personnel in the day-to-day delivery of law enforcement services and for emergencies. To accomplish these tasks part-time officers shall be granted full law enforcement powers equivalent to those of full-time officers as allowed by law.

A. Candidate Qualifications.

Prior to appointment as a part-time officer, the candidate must meet all prescribed qualifications as described within this order and set forth in Title 8 Chapter 8-1-3 of the Orland Park Village Code. In accordance with this Code a part-time officer shall:

1. Be at least twenty-two (22) years of age upon the date of application for employment;
2. Be a citizen of the United States;
3. Be of good moral character, temperate habits, of sound health and physically and mentally able to perform the essential functions and assigned duties of the position as the law provides.
4. Have been trained in accordance with the Illinois Police Training Act (50 ILCS 705/1, et seq.) and the rules and requirements of the Illinois Law Enforcement Training and Standards Board;
5. Have completed a forty (40) hours mandatory firearms training course;
6. Submit to, and pass, an extensive background investigation as established by the Chief of Police or his/her designee;
7. Subsequent to a conditional job offer, submit to, and pass, a physical examination conducted by an Illinois licensed physician;
8. Possess a high school diploma or GED certificate, 60 hours of college credit is preferred;
9. Possess a valid State of Illinois driver's license;
10. Have no felony convictions; and
11. If having served in the United States military, must have been honorably discharged.

B. Appointment Guidelines.

Applicants for the position of part-time police officer will be appointed under the following guidelines:

1. Upon recommendation of the Chief of Police, a successful candidate will be appointed to the position of (Probationary) Part- Time Officer by the Village President with the approval of the Board of Trustees.
2. Once appointed, the part-time officer must successfully complete the Department Field Training Program as prescribed by the Chief of Police, in conjunction with an eighteen (18) month probation period.
3. Upon the recommendation of the Chief of Police, any and all part-time police officers may be removed from police service, without cause, by the Village President, subject to the advice and consent of the Board of Trustees.
4. All Part-time officers are subject to re-appointment annually. A Special Order will be generated on an annual basis documenting all Part-time officer re-appointments.
5. All part-time officers are bound and required to adhere to every policy, procedure, rule and regulation, general and special order or any other written or verbal order from the Chief of Police or his designee. Additionally, part-time officers are also required to abide by all local ordinances, and State or Federal Laws.

C. Duties and Responsibilities.

Part-time officers are expected to effectively perform any and all duties of that of a full-time sworn officer when appropriately assigned and on-duty. Part-time officers shall at all times during the performance of their duties be subject to the direction of the Chief of Police, or his designee. The duties and responsibilities include, but are not limited to the following:

1. Aid or direct traffic in the municipality.
2. Aid in control of natural or man-made disasters.
3. Aid in any case of civil disorder.

4. Perform all normal and regular police duties when assigned by the Chief of Police, or his designee, on occasions when it is impractical for full-time officers of the Department to perform normal or regular police duties.
5. Arrest or cause to be arrested, with or without process, all persons who violate the peace or are found violating any municipal ordinance or any criminal law of the State or Federal Governments.
6. Commit arrested persons for examination.
7. Serve and execute all judicial warrants, within the Village of Orland Park as allowed by law.
8. Exercise all other powers as conservators of the peace that the corporate authorities may prescribe.

D. Firearms.

Part-time police officers shall carry a firearm only with the express consent of the Chief of Police and then only when in the prescribed uniform of the day, on-duty and in the performance of their police duties. Part-time police officers are expressly prohibited from carrying or possessing firearms while off-duty, unless in a capacity that is otherwise allowed by law as a private citizen.

16.3.2 PART-TIME OFFICER SELECTION CRITERIA

- A. Part-time officers are required to perform the same duties and accept the same responsibilities and hazards as full-time officers. Therefore the criteria utilized for selection of applicants shall be substantially similar to those of full-time officers: Some of the criteria considered shall include, but not be limited to:
 1. Level of formal education.
 2. Prior experience in another law enforcement agency or environment.
 3. State of applicant's physical condition and apparent ability to possess fitness attributes to perform required functions.

16.3.3 PRE-APPOINTMENT TRAINING

- A. The Orland Park Police Department shall require that all sworn part-time officers complete a prescribed recruit academy training program prior to appointment. However, those part-time officers appointed prior to such requirements may, at the discretion of the Chief of Police, attend a certain part-time officer enhancement training as allowed by law. In any event, all part-time sworn officers of the Department shall be required to complete prescribed training that will provide appropriate certification by the Illinois Law Enforcement Training and Standards Board as set forth in 50 ILCS 705/8.2.

16.3.4 UNIFORMS AND EQUIPMENT

- A. Equipment and uniforms for part-time officers shall not be distinguishable from those of full-time officers. However, quantity of uniforms and equipment may be reduced, at the discretion of the Chief of Police or his designee, to reflect the level of activity or hours worked by any part-time officer. Issuance of all uniforms and equipment to part-time officers shall be done under the following guidelines:
 1. All uniforms will be issued through the quarter master program.
 2. All cleaning, maintenance and alterations are the responsibility of the individual officer.
 3. The uniform will be worn as prescribed in General Order 26.3 "Code of Appearance."
 4. The prescribed uniform will be worn only while the officer is traveling to and from work and while on duty unless otherwise authorized by the Chief of Police or designee.

16.3.5 IN-SERVICE TRAINING

- A. All part-time police officers shall receive, and must attend, all scheduled in-service training programs that are scheduled for full-time sworn officers performing like functions. All such training will be conducted for part-time officers under the following guidelines:
 1. All part-time officers must be available to attend any/all mandatory in-service training (Ten (10) Three and one half (3 1/2) hour sessions per year).
 2. Part-time officers are also required to make themselves available for monthly in-service meetings and training sessions.

3. This training shall be scheduled in advance and credited each officer towards minimum hours worked (see section 3.8 of this order).

16.3.6 FIREARM AND USE OF FORCE TRAINING

- A. Part-time officers shall attend all in-service training programs offered full-time officers in topics dealing in use of force and firearms proficiency standards. This training shall include department standardized firearms, the collapsible A.S.P. baton and use of Department issued OC spray, as well as use of force lectures and practical training.
 1. Part-time officers must successfully complete any/all Department firearms training, both handgun and shotgun, or be subject to removal from duty until such time as training is completed successfully.
 - a. Firearms proficiency standards shall be the same as those expected of full-time sworn officers, as posted and published.
 2. Part-time officers must successfully complete Department offered training in the use of the A.S.P. collapsible baton and the issued OC Spray. These officers must also use this equipment only in accordance with Department policy, manufacturers instruction and applicable law, as described in training sessions.
 3. Failure to meet any of these proficiency requirements and display an understanding of applicable laws, court decisions and Department policies regarding the use of force will be cause for termination.

16.3.7 LIABILITY PROTECTIONS

Part-time Orland Park Police Officers are indemnified with the same public liability protections as that of the full-time Orland Park Police Officers as described in General Order 22.2. Benefits, section 9, Liability Protection.

16.3.8 WORK SCHEDULING AND PERSONNEL MATTERS

A. Scheduling

Part-time Orland Park Police Officers must submit the dates, shifts and specific times that they will be unavailable to work a particular month of work to the Patrol Division Commander. Submission will be in writing or via email and must be in prior to the 15th day of the preceding month.

1. Work assignments will be designated to those officers who best meet the scheduling needs and requirements of the Department.
2. Part-time officers must notify the shift commander at least twenty-four (24) hours in advance on days they will be unable to fulfill their scheduling obligations. The shift commander will then notify the Patrol Division Commander.
3. Part-time officers are responsible to review the posted master schedule for their work assignments.
4. Part-time officers calling in due to illness or injury on the day of duty must call in a minimum of one hour prior to the start of the roll call period.

B. Hours of Work

1. Part time officers will be scheduled based on Department needs and the Patrol Division Commander will assign availability hours and days of work.
2. Part-time officers will only be paid for actual hours worked. Compensation will not be paid more than once for the same hours under any circumstances (no pyramiding).

C. Minimum Required Work Hours.

All part-time officers shall be required to perform a minimum number of work hours under the following guidelines:

1. Must be scheduled and work a minimum of twenty-four (24) hours each month to include street duties and/or other assignments.
2. Must be available to work all three shifts throughout the year, to include some first and second watch shifts on weekends or during the week if/when possible.
3. Must attend scheduled court appearances when subpoenaed or otherwise required to attend.

D. Reporting for Duty.

1. When scheduled to work, the part-time officer will report for a roll call period twenty (20) minutes prior to the start of the shift in the prescribed uniform unless prior approval is granted by the Patrol Division Commander, or designee, and it is noted on the schedule.
2. Part-time officers shall never be scheduled as a minimum strength officer. These officers shall be utilized as a rove car, second officer in a patrol car, cover car and may be assigned other specific duties by the on-duty shift commander (i.e. desk duties, house watches, prisoner processing, traffic control).

E. Performance Evaluation

1. All part-time officers will be evaluated annually by Patrol Division supervisor(s) as prescribed by the Chief of Police or designee.
2. Any part-time officer not meeting standards in any rating period will be subject to Administrative Review, considered for remedial training and possible termination.

F. Secondary Employment.

Any part-time police officer considering working secondary employment must submit a written request to the Chief of Police for approval. Secondary employment requests shall be submitted under the guidelines contained in General Order 22.8, OFF DUTY EXTRA DUTY EMPLOYMENT

1. Requests are to be submitted for each job worked (i.e. establishment name, location, hours of work and type of work).
2. Prior approval must be received from the Chief of Police before any secondary employment is performed.
3. Primary employment positions are not considered secondary employment and are exempt from this requirement.



ORLANDPARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 16-4
SUBJECT: COMMUNITY SERVICE OFFICERS (CSO)
EFFECTIVE DATE: 1 April 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: May 1, 2021
REVIEWER: Community Service Officer Supervisor

INDEX AS:

- 16.4.1. POLICY STATEMENT
- 16.4.2. CSO RESPONSIBILITIES
- 16.4.3. LIMITATIONS ON AUTHORITY
- 16.4.4. CSO UNIFORMS
- 16.4.5. SELECTION PROCEDURE

PURPOSE:

The purpose of this order is to establish the Community Service Officer Program and provide guidelines and direction for all employees with responsibilities as indicated within this directive.

ORDER:

16.4.1. POLICY STATEMENT

The Community Service Officer (C.S.O.) Division is designed to assist the Patrol Division in performing all the tasks which are necessary and service oriented by nature. This assistance will afford relief to the Patrol Division in order that the beat officers can better provide the police services and functions for the Village of Orland Park.

The Community Service Officer (C.S.O.) is a civilian position and they will not have the authority to carry weapons or have the power of arrest.

The Community Service Officer (C.S.O.) shall be under the command of the supervisor of the unit. The CSO supervisor will report to the Commander Administrative and Technical Services. The Community Service Officers will obey orders or requests directed to them by any on-duty supervisor.

16.4.2. COMMUNITY SERVICE OFFICER RESPONSIBILITIES

A. Specific

In addition to the general and individual responsibilities of all members and employees, the C.S.O. is specifically responsible for the following:

1. Reporting for Duty: The C.S.O. shall report promptly 10 minutes before the designated hour and place in proper uniform for assignment. The C.S.O. shall listen attentively to orders and instructions of the superior officer and read such materials as are made available to them.
2. Inspect the assigned police vehicle or any other assigned equipment and report new or unreported damage prior to leaving the police headquarters. Any such discrepancies shall be noted and/or reported to the Shift Commander.
3. Complete assigned reports for incidents accurately and on the proper report forms.

B. General

The Community Service Officer (C.S.O.) shall be responsible for any assignment given by the Chief of Police, C.S.O. Supervisor or Shift Commander or his designee and shall include, but not be limited to, the following:

1. Traffic
 - a. The issuance of parking citations or warning notices for violations of parking or local vehicle registration ordinances.
 - b. Vehicle and pedestrian traffic control as authorized by the Shift Commander or designee.
 - c. Motorist assists, including:
 1. Disabled vehicles.
 2. Vehicle lock-outs.
 - d. Traffic and neighborhood surveys.
2. Enforcement of Ordinance Violations
 - a. Animal control to include capture of loose running animals, setting of cat traps and transfer of animals to Animal Welfare.
3. Intra-department Support Services:
 - a. Desk assignment - maintain working knowledge of desk duties.
 - b. Collect Metra parking lot collections.
 - c. Deliveries of legal notices and inter-departmental mail.
 - d. Assist court officer when assigned.
4. School Crossing Guards (relief - assist)
5. Vehicle Maintenance (support)

16.4.3. LIMITATIONS OF AUTHORITY

- A. A Community Service Officer will not be assigned any calls involving the investigation of a criminal matter. They will immediately call for a sworn officer to take over any assignment they are handling if circumstances indicate a sworn officer is needed. They will observe any actions and report same to the officer whose assistance is called.
- B. A C.S.O. shall not be assigned to or become involved in any assignment or investigation which requires the use of any force.
- C. A C.S.O. shall obey all traffic laws and shall not drive with emergency equipment in operation.
- D. A C.S.O. shall not respond to crime-in-progress.

16.4.4. COMMUNITY SERVICE OFFICER UNIFORMS

Nothing shall be worn on the C.S.O. uniform unless it is approved through this directive.

A. Pants

1. The uniform pants shall be plain navy blue in color.

B. Shirts

1. The winter shirt shall be long sleeve, light blue in color. Military creases are optional. The uniform tie will be worn whenever the long sleeve shirt is worn.
2. The summer shirts shall be same as the winter shirts but shall have short sleeves. The uniform tie is not to be worn with the short sleeve shirt.

3. CSO rockers are worn on the shirts.

C. Jackets

1. Jacket shall be dacron and rayon and shall be waist length, zipper front, with two front pocket flaps that button down in the center of the pocket flap. Jacket shall be navy blue in color with silver buttons.
2. Winter jacket shall be nylon, navy blue in color. Jacket shall be waist length with zipper front that is covered by a flap that has four buttons down the front from collar.
3. C.S.O. rockers are worn on the jackets.

D. Caps

1. The uniform cap shall be an oval military type, navy in color. The mouton fur cap, navy in color, is optional for use during the winter months.
2. Uniform caps shall be worn at all times.

E. Ties

1. Clip on black neckties.

F. Tie Clips

1. Official department approved silver tie clip shall be worn when the tie is worn.

G. Raincoats

1. Raincoat shall be black/orange rubber nylon fabric.

H. Rain cap Covers

1. Rain cap covers shall be black/orange or clear, nylon fabric.

I. Shoes

1. Shoes shall be black, leather or Corfam with plain toes (no seams on the toes).

J. Socks shall be navy blue.

K. Pants belt.

1. Pants belt shall be black leather.

L. Boots or Overshoes

1. Boots or overshoes shall be black in color.

M. Scarf

1. Scarves may be worn during the winter months and must be solid navy blue in color.

N. Sweaters and vests

1. Solid navy blue sweaters may be worn.

O. Leather Accessories

1. Any leather accessories worn on the belt shall be plain black.

P. Badge

1. Five point silver badge will be worn on the uniform jacket or on the shirt when the jacket is not worn.

Q. Cap Shield

1. Official department issued cap shield will be worn on the uniform cap whenever the cap is worn.

R. Name Plate

1. Name plates, silver in color, shall be worn on all uniform shirts and jackets.

16.4.5. PROCEDURE FOR SELECTION

The selection process for Community Service Officers (C.S.O.) is as follows:

- Complete employment application.
- Chief of Police and Human Resource Manager must approve hiring.
- Oral interview.
- Background investigation, signing of release forms.
- Pre-employment physical examination.
- C.S.O. will not work over 29 hours per week, unless approved by the Chief of Police.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 16-5
SUBJECT: CIVILIAN EMPLOYEES
EFFECTIVE DATE: May 4, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Deputy Chief

INDEX AS:

16.5.1 CIVILIAN EMPLOYEE POSITIONS

16.5.2 CIVILIAN POSITION REVIEW

PURPOSE:

The purpose of this order is to identify certain positions within the Department not requiring staffing by sworn personnel, specifying them as civilian positions and to provide for a review of all civilian employee positions.

DEFINITIONS:

Civilian: A non-sworn employee, either full or part time.

Sworn Officer: A commissioned law enforcement officer, subject to an oath of office and possessing those general peace officer powers prescribed by constitution, statute or ordinance.

ORDER:

16.5.1 CIVILIAN POSITIONS

A. Positions in the Department not requiring sworn personnel are specified as civilian and staffed accordingly.

1. Personnel Positions:

- a. Administrative Assistant
- b. Secretary II
- c. Senior Secretary
- d. Clerk
- e. Telecommunicator
- f. Community Service Officer
- g. Community Service Officer Supervisor
- h. Support Services Manager
- i. Crossing Guard
- j. Detention Aid
- k. TCO Support Clerk

- I. Part-Time TCO
- m. Animal Control Officer
- n. Assistant Support Services Manager
- o. Information Systems Analysts
- p. Clerk Typist II
- q. ESDA Coordinator
- r. Deputy ESDA Coordinator
- s. Part time Information Systems Technician

16.5.2 CIVILIAN POSITION REVIEW

- A. Annually, each Division Commander shall review all civilian positions as part of the annual budget process to ensure adequate staffing.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 16-6
SUBJECT: STUDENT INTERNSHIP PROGRAM
EFFECTIVE DATE: October 10, 2012
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2020
REVIEWER: Supervisor of Training, Development and Review

INDEX AS:

16.6.2 INTERN APPLICATION PROCEDURES

16.6.2 RULES OF CONDUCT

16.6.3 APPEARANCE

16.6.4 ASSIGNMENTS

16.6.5 RIDE ALONGS

16.6.6 WRITTEN REPORTS

16.6.7 UNSATISFACTORILY JOB PERFORMANCE

PURPOSE:

To establish a program that will allow selected students from recognized colleges and universities, who are pursuing a degree in the field of Criminal Justice, to experience and observe the day-to-day operations and functions of the Orland Park Police Department.

POLICY:

It is the policy of Orland Park Police Department to foster and encourage academic and career interest in law enforcement-related careers.

DEFINITIONS:

Student Intern: A student enrolled in a recognized college, university seeking a cooperative working experience with the Orland Park Police Department as part of a credit-bearing college course.

Internship Coordinator: The supervisor from Training, Development and Review as designated by the Chief of Police.

ORDER:

16.6.2 INTERN APPLICATION PROCEDURES

A. Students desiring to perform intern duties with the Orland Park Police Department shall have their college or university professor or department head write a letter of recommendation and forward it to the Internship Coordinator requesting the named student be considered for internship program. All applications should provide a name, address, and telephone number of the professor who is to receive comments and evaluations concerning the student.

1. The written request shall be sent to the Internship Coordinator at least 45 days prior to the beginning of the semester in which the internship will commence.

- B. Due to the demands of the Department, the length of an internship shall not exceed 250 contact hours for each student.
- C. The Department shall only accept two (2) student interns per semester.
- D. Eligibility

In order to participate in the Orland Park Police Department Internship Program, the student must meet the following criteria:

- 1. Minimum of 18 years old;
- 2. Be enrolled in an accredited college or university;
- 3. Major in criminal justice or related field of study;
- 4. Present a letter of intent from the college/university that they are eligible to enroll in an internship program;
- 5. Be in good academic standing;
- 6. Provide satisfactory proof of student medical/health insurance prior to the internship;
- 7. Meet all the goals and objectives and work/credit requirements mandated by the institution;
- 8. Be of good moral character;
- 9. Successfully pass a background investigation as outlined in General Order 32-3, Applicant and Employee Background Investigation.
- 10. Accurately and truthfully, complete all applicable applications and forms including sign the Indemnification Agreement and the Liability Waiver Form.

- E. Any deviation from these procedures requires the authorization of the Chief of Police or his designee.

16.6.2 RULES OF CONDUCT

- A. All though student interns are not employees of the Orland Park Police Department, their conduct while enrolled in the internship program is governed by all departmental policies and procedures including General Order 26-2 Rules and Regulations.
- B. Student Interns shall not congregate at the department when off duty.
- C. All student interns will take direction from any employee assigned to them and follow all directives in accordance with departmental policy.

16.6.3 APPEARANCE

- A. The student intern shall wear a department approved gray collard Intern shirt; dark colored solid dress pants, and brown/black colored casual dress shoes (no tennis shoes or flip-flops). The Internship Coordinator has the authority to approve exceptions to the dress code based on the duty assignment.
- B. All student interns will wear their department issued photo identification clearly visible on their person at all times.
- C. All student interns are also required to comply with General Order 26-3 Code of Appearance.

16.6.4 ASSIGNMENTS

- A. The Internship Coordinator shall be responsible for coordinating and scheduling all intern activities within the police department.
- B. Student interns shall report to their assigned duty for the day according to a predetermined schedule.
- C. Student interns may be reassigned by the Internship Coordinator to work on special projects as needed.
- D. For an absence to be excused, the student intern must notify both the Internship Coordinator and the on duty supervisor at least one hour prior to the start of their shift unless unable to do so due to an emergency situation.

16.6.5 RIDE ALONGS

- A. The department will permit student interns to ride with on duty officers in patrol and investigations vehicles during the course of the internship program.
 - 1. Student interns will be assigned to field-training officers when available or applicable.
 - a. If a field-training officer is unavailable, student Interns shall be assigned to non-probationary officers only.
 - 2. Student interns will not be allowed to carry any type of weapon.
 - 3. Student interns may not use cameras and/or recording equipment (including cell phones) during a ride along or at any other time while on duty.
 - 4. Student interns are subject to subpoena to testify as witnesses.
 - 5. Student interns may not interfere in any way with an officer's performance of duty. However, student interns will be required to assist an officer upon request and only under extreme emergency circumstances.
 - 6. The student intern is an observer only and will not, in any way, become involved in any situation except as required by the preceding paragraph. Student interns will be allowed to observe as much of any situation as possible consistent with preserving their safety and protecting the rights of those involved.
 - 7. Student interns will remain in the Department vehicle at all times during a call for service unless otherwise directed by an officer or supervisor due to safety concerns.

16.6.6 WRITTEN REPORTS

- A. Interns need to document their experience as part of their educational requirements.
- B. Weekly type written activity reports are required as part of the internship program.
 - 1. Activity reports shall be turned into to the Internship Coordinator on the Monday following the reported week for review and approval.
 - 2. Any written activity report requiring modifications shall be returned corrected to the Internship Coordinator within three (3) working days.
 - 3. Only information considered "public record" will be included in any report provided by a student intern.
 - 4. The Internship Coordinator must approve any report prior to dissemination outside the department.

16.6.7 UNSATISFACTORILY JOB PERFORMANCE

- A. Unsatisfactory job performance is outlined in General Order 26-2 Rules and Regulations.
- B. Disciplinary Process
 - 1. The disciplinary process for student interns may range from verbal counseling sessions to termination from the program.
 - 2. If a student intern is verbally counseled, the college/university representative responsible for the student's internship may be contacted based on the nature of the counseling session.
 - 3. If a student intern is terminated from the program, written notification will be given to the student as well as the college/university representative responsible for the student's internship.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 17-2
SUBJECT: BUDGET
EFFECTIVE DATE: 5 May, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Chief of Police

INDEX AS:

17.2.1 BUDGET PREPARATION

PURPOSE:

The purpose of this order is to establish a written directive that describes the Department's budget process and assigns the responsibility for final budget preparation and management.

17.2.1 BUDGET PREPARATION

- A. The Chief of Police is responsible for the coordination of the Department's budget development.
- B. The Chief of Police is responsible to insure the budget is submitted in a timely fashion to the Finance Department.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 17-3
SUBJECT: FISCAL MANAGEMENT - PURCHASING
EFFECTIVE DATE: June 1, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Deputy Chief of Police

INDEX AS:

17.3.1 REQUISITIONING AND PURCHASING PROCEDURES

PURPOSE:

The purpose of this general order is to establish procedures for the requisition and purchase of agency equipment and supplies.

ORDER:

17.3.1 REQUISITIONING AND PURCHASING PROCEDURES

- A. The Deputy Chief of Police is responsible for the management and control of Department purchases and approves all check requests and purchase requisitions.
 1. The procedures for purchasing and payments shall be in conformance with the Orland Park Village Ordinance 1290, Orland Park Village Code Title 1, Chapter 10, Section 3, the Village of Orland Park Purchasing Manual, and the policies and procedures established by the Village of Orland Park's Finance Department. Village Ordinance 1290 and Village Code Title 1, Chapter 10, Section 3, govern specifications for items requiring standardized purchases, as well as other bid specifications.
 2. Bidding procedures for all purchases over \$10,000 are governed by Village Code, Title 1, Chapter 10, Section 3, Contracts for Public Works Projects; Advertisement and Bid Procedures.
 3. Criteria for the selection of vendors and bidders for all purchases less than \$10,000 are governed by Orland Park Village Ordinance 1290, Section 5, Subsection (C) (7).
 4. Emergency Purchasing/Rental Procedures
 - a. The Village of Orland Park Purchasing Manual, under Emergency Purchases Policy, Section I, Subsection D, governs the protocol for the emergency purchase of equipment.
 - b. Village Code, Title 1, Chapter 10, Section 3, Contracts for Public Works Projects; Advertisement and Bid Procedures governs the criteria for rental of property or services in excess of \$10,000.
 - c. Village Ordinance 1290, Section 5, Subsection (C) (7) governs the protocol for rental of property or services of less than \$10,000.
 5. Supplemental appropriations and fund transfers
 - a. The Chief of Police, Finance Director, and Village Manager must approve all budget transfers within the same division.
 - b. The Chief of Police, Finance Director, and Village Manager must authorize budget transfers between divisions.
 - c. The Deputy Chief shall oversee and assist the Division of Administration with the processing of invoices.

6. Each division is responsible for tangible property acquisition through its budget requests and subsequent approvals. Ordinarily, requests are directed to the Deputy Chief with specifics listed including the cost and suggested suppliers.
 - a. The Village Accounts Payable and Receivable Department is ultimately responsible for the purchase and delivery of goods.
7. The policy and procedures governing the acquisition of contracts are outlined in the Village of Orland Park Purchasing Manual, under Contracts, Section 3.
8. The Village of Orland Park Purchasing Manual, Section 6, Other Methods of Payment Processing, Subsection B, Purchasing Card Payments, outlines the policy and procedures when utilizing department issued credit cards.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 17-4
SUBJECT: FISCAL MANAGEMENT - ACCOUNTING
EFFECTIVE DATE: July 25, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Deputy Chief of Police

INDEX AS:

- 17.4.1 ACCOUNTING SYSTEM ELEMENTS
- 17.4.2 CASH FUNDS
- 17.4.3 INDEPENDENT AUDIT
- 17.4.4 CONFIDENTIAL FUND CONTROLS
- 17.4.5 DEPARTMENT ISSUED CREDIT CARDS

PURPOSE:

The purpose of this general order is to establish procedures for the management and accounting of Departmental funds.

DEFINITIONS:

Encumbrance: A commitment in the form of an purchase order, contract, salary, or similar item that will become payable when goods are delivered or services rendered.

Unencumbered Balance: The part of an appropriation or allotment that has not been committed to and is available for expenditure.

ORDER:

17.4.1 ACCOUNT SYSTEM ELEMENTS

- A. The Orland Park Police Department's accounting system is an integral part of the central accounting system of the Village of Orland Park.
- B. The Village of Orland Park's Finance Department provides the Police Department with a monthly detail budget report. The report includes the following information for each Police Department account:
 1. Initial appropriation for each account
 2. Balance at the commencement of the monthly period
 3. Year- to-date expenditure
 4. Encumbrance balance
 5. Unencumbered balance

6. Percentage of the budget item expended
- C. To maintain effective fiscal management, the Deputy Chief and Division Commanders shall review the monthly detail budget reports for any discrepancies and to determine if any accounts are being expended at a rate faster than budgeted. Any fiscal irregularities shall be reported to the Chief of Police along with possible recommendations to rectify the issue.

17.4.2 CASH FUNDS

- A. All cash funds or accounts where Department personnel are permitted to receive, maintain, or disburse cash must have:
 1. A balance sheet, ledger, or other system that identifies initial balance, credits (cash received), debits (cash disbursed), and the balance on hand
 2. Receipts or documentation for cash received
 3. Records, documentation, or invoices for cash expenditures
 4. A listing of persons or positions authorized to disburse or accept cash
 5. Quarterly accounting of agency cash activities
- B. Authorization for cash disbursement:
 1. The Administrative Assistant to the Chief of Police is responsible for the disbursement and accounting of the petty cash fund.
 - a. The Chief of Police, Deputy Chief, or their designees have the authority to approve purchases less than \$50.00 from the petty cash fund.
 - b. Each petty cash transaction must be logged in the petty cash ledger and, whenever possible, be accompanied by a receipt.
 - c. The Deputy Chief shall approve the following prior to submittal to the Chief of Police for petty cash fund replenishment:
 1. Accounts payable check request
 2. Completed Request for Petty Cash forms
 3. Copies of receipts for every transaction
 - d. The request for replenishment of petty funds will then be submitted to the Finance Department.
 - e. The Finance Department shall audit the Police Department's petty cash fund at least annually.
 2. Disbursements over \$50.00, excluding confidential funds must have the approval of the Chief of Police
- C. The above directive applies to petty cash funds, cash received in the Records Division, Investigative funds, and all other instances where cash funds are maintained or cash is received or disbursed

17.4.3 INDEPENDENT AUDIT

- A. Pursuant to Illinois Compiled Statutes 65 ILCS 5/8-2 through 5/8-8, the Village of Orland Park is audited by an independent auditor at least annually. The accounts of the Orland Park Police Department are monitored for fiscal integrity as part of this process. The Finance Department manages the auditing procedure.

- B. The Chief of Police or his designee may at any time request an internal audit of any of the financial controls or procedures of the Department. The Chief of Police or his designee may inspect any records, statements, accounts, receipts, or files associated with the fiscal management of all Departmental operations.

17.4.4 CONFIDENTIAL FUNDS CONTROLS

- A. A written directive governing the accessibility, accounting and auditing of confidential funds of this Department is found in General Order 42.6.4, CONFIDENTIAL FUNDS CONTROL AND AUDIT.

17.4.5 DEPARTMENT ISSUED CREDIT CARDS

- A. The Chief of Police is responsible for the security and the appropriate use of department issued credit cards.
- B. The use of a Department issued credit card to make a budgeted line item purchase requires the authorization of the Chief of Police or Deputy Chief.
- C. The procedure governing the accounting and auditing of credit card purchases is found in the Village of Orland Park Purchasing Manual, Section 6, Other Methods of Payment Processing, Subsection B, Purchasing Card Payments.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 17-5
SUBJECT: DEPARTMENT OWNED PROPERTY
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Commander Administrative / Technical Services

INDEX AS:

17.5.1 INVENTORY AND CONTROL OF DEPARTMENT PROPERTY

17.5.2 DISTRIBUTION/ISSUANCE OF DEPARTMENT OWNED PROPERTY

17.5.3 PROPERTY READINESS

PURPOSE:

The purpose of this order is to establish procedures and delegate responsibilities for the inventory, control, distribution and operational readiness of all property and equipment in the possession of the Orland Park Police Department.

DEFINITIONS:

Expendable Equipment: Includes general operating supplies such as office supplies, ammunition, batteries, etc.

Fixed Assets: Capital outlay purchases including vehicles, furniture, cameras, special weapons, computers, etc.

Personal Equipment: Department owned items issued to individuals for their personal use including uniforms, batons, firearm, etc.

ORDER:

17.5.1 INVENTORY AND CONTROL OF DEPARTMENT PROPERTY

A. The Administrative/Technical Services Division Commander is responsible for the administration of procurement, inventory, control and distribution of all property and equipment of the Department.

1. The Administrative/Technical Services Division Commander will be responsible for maintaining all necessary records of equipment issued to all employees, the purchase of equipment, and its distribution. This includes furnishing equipment to new employees as well as replacing damaged or worn out personal equipment.

B. At least annually, the Administrative/Technical Services Division Commander will conduct an inventory of fixed assets pursuant to the criteria listed below, generally in conjunction with or prior to budget preparation. This will ensure that an adequate inventory of necessary equipment is maintained at all times, and necessary replacement equipment is purchased.

1. Inventory criteria shall be as follows:

- a. All Department owned firearms.
- b. All Department Less than Lethal Equipment.
- c. All other fixed assets with a value over \$1000.

- 2. Any discrepancies shall be reported to the Chief of Police.
- 3. Inventory records will be continuously adjusted to reflect items that have been purchased or traded, sold, destroyed or otherwise disposed of.
- C. All personal equipment issued to Department personnel remains the property of the Department and must be returned upon the employee's separation from the Department.
 - 1. It is the responsibility of the Division Commander to whom the employee is assigned to ensure that all personal equipment is returned.
 - 2. The Administrative/Technical Services Division Commander will maintain a written log indicating the names of each individual with the date of issuance and return of all equipment.
 - 3. The Administrative/Technical Services Division Commander will appoint a quartermaster who will store all serviceable personal equipment which has been returned in a secure location.
 - a. An inventory of all stored equipment will be maintained.
 - b. Whenever possible, serviceable personal equipment (except uniforms) will be re-issued prior to authorizing the purchase of new equipment for an employee.
- D. The Department, at its discretion, will make reimbursement either to clean, repair, or replace certain items of personal property that are damaged or destroyed within the performance of duties, provided there was no negligence on the part of the employee.
 - 1. Employees seeking reimbursement shall send a memorandum through the chain of command to the Division Commander who will then forward it with a recommendation to the Chief of Police.

17.5.2 DISTRIBUTION/ISSUANCE OF DEPARTMENT PROPERTY

- A. Generally, all fixed assets will be distributed through the Administrative/Technical Services Division. Prior to distribution, the following information will be obtained for the purpose of updating Department inventory records.
 - 1. Description and serial number.
 - 2. Date received.
 - 3. Purchase order number.
 - 4. Location of Unit or where the property will be assigned.
- B. The Patrol Division Shift Commander is responsible for the daily issuance of Department owned property (i.e. vehicles, radars, shotguns, etc.) which is assigned to the Patrol Division. Generally, officers receive this property at the beginning of their shift and return it to the Shift Commander's Office after completion of their shift.
 - 1. The Shift Commander shall ensure that all equipment and vehicles issued are indicated on the shift beat sheet at the beginning of the shift and that all issued equipment is returned in good order at its completion.
- C. A status board indicating what pool equipment and vehicles are out of service, and for what reason, shall be maintained in the briefing room, where it will be readily visible.

17.5.3 PROPERTY READINESS

- A. The Administrative/Technical Services Division Commander may delegate certain responsibilities to different employees with regard to Department property. However, the responsibility to ensure a condition of readiness of all Department property rests with the Administrative/Technical Services Division Commander.
- B. All Department personnel are responsible for all items that have been issued to them and for maintaining their property and equipment in a state of operational readiness.
- C. Significant or recurring problems with the care and condition of property and equipment are to be reported through the chain of command to the Administrative/Technical Services Division Commander.

- D. Every supervisor is required to report, in writing; to the Administrative/Technical Services Division Commander (via the chain of command) whenever any Department property or equipment is lost, stolen, destroyed, or otherwise becomes inoperable and/or obsolete.
 - 1. Uniform replacements excluded.
- E. When not in use, operational equipment shall be stored in a secure area. All firearms and ammunition shall be securely stored.
- F. Division Commanders, or their designee, are responsible for ensuring the operational readiness of all equipment assigned to their division. They will conduct regular inventories according to the following schedule:
 - 1. Once each shift, the Patrol Division Commander, or his designee, will conduct an inventory of equipment to identify items that are missing or in need of repair. A report reflecting the results of the inventory will be forwarded to the Administrative/Technical Services Division Commander with a copy of the report forwarded to the Shift Commander of the oncoming shift.
 - a. Any equipment or vehicle found to be unfit for service will be taken out of service and a vehicle/equipment repair request will be prepared and forwarded to the Administrative/Technical Services Division Commander.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 22-1
SUBJECT: COMPENSATION
EFFECTIVE DATE: 1 March 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

22.1.1 DEPARTMENT SALARY PROGRAM

22.1.2 SALARY PROGRAM ELEMENTS

22.1.3 SALARY AUGMENTATION

22.1.4 OVERTIME AUTHORIZATION

22.1.5 TIME SHEET PROCEDURES

PURPOSE:

The purpose of this order is to provide a description of the department's salary program and to describe the conditions under which different kinds of salary augmentation could be provided. This order also provides direction for procedures for supervisory overtime authorization and procedures to be followed by employees when completing time sheets.

DEFINITION:

Salary Augmentation: Any pay that is added to the employee's base salary. Salary augmentation includes pay such as overtime pay, incentive pay, and salary stipends.

ORDER:

22.1.1 DEPARTMENT SALARY PROGRAM

- A. The Department's salary program is established and controlled by the policies and procedures of the Village of Orland Park, and by applicable collective bargaining agreements.
- B. The salary program addresses the following areas:
 1. Entry level salaries.
 2. Salary differential within ranks.
 3. Salary differential between ranks.
 4. Salary levels for those with special skills.
 5. Compensatory time policy.
 6. Overtime Policy

22.1.2 SALARY PROGRAM ELEMENTS

- A. Elements of the salary program for the department employees who are members of a collective bargaining unit are determined by negotiation between the bargaining unit and the Village of Orland Park.

B. Elements of the salary program for all other department employees are determined by:

1. Village of Orland Park payroll plan.
2. Village of Orland Park position classification plan.
3. Job descriptions.
4. Performance evaluations.

C. The Village Manager's Office and Human Resource Office maintain a manual of all approved job descriptions for the Village of Orland Park. Copies of job descriptions are also maintained by the Commander of Administrative and Technical Services.

22.1.3 SALARY AUGMENTATION

A. Provisions of salary augmentation are subject to applicable collective bargaining agreements, provisions of the Employee Handbook and/or the approval of the Chief of Police, the Village Manager, and the Village Board.

22.1.4 OVERTIME AUTHORIZATION

A. Call out Overtime

All overtime compensation based upon shift strength requirements shall be authorized and distributed in accordance with the provisions of General Order 22.4 OVERTIME CALL OUT PROCEDURES - SWORN PERSONNEL and General Order 22.7 MINIMUM STRENGTH AND OVERTIME CALL OUT FOR TELECOMMUNICATORS/SUPPORT CLERKS and 41.1 PATROL ADMINISTRATION.

B. Hold-Over Overtime

For purposes of this General Order Hold-Over Overtime shall mean all compensated work hours that are performed or worked subsequent or prior to an employee's scheduled work shift. Hold-Over overtime in this context refers to those hours that an employee works on an assignment or case that was initiated during normally scheduled work hours and required the employee to remain or return after hours to complete the assignment.

C. Hold-Over Overtime Authorization

1. In all cases, Hold-Over overtime shall be authorized by the Shift Commander or other immediate supervisor.

D. Authorized Overtime - Employee Responsibilities

1. Employees considering a necessity to work hold-over hours to complete any assignment shall be required to approach the Shift Commander, or other responsible supervisor, and request authorization in advance of working any overtime hours.
2. Employees shall complete all information required on the time sheet for all overtime hours worked and approach the responsible supervisor for authorization (initialing).
3. All employees authorized to work overtime hours are responsible for the accurate completion of time sheet entries prior to their departure at the end of the work day.

E. Authorized Overtime - Supervisory Responsibilities

1. The Shift Commander, or other responsible supervisors, shall thoroughly review all requests for hold-over overtime and determine if hold-over is required.
 - a. The supervisor shall review all requests in advance and make such determination prior to the end of their work day.
 - b. Supervisors are authorized to approve up to two (2) hours of hold-over overtime in advance and prior to their departure.
 - c. In the event that additional overtime is requested, the supervisor in charge at that time shall assume the responsibility to review all such requests and determine if more overtime is to be authorized.

2. The Shift Commander, or other responsible supervisor, shall review all time sheets completed during their duty time. The supervisor shall initial all approved overtime in the appropriate column of the time sheet prior to their departure at the end of their duty time.

22.1.5 TIME SHEET PROCEDURES

- A. All employees shall completely and accurately indicate all work hours and time off hours on their time sheets on a daily basis. Any work hours that do not appear on an employees' time sheet will not be approved and consequently not submitted for payment.
- B. Responsible supervisors shall thoroughly review all employees' time sheets on a daily basis and indicate authorization by placing their initials in the appropriate column.
- C. On or before the Sunday evening at the end of each pay period the Shift Commander, or other responsible supervisor shall thoroughly review each employees time sheet. The reviewing supervisor shall indicate approval by initialing on the line "Authorized Approval."
 1. All completed and reviewed time sheets will be forwarded to Administration prior to 0800 hours on the following Monday morning.
 2. Supervisors will submit no time sheets to Administration that are inaccurate or incomplete.
 3. Time sheets that are not submitted timely, accurately or completely may lead to a delay in the payment of benefit to the employee.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 22-2
SUBJECT: BENEFITS
EFFECTIVE DATE: March 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

22.2.1 DEPARTMENT LEAVE PROGRAM

22.2.2 RETIREMENT BENEFITS

22.2.3 HEALTH INSURANCE BENEFITS

22.2.4 DISABILITY AND DEATH BENEFITS

22.2.5 PERSONNEL SUPPORT SERVICES

22.2.6 LIABILITY PROTECTION PROGRAM

22.2.7 UNIFORMS AND EQUIPMENT

22.2.8 EDUCATIONAL BENEFITS

PURPOSE:

The purpose of this order is to document and describe the benefit package offered to employees of the Orland Park Police Department as set forth through applicable collective bargaining agreements or the Village of Orland Park Employee Handbook.

ORDER:

22.2.1 DEPARTMENT LEAVE PROGRAM

The leave program of the Orland Park Police Department includes, but is not limited to, the following leaves:

A. Administrative Leave

1. Administrative leave for employees who are members of a collective bargaining unit shall be governed by the provisions of the applicable labor agreement with the Village of Orland Park.
2. Administrative leave for all other employees is governed by the provisions found in the Village of Orland Park Employee Handbook.

B. Holiday, Personal and Compensatory Time Leave

1. Holiday, Personal and Compensatory Time Leave for employees who are members of a collective bargaining unit shall be governed by the provisions of the applicable labor agreement with the Village of Orland Park.
2. Holiday, Personal and Compensatory Time Leave for all other employees is governed by the provisions found in the Village of Orland Park Employee Handbook.

C. Sick Leave

1. Sick leave for employees who are members of a collective bargaining unit shall be governed by the provisions of the applicable labor agreement with the Village of Orland Park.
2. Sick leave for all other employees is governed by the provisions found in the Village of Orland Park Employee Handbook.
3. Sick leave shall not be considered a privilege that employees may use at their discretion, but shall be allowed only in case of medical necessity or actual sickness.
4. Employee responsibilities.

Employees who are sick or injured must notify their supervisor or the on-duty Shift Commander (or the Communications Center who will in turn notify the Shift Commander) at least one hour prior to their scheduled reporting time.

- a. Sick or injured employees scheduled to appear in court or attend a scheduled training assignment must make notification to the on-duty Shift Commander of their inability to attend no later than one hour prior to the scheduled court conference or any court appearance.

5. Physician Illness Verification and Release

- a. Employees of the Orland Park Police Department who absent themselves from scheduled workdays due to sickness may be required to submit to an examination by a licensed physician, designated by the Village and at the Village expense, to verify the illness and to release an employee to return to work from sick leave.
 1. Any such requirements will conform to the provisions of the appropriate collective bargaining agreement and/or the Village of Orland Park Employee Handbook.
 - b. The consecutive workdays include carryover before and after regularly scheduled days off. (Example: An employee calls in sick the last day before days off and calls in sick the first and second days after days off; for purposes of this order this example indicates three (3) consecutive days off.
 - c. The Chief of Police may, at his discretion require any Department member to submit a physician illness verification and release exclusive of sub-section 1.C.5.a. of this order.

D. Vacation Leave

1. The provisions of the applicable labor agreement with the Village of Orland Park shall govern vacation leave for employees who are members of a collective bargaining unit.
2. The provisions found in the Village of Orland Park Employee Handbook govern vacation leave for all other employees.

E. Short Term Disability Leave

1. The provisions of the applicable labor agreement with the Village of Orland Park shall govern short-term disability leave for employees who are members of a collective bargaining unit.
2. The provisions found in the Village of Orland Park Employee Handbook govern short-term disability leave for all other employees.

F. Request for Leave

Employees shall complete a Request for Leave Form (RFL) and submit the request to their supervisor prior to the start of their shift (except for sick day or funeral day requests). Requests will be considered that do not unduly disrupt the planned operation of the shift.

1. Request for Leave Forms will be completed for any of the following leaves:
 - a. Vacation
 - b. Holiday
 - c. Sick

1) unless used in conjunction with STD, FMLA or Worker's Compensation.

- d. Funeral
 - e. Compensatory Time
 - f. Personal Time
 - g. Jury Duty
2. A RFL Form shall be completed by Records Unit Personnel, at the direction of the shift commander, for any employee who calls in requesting a leave (sick day) for an illness.
 3. Employee Responsibilities
 - a. It is the responsibility of the employee requesting leave to ensure he has available accrued time off prior to submitting to the appropriate supervisor a RFL Form.
 - b. Employees may be subjected to disciplinary action for submitting time cards with compensatory, holiday, personal, vacation or any other accrued time not available to them.

22.2.2 RETIREMENT PROGRAM BENEFITS

- A. Retirement benefits are available to full-time police officers through the Orland Park Police Pension Fund. Pension fund contributions, rates, service requirements and benefits are described in 40 ILCS 5/3-101 et. Seq., Police Pension Fund.
- B. Information on retirement benefits for all other employees can be found in the Village of Orland Park Employee Handbook and in 40 ILCS 5/7-101 et. Seq., Illinois Municipal Retirement Fund.

22.2.3 HEALTH AND INSURANCE BENEFITS

- A. The Village of Orland Park provides complete medical and dental insurance programs covering all regular full-time employees and their dependents. Information on employee health and dental insurance benefits can be found in the applicable collective bargaining agreement or Employee Handbook.

22.2.4 DISABILITY AND DEATH BENEFITS

- A. Disability and death benefits for department employees are governed by the provisions of the Employee Handbook, the pension fund to which the employee belongs, and, if applicable, a labor agreement with the Village of Orland Park.

22.2.5 PERSONNEL SUPPORT SERVICES

- A. The Village of Orland Park offers an Employee Assistance Program which is designed to provide short term counseling and problem solving for Village employees and their families. Information on the program can be found in the Employee Handbook or through direct contact with the Program Coordinator.

22.2.6 LIABILITY PROTECTIONS

- A. Employees of the Orland Park Police Department are indemnified from liability in accordance with the provisions of Village Ordinance Number 1836.
- B. Department employees are indemnified from liability in accordance with the provisions of the Illinois Compiled Statutes which include:
 1. 65 ILCS 5/1-4-6, Indemnification from injuries caused by police officer - - Notice - - Liability for injuries incurred while assisting police officer.
 2. 65 ILCS 5/1-4-8, Riots or civil disturbances-Assistance from other municipalities - - Liability of requesting municipality - - Powers of officers - - Liability insurance.
 3. 745 ILCS 10/2-201 et seq., Immunity of Public Employees.
 4. 745 ILCS 10/2-302, Indemnification of Public Employees.
 5. 745 ILCS 10/4-102 et seq., Police Protection.
 6. 745 ILCS 10/9-102 et seq. Payment of Judgments or Settlements.
- C. Employees will notify the Chief of Police, through the chain of command, anytime they are notified of a civil suit pending against them, which arose out of actions taken as a Village police officer or employee. A copy

of the notice of process will be forwarded to the Chief of Police and the employee involved will keep the original.

22.2.7 UNIFORMS AND EQUIPMENT

- A. Provisions for uniforms and personal equipment for sworn personnel and uniformed civilian personnel are described in General Order 41.4, Police Uniforms and Equipment.
- B. A clothing allowance will be provided in accordance with the appropriate collective bargaining agreement or Employee Handbook.

22.2.8 EDUCATIONAL BENEFITS

- A. The Village of Orland Park provides educational benefits in the form of tuition reimbursement. Provisions for the tuition reimbursement can be found in the applicable collective bargaining agreement or Employee Handbook.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 22-3
SUBJECT: PHYSICAL FITNESS PROGRAM
EFFECTIVE DATE: March 1, 1998
AMENDED DATE: March 1, 2001
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Physical Fitness Program Coordinator

INDEX AS:

22.3.1 MEDICAL EXAMINATIONS

22.3.2 PHYSICAL FITNESS PROGRAM

22.3.3 PHYSICAL FITNESS TESTING AND STANDARDS

22.3.4 PHYSICAL FITNESS PROGRAM COORDINATOR RESPONSIBILITIES

PURPOSE:

The purpose of this order is to define provisions for physical examinations for sworn employees, at no cost, and to specify criteria for general health and physical fitness through an established and maintained physical fitness program.

DEFINITIONS:

Fitness Standards: For the purpose of this order the Department shall recognize and adopt the established "physical fitness training standards" as developed and published by the Illinois Local Government Law Enforcement Training Board

Physical Fitness: A health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required. Physical Fitness consists of four areas:

1. Aerobic Capacity: cardiovascular endurance, the heart and vascular systems capacity to transport oxygen.
2. Strength: the ability of muscles to generate force.
3. Flexibility: pertains to the range of motion of the joints and muscles
4. Muscular Endurance

Physical Fitness Program Coordinator: A sworn officer of the Department, appointed by the Chief of Police, who is responsible for planning and coordinating all activities relating to the development and maintenance of the officer's Physical Fitness Program.

Physical Fitness Trainers: Sworn officers of the Department, appointed by the Chief of Police, and trained to assist in the maintenance of the Program and to provide, on an individual basis, review and assistance to any officer requesting assistance with Program Standards.

ORDER:

22.3.1 MEDICAL EXAMINATIONS

- A. Pre-entry medical examinations.

1. As part of the police officer selection process, all police applicants, prior to the final selection for employment, must undergo a thorough medical examination. This examination will be provided at no cost to the applicant by the Orland Park Police Commission and the Orland Park Police Pension Board.
- B. Post entry medical examinations.
 1. Periodic physical examinations are a benefit to both the officer and the Department. Any physical examination performed in accordance with this order, shall be conducted only to confirm the officer's continued fitness to perform the tasks of their assignment and to inform them of their general physical condition and not to identify officers with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodation.
 2. The Department shall require all sworn officers Part-time and full-time, to undergo periodic physical examinations according to a schedule developed and published by the Department.
 3. The examination will be administered by a Village-prescribed medical physician/facility selected by the Department.
 4. The physical examination shall consist of those tests and examinations deemed appropriate by the Chief of Police and consulting physician (s).
 5. All examination results will be given to each officer and a copy of those results will be placed in the officer's personnel file.

C. Medical Examination Costs

1. All medical examinations undergone at the direction of the Department and utilizing its authorized physician shall be provided at the expense of the Department.
2. In the event an officer chooses to utilize a personal physician, the fee shall be paid by the officer. The results may be subject to confirmation by the Department authorized physician.

22.3.2. PHYSICAL FITNESS PROGRAM

- A. The functions of law enforcement require a level of fitness not demanded by many other occupations; therefore physical fitness should be a personal and professional goal of every officer of the Department. The Department shall maintain a physical fitness program to assist officers in achieving fitness levels consistent with job requirements, physical traits, and personal interest.
- B. The Department recognizes that it is composed of persons of various ages, fitness levels, and nutritional needs. Hence, there cannot be a single set of requirements for general application to every officer. Rather the Department will train select officers, who shall be members of the Physical Fitness Committee, in appropriate health, fitness, and nutritional disciplines to act as resource personnel. Additionally, Committee members shall possess the capabilities to perform the following functions:
 1. Conduct the physical fitness assessment tests, prescribed in this order, to determine an officer's current physical condition in relation to the established standards.
 2. Provide an individually tailored program, if necessary, for an officer to address the following areas:
 - a. Cardiovascular fitness conditioning.
 - b. Strength training.
 - c. Custom fitness programs in both anaerobic and aerobic conditioning.
 - d. Blood pressure and heart rate guidelines.
- C. Prior to implementation of any personalized program of physical fitness, officers shall obtain a medical examination and program approval from their personal physicians.

22.3.3 PHYSICAL FITNESS TESTING AND STANDARDS

A. Testing.

Fitness testing shall be conducted semi-annually via the Office of the Director of Training by the Physical Fitness Committee, under the direction of the Physical Fitness Coordinator. They shall ensure that the following guidelines are adhered to during testing:

1. A fitness inventory form is completed on the day of testing.

2. A State of Illinois Certified Paramedic is present prior to testing to conduct blood pressure screenings of all participants.
3. The excluded/prohibited officer is advised to consult with a physician and that the exclusion is reported to the Physical Fitness Committee.
4. The results of the testing shall be forwarded to the Physical Fitness Coordinator for review and follow-up action with the Physical Fitness Committee.

B. Standards.

The standards or criteria for the fitness testing shall be the State of Illinois Local Governmental Law Enforcement Officers Training Board Fitness Standards as published, and included in Attachment #1 of this order.

1. Those officers who are unable to perform the 1.5 mile run for medical reasons and submit the appropriate medical documentation may opt for alternative testing as authorized by the Physical Fitness Committee.

C. Record keeping.

The Police Administration shall maintain fitness records for all officers in the personnel medical file. These records will be confidential and only open for review by the Chief of Police, or his designee and the individual officer.

D. Performance Evaluation.

1. Results of officer fitness testing shall be considered within the physical condition section of the annual officer performance evaluations as follows:
 - a. Meeting minimum standards shall constitute meets standards.
 - b. 10% above minimum standards shall constitute exceeds standards.

E. Administrative review.

Any officer unable to successfully meet the minimum standards as defined within this order shall be subject to administrative review. Administrative review will initiate when an officer fails two (2) consecutive semi-annual fitness tests. Additionally, officer(s) who fail to adhere to a remedial fitness training program in an effort to meet the minimum standards will be subject to administrative review.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 22-4
SUBJECT: OVERTIME CALLOUT PROCEDURES SWORN PERSONNEL
EFFECTIVE DATE: 1 May 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Patrol Division Commander

INDEX AS:

22.4.1. GENERAL RESPONSIBILITIES

22.4.2. PROCEDURE FOR OFFICER REPLACEMENT

22.4.3. PROCEDURE FOR PATROL LIEUTENANT OR SERGEANT REPLACEMENT

22.4.4. NOTIFICATION POLICY/PROCEDURE

PURPOSE:

It is the policy of the Orland Park Police Department to endeavor to distribute overtime in a fair and reasonable manner on all occasions that overtime is warranted or in any instance when overtime is authorized by the Chief of Police.

DEFINITIONS:

Overtime Callout Book: For the purpose of this order, the Department shall prepare an overtime call out book annually to allow officers to request an overtime callout. The Overtime Callout Book shall be prepared by December 1st for the following calendar year. Officers will enter their name, badge number and contact phone numbers(s) for any desired date and shift. Officers will also be allowed to request of either of the four (4) hour time slots, 1st/First or 2nd/Second. Any deviation from the procedure or non- legibility will invalidate the officer's request. Eight (8) hour time slot entries will have priority over four (4) hour entries when hiring for an eight (8) hour time block.

22.4.1. GENERAL RESPONSIBILITIES

A. Ill/Injured Officer

1. Will notify the police department of an expected absence from assigned duties, a scheduled training session or a scheduled court appearance due to illness/injury. Said notification will be made no later than 1 hour before the affected assignment unless it can be shown that notification was reasonably impossible.
2. At the time of the notification the officer will state the nature of illness or injury causing the absence, and if it is expected that he or she will return to work for their regular shift on the following day.
3. In the event the individual is calling off sick for a scheduled training session or a scheduled court appearance on a regularly scheduled work day, the individual will advise the recipient if they will be sick for court, the training session and/or their regular duty shift.

B. Clerical Staff (Tele-communicators, etc.)

1. Upon notification by an officer that they will be unable to report for duty (training session, court appearance or regular duty), the recipient of the notification will:

- a. Complete a P.A.F. to include the name of the affected officer, the nature of the illness or injury, what duty the individual will be absent from and the date and time the individual made notification. (i.e. in explanation box: called in with the flu for the midnight shift at 2230 hrs., 10/22/91, TCO Jones; then your initials).
- b. Immediately notify the Shift Commander of the notification of absence and the affected shift via the dispatch center. The TCO/Clerk will indicate in the upper right hand corner of said P.A.F. Supervisor (Name) notified 2235 hrs. and your initials.
- c. Forward the completed P.A.F. to the Shift Commander for disposition.

C. Shift Commander

- 1. Upon notification by the dispatch center that a notification of absence has been received, the Shift Commander will report to the station as soon as practical. The Shift Commander will notify the court officer, training officer, or review the master schedule and ascertain the affected shift strength. The on Shift Commander will then follow the below prescribed procedure.

The Shift Supervisor will first ascertain which replacement procedure will apply, that of a shift supervisor or officer.

22.4.2. PROCEDURE FOR OFFICER REPLACEMENT

- A. If minimum strength is still met, the Shift Commander will initial the P.A.F. and forward to the on-coming Shift Commander.
- B. If minimum shift strength cannot be met, and overtime is found to be warranted for operational reasons, the Shift Commander is authorized to call out for overtime. The Shift Commander will personally make all necessary calls following the below procedure:
 - 1. Call out an officer from the overtime call out book using the following criteria;
 - a. Officer from the affected shift in order of Department seniority,
 - 1. Officers from the affected shift are considered officers that have been assigned to a permanent shift in addition to non-probationary officers assigned to the affected shift.
 - b. Officer from the patrol unit by Department seniority,
 - c. Officer from other units in the Patrol Division by Department seniority,
 - d. Officer from the other divisions of the Police Department by Department seniority,
 - e. At no time will a probationary officer be selected for the hiring of overtime over a non-probationary officer.
 - 2. If the overtime is not filled from the Overtime Callout Book, the following guidelines will be followed;
 - a. Officers on the duty shift will be offered the first four (4) hours of overtime in order of Department seniority.
 - b. If the first four (4) hours of overtime is not accepted by a member of the on-duty shift, the overtime will be filled by ordering the least senior member of the on-duty shift to work the first four (4) hours.
 - c. Call in for the second four (4) hours from affected shift in order of Department seniority and then order in by reverse seniority.
 - d. If the overtime is still not filled then the supervisor may call out in order of Department seniority from the Patrol Division, followed by other divisions of the Police Department, in order of seniority.
 - e. Officer accepting overtime are expected to attend roll call, if possible.
 - f. Shift supervisors may hold over an officer by seniority, followed by reverse seniority, until the replacement officer arrives.
 - g. Officers who sign-up for overtime in the overtime call out book and turn down the overtime will be

removed from the overtime call out book for the next thirty (30) calendar days.

3. Only those officers who are on scheduled days off (excluding vacation, holidays, personal days and/or time due) will be afforded the opportunity to work the overtime.
4. No officer will be authorized to work more than 12 hours of continuous duty without prior approval from the Chief of Police or his designee.
5. If an officer is already working and they will be scheduled on time off during the affected shift, they will be afforded the opportunity to work a maximum of four (4) hours. (i.e. an officer is working the 3-11 shift and overtime is authorized for the upcoming midnight shift. The call out list gets down to that officer and they will be on time off, they will be allowed to work a max. of 4 hours). The second 4 hours will be filled by the most senior officer who accepts the overtime from the oncoming shift. Notification should be made as soon as possible prior to authorized overtime.
6. If no officer from the affected shift can be contacted the supervisor is required to order the least senior officer from the previous shift to remain on duty for 4 hours. The supervisor will then contact officers who are scheduled to work the oncoming shift in order of department seniority and authorize four (4) hours of overtime. If no officer from the on-coming shift accepts the overtime, the least senior officer scheduled to work the oncoming shift will be ordered in four (4) hours early.
7. Shift Commanders are also authorized to hold over an officer (by shift seniority) from the previous shift for no more than 2 hours or until the replacement officer arrives for duty (2 hours minimum pay).
8. Upon getting a replacement, the Supervisor will initial the P.A.F. and indicate in the explanation box that officer (Jones) will work. The P.A.F will then be forwarded to the on coming Shift Commander prior to roll call.
9. Once the shift has been filled with a replacement, per this order the selection is final.

22.4.3. PROCEDURE FOR SHIFT LIEUTENANT OR SERGEANT REPLACEMENT

- A. In the event the scheduled Shift Lieutenant or Sergeant in charge of a shift calls in sick or injured and this absence causes said shift to be below minimum authorized strength and there is no Lieutenant or Sergeant remaining, the call out procedure will be as follows:
 1. The Shift Lieutenant or Sergeant assigned to the affected shift that is on scheduled days off (excluding vacations, holidays, personal days and time due days) will be contacted to work.
 2. If this Lieutenant or Sergeant is unavailable, the next senior Lieutenant or Sergeant from the remaining two shifts who is on scheduled days off (excluding vacations, holidays, personal days and time due) will be contacted to work.
 3. If no replacement is found, the call out will proceed as follows: Call out to all remaining Lieutenants and Sergeants assigned to other units in the Patrol Division first by rank and second by seniority, followed by callout by rank and then seniority to all Lieutenants and Sergeants assigned to other divisions.
 4. This procedure will continue until a replacement is obtained.
 5. If no replacement is found, the Lieutenant or Sergeant of the preceding shift will be afforded the opportunity to work a maximum of (4) hours. A replacement from the following shift will also be needed for the remaining 4 hours.
- B. If no Lieutenant or Sergeant is available a call out for Division Commander by seniority will be conducted, followed by call out to the Deputy Chief and the Chief of Police.
- C. If no individual is available the junior supervisor from the affected shift will be ordered out to fill the vacancy.

82.4.4. NOTIFICATION POLICY/PROCEDURE

- A. The on duty Supervisor will attempt to make contact with the available individuals utilizing the designated number for call out purposes. The Supervisor will not be required to wait for a response until proceeding to the next individual if there is no response at the designated number. This will be an indication the individual is unavailable. Officers utilizing answering machines or pagers will be considered unavailable if there is no response in ten minutes to the page or message left on answering machine.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 22-6
SUBJECT: INFECTIOUS MATERIALS AND DISEASE CONTROL
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Training Development and Review Supervisor

INDEX AS:

- 22.6.1. POLICY STATEMENT
- 22.6.2. EXPOSURE CONTROL PLAN
- 22.6.3. EMPLOYEE TRAINING
- 22.6.4. RECORD KEEPING
- 22.6.5. VACCINATION PROGRAM
- 22.6.6. POST-EXPOSURE EVALUATION AND FOLLOW-UP

PURPOSE:

The purpose of this order is to provide guidance and direction to all employees in regard to issues related to infectious materials and the control of blood borne pathogens in compliance with the regulation of the Federal Occupational Safety and Health Act.

DEFINITIONS:

All definitions found in section 29 CFR 1910.1030 (b) of the Occupational Safety and Health Act entitled Blood borne Pathogens, a copy of which may be found in the Operational Resource Manual, and is hereinafter made part of this document shall apply when referred to herein. A separate Compliance Manual in support of OSHA's Blood borne Pathogens Standards is maintained in the Administrative Office of the Department and may be reviewed upon request.

ORDER:

22.6.1. POLICY STATEMENT

It shall be the policy of the Village of Orland Park Police Department to comply with regulations of the Federal Occupational Safety and Health Act relating to occupational exposure to blood or other potentially infectious materials, and to inform Department members of appropriate precautionary measures to be taken in circumstances where members may be exposed to infectious materials

22.6.2. EXPOSURE CONTROL PLAN

- A. The Training Development and Review Supervisor is the Designated Infection Control Officer and shall be responsible for the coordination of the Orland Park Police Department's Communicable Disease Program.
- B. The following members of the Orland Park Police Department can be reasonably anticipated to be exposed to blood or other infectious materials:
 1. All sworn police personnel.
 2. All community service officers
 3. The property/evidence custodian

4. Personnel who serve as matrons
 5. In addition, Building Maintenance employees of the Village.
- B. Precautions
1. Universal precautions as defined under 1910.1030 (b) shall be taken by all members of the Department to prevent contact with blood or other potentially infectious materials.
 2. Department members shall treat all blood and other potentially infectious materials as defined in the O.S.H.A. regulations as potentially infectious, and follow all precautionary measures outlined in this document at all times.
 3. Whenever any member's skin comes in contact with blood or other potentially infectious materials, the member shall immediately, or as soon as possible, wash their hands and any other skin with soap and warm water, or flush mucous membranes with water following the contact.
 4. Whenever a member of the Department while at the police facility, is exposed to any blood or potentially infectious materials, the member, as soon as possible, shall be required to wash their hands in running warm water with a non abrasive soap, and then dry their hands with a clean cloth, paper towel or hand blower device.
 5. Members exposed to blood or other potentially infectious materials that are in the field and not in the police facility, shall use antiseptic hand cleaners or towelettes, when hand washing facilities are not available.
 - a. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and warm running water as soon as possible.
 6. Members wearing protective gloves or other personal equipment, as soon as possible after removal of same, shall wash their hands immediately or as soon as possible, using soap and warm water.
 7. Whenever any member's skin is exposed to blood or other potentially infectious materials, the member shall immediately, or as soon as possible, wash their hands and any other skin with soap and warm water, or flush mucous membranes with water following the contact.
- C. Personal Protective Equipment
1. The Department shall provide personal protective equipment to Department members. This equipment shall not permit blood or other potentially infectious materials to pass through or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or mucous membranes under normal conditions when the personal protective equipment is worn.
 2. Personal protective equipment shall be available at the following locations:
 - a. All marked and unmarked police vehicles;
 - b. All work stations of members who may be exposed to blood or other potentially infectious materials;
 - c. All supervisory offices;
 - d. The Detention Center
 3. Personal protective equipment shall consist of the following:
 - a. Disposable single use gloves;
 - b. Face shields and masks;
 - c. Gowns;
 - d. Surgical caps or hoods and or shoe covers and
 - e. C.P.R. pocket mask
 4. Each officer shall additionally be issued rubber surgical gloves and a nylon carrier for the duty belt. This equipment shall be carried on the duty belt as standard equipment.
 5. Personal protective equipment shall be worn by Department members as follows:

- a. Disposable gloves shall be worn whenever a member can be reasonably expected to have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, and also, whenever a member handles or touches contaminated items or surfaces.
 - b. Face shields, masks and gowns shall be worn by Department members whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably expected.
 - c. Surgical caps or hoods and/or shoe covers shall be worn in instances where gross contamination can reasonably be expected. (Example: autopsy)
 - d. C.P.R. pocket masks shall be worn by members whenever they perform cardio-pulmonary resuscitation (CPR) to provide a physical barrier between the victim and the member performing mouth to mouth resuscitation.
6. Supervisory members shall ensure that subordinates use appropriate personal protective equipment as required in this document.
 7. In those cases where a member temporarily and briefly declined to use personal protective equipment, when, under rare and extraordinary circumstances, it was the member's professional judgment that in the specific instance the use of such protective equipment would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the member or another member, the circumstances shall be investigated and documented by the member's immediate supervisor to determine whether changes can be instituted to prevent such occurrences in the future.
 8. Personal protective equipment provided by the Department shall be of a disposable type, and not laundered or re-used.
 9. Department members shall remove personal protective equipment prior to leaving the location of the incident where protective equipment use was required.
 10. All personal protective equipment once used, shall be disposed of by the member who used the equipment as follows:
 - a. The personal protective items shall be placed in the biohazard labeled bag provided with each personal protective kit;
 - b. The member shall place the biohazard labeled bag in the biohazard marked disposal receptacle placed in the property/evidence common area of the police department.
 - c. An additional biohazard disposal receptacle shall be placed in the Detention Center for use by personnel.
 - d. Biohazard labels shall conform to the requirements of the Occupational Safety and Health Act and be either fluorescent orange or orange-red in color.
 - e. The Department shall dispose of all biohazard labeled materials in accordance with current legal requirements and regulations governing same.

D. Housekeeping - (General)

1. Members of the Department shall ensure that all worksite areas where they are assigned are maintained in clean and sanitary conditions.
2. All working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as possible after coming into contact with blood or other potentially infectious materials. Disinfectants shall be of a tuberculocidal type.
3. Surfaces, (i.e., the inside of police vehicles), where blood or other potentially infectious materials are overtly contaminated, or after any spill of blood or other potentially infectious materials has occurred shall, whenever possible, be cleaned and decontaminated immediately after the spill or overt contamination incident.
4. Surfaces which may have been contaminated since the last cleaning, shall be cleaned and disinfected at the end of the member's shift, if the surface may have been contaminated since the last cleaning.
5. Receptacles used for disposing of blood or other potentially infectious materials shall be inspected for contamination on a daily basis, and cleaned and decontaminated immediately or as soon as possible once visibly contaminated. These containers, in addition to bearing the required biohazard labels shall:

- a. Be closable;
- b. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
- c. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping;
- d. If the containers themselves are contaminated on the outside, they shall be placed in a second container. The second container shall be:
 1. Closable;
 2. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
 3. Handled in accordance with section 2.C 11 a-d of this document as a biohazard
 4. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping;
 5. Contaminated needles and sharps shall be disposed of without shearing or breaking. These items shall be disposed of puncture resistant, biohazard labeled containers, having leak proof sides and bottoms.
 6. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, State of Illinois and any other County or local regulations.
 7. Disposal of all regulated waste shall be performed by a vendor, approved by the Chief of Police, at a licensed disposal facility

E. Laundry

1. Contaminated laundry shall include, but not necessarily be limited to the following:
 - a. Member uniforms and clothing items worn on duty, including undergarments, socks, shoes and outerwear, whether supplied by the Department or personally owned, which have been exposed to blood or other potentially infectious material while a member was performing his/her official duties.
 - b. All non-disposable blankets, bedding materials, prisoner clothing supplied by the Department, and wiping cloths of a non-disposable nature, used in the jail facility, regardless of whether the aforementioned items were exposed to blood or other potentially infectious material or not.
2. Contaminated laundry shall be contained in the location where used, and handled as little as possible, with a minimum of agitation, and bagged or containerized at the location where it was used, and not sorted or rinsed in the location of use.
3. Containers and bags used for storing contaminated laundry shall be constructed of materials, which prevent soaking through or leakage of fluids to the exterior.
4. Any member handling contaminated laundry shall wear disposable protective gloves. When circumstances indicate the possibility of splashing or spillage of blood or other potentially infectious materials on (date) from laundry, whether contained or not, the appropriate additional personal protective equipment shall be worn by any member when handling same.
 - a. In the case of a member's uniforms or clothing items being exposed to blood or other potentially infectious materials, the member shall change clothes at the police facility as soon as possible after the exposure and bag the uniform items with a biohazard label.
 - b. In no case shall a member launder any clothing items, including uniform items at their home, a commercial laundromat or cleaners, or at the police facility, which have been exposed to blood or other potentially infectious materials.
 - c. All contaminated laundry shall be cleaned and decontaminated by the Department at Department expense.

F. Contracted Biohazard Clean-Up Services

1. The Shift Commander or Investigations Supervisor must approve a contracted biohazard services clean-up.
2. The Shift Commander or Investigations Supervisor will contact the contracted clean-up service and provide the following information:
 - a. A description of the problem
 - b. The location requiring the contracted service (i.e. lock-up cell number, unit number, etc)
 - c. Associated Case Report Number
3. The supervisor shall ensure that the contracted biohazard clean-up service includes the above information in their billing.
4. The supervisor will forward the above information to the Deputy Chief for tracking purposes.
5. Any contracted biohazard clean-up of private property requires the approval of the Deputy Chief or a Division Commander.

22.6.3. EMPLOYEE TRAINING

- A. All members of the Orland Park Police Department performing duties likely to involve occupational exposure to blood or other potentially infectious materials shall receive training within 90 days of the issuance of this procedure.
- B. The training shall be provided by the Department and shall consist of the following:
 1. A copy of the OSHA standards on blood borne pathogens shall be provided to each member before or during the training.
 2. A general explanation of the epidemiology and symptoms of blood borne diseases
 3. An explanation of the modes of transmission of blood borne pathogens
 4. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
 5. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.
 6. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
 7. An explanation of the basis for selection of personal protective equipment
 8. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
 9. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
 10. Information on the post-exposure evaluation and follow-up that the Department/Village is required to provide for the employee following an exposure incident.
 11. An explanation of the biohazard signs and color-coding methods used to mark blood or other potentially infectious materials.
 12. An opportunity for interactive questions and answers with the person conducting the training session
- C. Training shall be conducted by a person knowledgeable in the subject matter covered as it relates to the duties of those members who could be occupationally exposed to blood or other potentially infectious materials.
- D. Newly hired Department members shall receive mandatory training on the OSHA blood borne pathogen standards and this document during the FTO program and during the annual department meeting.
- E. Additional training shall be provided to Department members when changes such as modification of tasks or procedures or the institution of new tasks or procedures affects the member's occupational exposure. The training may be limited solely to addressing the new exposures created.

22.6.4. RECORD KEEPING

- A. The Division of Administration through the Training, Development and Review unit and the Human Resource Director shall establish and maintain an accurate record for each member with occupational exposure to include the following:
 - 1. The name and social security number of each member.
 - 2. A copy of all hepatitis B vaccination records of members, including the dates of vaccinations and any medical records relative to the member's ability to receive hepatitis B vaccinations.
 - 3. Healthcare professional written opinions on whether a member has received hepatitis B vaccinations or any medical records relative to a member's ability to receive vaccinations.
 - 4. Declination forms from members who do not wish to be vaccinated.
 - 5. A copy of the information provided to the healthcare professional as specified in Section 6. Subsection G. of this document.
 - 6. A copy of post-exposure information supplied to the Department by the healthcare professional as specified in Section 6, Subsection J. of this document.
- B. All medical records as specified in this document shall be kept confidential, and are not disclosed or reported without the member's express written consent to any person within or outside of the Department except as required by this document or as may be required by law.
- C. Training Records
 - 1. The following information shall be maintained by the Training, Development and Review Office on the required training outlined in this procedure:
 - a. The dates of the training sessions
 - b. Contents or a summary of the sessions
 - c. The names and job titles of all persons attending the sessions
 - d. The names and qualifications of the person (s) conducting the training
 - 2. The aforementioned records shall be maintained at least 3 years after the training was attended / provided.

22.6.5. VACCINATIONS

- A. Hepatitis B vaccinations shall be made available to all Department members, free of charge, after the member receives the initial training as specified in Section 3 of this document.
- B. The Health care provider contracted with the Village of Orland Park is responsible for vaccinating Department members, unless otherwise provided.
- C. Members may receive the vaccinations, or decline them.
- D. Any member who declines to be vaccinated shall do so in writing in the manner prescribed by OSHA.
- E. If a member initially declines the hepatitis B vaccination but later decides to accept the vaccination, the Department shall make available hepatitis B vaccination at that time.
- F. If a booster dose of hepatitis B vaccine is recommended at a later date, the Department shall make the vaccination opportunity available to all members requiring booster doses.

22.6.6. POST-EXPOSURE EVALUATION AND FOLLOW-UP

- A. If a member of the Department has an exposure incident, the Department shall make immediately available to the member a confidential medical evaluation and follow-up to include at least the following elements:
 - 1. Documentation of the route (s) of exposure, and the circumstances under which the exposure incident occurred.

2. Identification and documentation of the source individual, unless the Department can establish that identification is infeasible or prohibited by state or local law.
- B. The Designated Infection Control Officer, or other supervisor responsible for the exposed employee, shall complete required documents and direct the employee to arrange an appointment with the healthcare provider contracted with the Village of Orland Park within 48 hours of the exposure.
1. Documents required for completion by supervisor include:
 - a. First Report of Injury Forms (2)
 - b. Exposure Incident Investigation Form (See Appendix A)
 2. Completed documents shall be turned over to the Division of Administration
- B. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity.
1. Informed consent is not required for a health care provider or health facility to perform a test when a law enforcement officer is involved in the line of duty in a direct skin or mucous membrane contact with the blood or bodily fluids of an individual which is of a nature that may transmit HIV, as determined by a physician in his medical judgment (410 ILCS 305/7(c) (*Connor v. Foster*, 833 F. Supp. 727 (N.D. Ill. 1993)).
 2. In the event that source individual refuses to submit to testing, the Designated Infection Control Officer shall be contacted immediately.
 - a. The Designated Infection Control Officer may, if necessary, contact the appropriate States Attorney's Office for assistance.
- D. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- E. Results of the source individual's testing shall be made available to the exposed Department member, and the member shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- F. Collection of blood from Department members who may have been exposed to HBV or HIV shall be in accordance with all state and federal regulations pertaining to same.
- G. Post-exposure prophylaxis, counseling and an evaluation of reported illnesses may also be recommended by the treating healthcare professional for any Department member.
- H. The Department shall ensure that the treating healthcare professional is given a copy of the OSHA standard on blood borne pathogens, of this document, in all cases where the healthcare professional is evaluating a member after an exposure incident. In addition, the healthcare professional shall receive the following:
1. A description of the exposed member's duties as they relate to the exposure incident
 2. Documentation of the route (s) of exposure and circumstances under which exposure occurred
 3. Results of the source individual's blood testing, if available.
 4. All medical records relevant to the appropriate treatment of the member, including vaccination status, which the Department is responsible for maintaining.
- I. The Department shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
- J. The healthcare professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for a member, and if the member has received such vaccination. This section only applies in those cases where a member, by himself/herself was vaccinated for hepatitis B prior to the implementation of this procedure, or in the event any member at any time elects to be vaccinated other than as provided by the Department.
- K. In the case of a post-exposure incident, the following information shall be provided by the healthcare professional to the Department:
1. That the employee has been informed of the results of the evaluation; and

2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- L. All other findings or diagnoses shall remain confidential and shall not be included in the written report.
- M. Members who have an exposure incident shall immediately notify their supervisor. The member shall immediately seek treatment at a Department approved healthcare facility.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 22-7

SUBJECT: MINIMUM STRENGTH AND OVERTIME CALLOUT FOR TELECOMMUNICATORS / SUPPORT CLERKS

EFFECTIVE DATE: June 1, 1998

AUTHORITY: Timothy J. McCarthy

REVIEW DATE: March 1, 2014

REVIEWER: Support Services Manager

INDEX AS:

22.7.1. POLICY STATEMENT

22.7.2. MINIMUM SHIFT STRENGTHS

22.7.3. RESPONSIBILITIES OF SHIFT COMMANDER, SUPPORT SERVICES SUPERVISOR AND SENIOR TCO

22.7.4. OVERTIME CALLOUT PROCEDURE

22.7.5. SCHEDULED LEAVE

22.7.6. TELECOMMUNICATOR TRAINEE

22.7.7. OTHER PROVISIONS

PURPOSE:

The purpose of this general order is to provide policy and direction to commanding officers, telecommunicators and support clerks concerning minimum shift strength levels and the procedure for overtime callout of telecommunications personnel.

DEFINITIONS:

Full Time Telecommunicators (TCO's): Those full time TCO's, probationary or non-probationary, who have completed their program of training with a department Communications Training Officer (CTO) and are deemed fully qualified by the Support Services Supervisor.

Clerk - A full time TCO, a part time TCO/Clerk, or a TCO trainee as outlined in Section VIII, 1.

Senior Telecommunicator - That TCO working the on-duty shift with the most seniority of employment.

TCO Trainee - An employee in the process of training and assigned to a Communications Training Officer (CTO) to become a full time TCO.

22.7.1. POLICY STATEMENT

- A. It is the policy of the Orland Park Police Department to provide the most efficient and expedient responses to calls for assistance through the Orland Park Police Department telecommunications system, and to accomplish this within budgetary constraints.
- B. It is the policy of the department to afford adequate personnel coverage of shifts that will allow the telecommunicator to perform at maximum efficiency.
- C. It is the policy of the department to provide guidelines for supervisors, TCO's and support clerks for overtime call out of telecommunicators, support clerks and part time TCO/Clerks.
- D. All responsibilities of the Support Services Supervisor (SSS) found within this order become those of the

Assistant.

22.7.2. MINIMUM SHIFT STRENGTH

A. Based on the average amount of emergency and non-emergency telephone calls for service, and officers scheduled for duty, the following shift strengths are to be maintained:

1. Midnight Shift

Minimum shift strength is two (2) full time telecommunicators.

2. Day Shift

Minimum shift strength is two (2) full time telecommunicators and One (1) Clerk.

3. Afternoon Shift

Minimum strength is two (2) full time telecommunicators and One (1) Clerk.

4. Exigent or Emergency Circumstances

a. The above policy concerns minimum strengths and does not restrict the Shift Commander or the Support Services Supervisor from ordering out personnel that may be required to handle exigent or emergency circumstances.

b. The Shift Commander or the Support Services Supervisor finding themselves confronted by exigent or emergency circumstances must justify the reasonableness of the call out to the Chief of Police through use of a memo when requested to do so.

c. A TCO may be held over for a maximum of two (2) hours for exigent circumstances. In the event the responsible supervisor anticipates needed shift coverage for more than two hours, the contractual overtime policy must be adhered to.

22.7.3. RESPONSIBILITIES OF THE SHIFT COMMANDER, SUPPORT SERVICES SUPERVISOR AND SENIOR TCO.

A. Senior Telecommunicators

1. In the event a shift is going to be short of the minimum required strength (i.e. sick, injury, etc.), the Senior Telecommunicator on duty will immediately notify the Support Services Supervisor, or in his/her absence the Shift Commander.

2. A completed PAF will be given to the Support Services Supervisor, or in his/her absence, to the Shift Commander for verification.

B. Support Services Supervisor

1. The Support Services Supervisor will be responsible to verify that minimum strength is in fact not being met.

2. The Support Services Supervisor will make the appropriate notifications to fill the vacancy.

C. Shift Commander

1. The Shift Commander will be responsible to complete the above requirements listed under 3, B in the absence of the Support Services Supervisor.

2. The Shift Commander will be responsible for filling the entire 8 hour shift, and will not leave the responsibility for the oncoming Shift Commander.

22.7.4. PROCEDURE FOR COMMUNICATIONS DIVISION REPLACEMENT

A. Every TCO and Clerk will designate and submit via memo one (1) telephone number for the purposes of overtime call out.

1. TCO's and Clerks utilizing automatic answering machines will receive a message on their machine regarding the available overtime, but will be considered unavailable immediately and the next junior TCO or Clerk will be offered the overtime.
2. No family members, or any person other than the employee, can accept or deny overtime.
3. TCO accepting shift assigned overtime will be expected to attend roll call.

4. If notification and acceptance of overtime is made without adequate time for pre-duty preparation for attendance at roll call, the TCO must report for duty within one (1) hour of said notification and acceptance.

B. Ill/Injured TCO

1. Will notify the Police Department of an expected absence from assigned duties, a scheduled training session or a scheduled court appearance or meeting due to illness/injury. Said notification will be made no later than one (1) hour before the affected assignment unless it can be shown that notification was reasonably impossible.
2. At the time of the notification the TCO will state the nature of illness or injury causing the absence, and if it is expected that he or she will return to work for their regular shift on the following day.

C. Support Services Supervisor/Shift Commander

1. Call out of a TCO (in order of seniority) who is on a scheduled day off (excluding vacation, holidays, personal days and/or time due).
2. The Support Services Supervisor or Shift Commanders are also authorized to hold over a TCO (by Shift seniority) from the previous shift for no more than four (4) hours or until the replacement TCO arrives for duty.

3. Full 8 Hour Shift Needs Coverage

- a. An overtime book shall be created annually allowing employees to sign up for overtime on their days off or holidays for any shift on any day of the year. Employees may sign up for four (4) or eight (8) hours on any of their days off or holidays and may also sign up for an additional four (4) hours on any day that they may already be working.
 - b. Employees may sign up or remove their name from the overtime book any time prior to an actual call out.
 - c. Overtime will then be allocated using the following criteria:
 - 1) TCO from affected shift order of seniority who has signed up for a full eight (8) hours;
 - 2) TCO from other shifts in order of seniority who has signed up for the full eight (8) hours;
 - 3) TCO from affected shift in order of seniority who has signed up for four (4) hours;
 - 4) TCO from other shifts in order of seniority who has signed up for four (4) hours;
 - d. Supervisors shall order holdover from on-duty shift for first four (4) hours and order early start from oncoming shift for second four (4) hours, starting with least senior TCO.
 - e. If supervisors are unable to contact anyone to come in early from the on-coming shift, the least senior operator working the on-duty shift will be ordered to return to work the second four (4) hour shift.
 - f. No TCO will be authorized to work more than 12 hours of continuous duty without prior approval from the Chief of Police or his designee.
 - g. Employees who sign-up for overtime are expected to be available to the department if overtime is required. Employees who sign-up for overtime and turn down the overtime will be removed from the overtime book for the next thirty (30) days.
 - h. If the use of the overtime callout book is not appropriate due to abnormal or unusual circumstances, or if enough employees do not volunteer or are unavailable for the overtime work, then the employer shall assign the overtime, as deems appropriate under the circumstances in accordance with this General Order.
4. Subsequent to an overtime call out, the affected shift cannot be brought to minimum shift strength voluntarily, a part time TCO/Clerk may fill the shift minimum in lieu of ordering in a full time TCO/Support Clerk.
 5. Either supervisor is authorized to order the least senior TCO out to fill the unexpected vacancy if unable to fill the affected shift with a part time TCO. It is the supervisor's responsibility to personally contact this TCO to verbally make the order.
 6. In the event a TCO has to leave early for an emergency (i.e. sick, personal, etc.) bringing the shift below

minimum strength, and the remaining time of the shift is for four (4) hours or less, the overtime would be offered to the oncoming shift by seniority. If the shift is for more than four (4) hours, the supervisor will utilize the overtime call out book per contractual agreement.

7. TCO Support Clerks may only be called in on an overtime basis to fill a clerical position (i.e. reception duties, etc.) However, in all cases staffing levels must be in accordance with minimum shift strengths as set forth in Section 4 of this order.

22.7.5. SCHEDULED LEAVE

- A. When granting a full time TCO leave time would bring a shift below minimum shift strength, a part time TCO/Clerk may be utilized to allow the full time TCO the requested leave.

22.7.6. TELECOMMUNICATOR TRAINEE

- A. A TCO trainee who has been deemed qualified in advance by the Support Services Supervisor may be utilized to fill the clerk requirement of minimum shift strength in order to allow a full time TCO to be granted requested leave.
- B. A TCO trainee may be used to fill in for a full time TCO for lunch breaks, short term absences of full time TCO's, etc., as long as the full time TCO stays readily available to assume their position in the event of an emergency. This may only occur with the approval of the Support Services Supervisor or the Shift Supervisor.

22.7.7 OTHER PROVISIONS

- A. It should be understood that if a radio position vacancy occurs and a TCO is scheduled clerical duties, this TCO will assume radio duties and the clerical vacancy will be filled by a Full Time TCO, unless there is a part time clerk working. In this case, the minimum strength of two full time TCO's has been met, and there is no need for overtime call out.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 22-8
SUBJECT: OFF DUTY AND EXTRA DUTY EMPLOYMENT
EFFECTIVE DATE: 1 October 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Patrol Division Commander

INDEX AS:

- 22.8.1. TYPES OF EMPLOYMENT**
- 22.8.2. LIMITATIONS ON EMPLOYMENT**
- 22.8.3. CONDUCT DURING EMPLOYMENT**
- 22.8.4. PERSONNEL SELECTION**
- 22.8.5. EXTRA DUTY EMPLOYMENT FOR SPECIAL EVENTS**

PURPOSE:

The purpose of this order is to set forth guidelines to govern off duty or secondary employment by Department personnel.

DEFINITIONS:

Employment: The provisions of a service, whether or not engaged for a fee or other service. Employment does not include volunteer charity work.

Extra Duty Employment: Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee. The service is rendered during a period of time not within the employee's assigned hours of duty (including training, holdovers and court).

Good Standing: The status of an employee who is not on suspension and whose overall job performance has been rated as satisfactory or better.

Regular Off Duty Employment: Any kind of employment after regular working hours for which compensation is received. This employment does not require the use, or potential use of law enforcement powers by the off duty employee. Both sworn and civilian employees are covered by this definition.

Special Event: An activity, such as parade, festival, athletic contest, or public demonstration, that results in the need for control of traffic, crowds, or crimes.

ORDER:

22.8.1 TYPES OF EMPLOYMENT

A. There are two types of off duty employment in which an employee may engage:

1. Regular off duty employment.

Employees may engage in off duty employment that meets the following criteria:

- a. Employment of a non-enforcement nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
- b. Employment that presents no potential conflict of interest between their duties as a police officer and their duties for their secondary employer. Some examples of employment representing a conflict of interest are:
 - 1) As a process server, re-possessor, or bill collector, towing of vehicles, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.
 - 2) Personnel investigations for the private sector or any employment which might require the police employee to have access to police information, files, records or services as a condition of employment.
 - 3) In police uniform in the performance of tasks other than that of a police nature.
 - 4) Which assists (in any manner) the case preparation for the defense in any criminal or civil action or proceeding
 - 5) For a business or labor group that is on strike.
 - 6) Occupations that are regulated by, or that must be licensed through the Village of Orland Park.
- c. Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of employment presenting a threat to the status or dignity of the police profession are:
 - 1) Establishments which sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature.
 - 2) Any employment involving the sale, manufacture, or transportation of alcoholic beverages as the principal business.

2. Extra Duty Employment

Police Officers may engage in extra duty employment as follows:

- a. Where a government, profit-making or not for profit entity has a contract agreement (written) with the police department for police officers in uniform or plainclothes who are able to exercise police duties.
- b. Employees may only participate in extra duty employment which is authorized and scheduled by the department and is within the corporate limits of the Village of Orland Park.
- c. Types of extra duty employment which may be considered for contracting are:
 - 1) Traffic control and pedestrian safety.
 - 2) Crowd control.
 - 3) Security and protection of life and property.
 - 4) Routine law enforcement for public authorities.
 - 5) Plainclothes assignments.

22.8.2 LIMITATIONS ON EMPLOYMENT

A. Limitations on regular off duty and extra duty employment are as follows:

- 1. In order to be eligible for off duty employment, a police officer must be in good standing with the department. Continued Department approval of a police employee's off duty employment is contingent on such good standing.
- 2. Those officers who have not completed their probationary period, or who are on medical or other leave due to sickness, temporary disability or an on duty injury shall not be eligible to engage in regular off duty employment.

3. Prior to obtaining off duty employment, a police employee shall comply with department directives for granting approval of such employment to include submission of an off duty employment form (Attachment A) and approval of the Chief of Police.
 - a. All employees engaged in off duty employment shall, within 14 days of the effective date of this order shall submit an Off Duty Employment approval form (See Attachment A).
 - b. Annually, by January 15th, all employees engaged in secondary employment will resubmit an Off Duty Employment Approval form and will resubmit anytime there is a change in status.
 - c. All Off Duty Employment Approval forms will be submitted through the chain of command to the Chief of Police. The requesting employee will be notified if the application is accepted or rejected.
4. A police officer may work a maximum of 24 hours of off duty or extra duty employment, or a total of 64 hours in combination with regular duty in each calendar week.
5. Work hours for all off duty employment must be scheduled in a manner that does not conflict or interfere with the police employee's performance of duty.
6. A police officer engaged in any off duty employment is subject to call out in case of emergency, and will be expected to leave the off duty or extra duty employment in such situations.
7. Permission for a police employee to engage in outside employment may be revoked where it is determined pursuant to department procedures that such outside employment is not in the best interest of the Department.
8. Uniforms, police related equipment, or Village equipment of any kind shall not be used while the employee is in the actual performance of a regular off duty employment job.
9. The Patrol Division Commander, or designee, shall serve as the extra duty coordinator and is responsible for the planning, staffing and coordinating of all police extra duty employment (excluding emergency situations). All requests for police services for special events will be forwarded to the coordinator. The Patrol Division Commander will decide whether to approve the police services request.
10. The full uniform of the day is required for extra duty employment.
11. Officers may not be employed as part-time or auxiliary police officers for any other governmental entity or municipality.

22.8.3 CONDUCT DURING EMPLOYMENT

- A. Sworn and non-sworn employees are deemed to be acting within the course and scope of official duties while fulfilling extra duty assignments. They will conform to all directives of the Department.
- B. In the event a sworn employee working an extra duty assignment effects an arrest, they are responsible for completing the initial reports, with the exception of the arrest report and associated booking reports. An on duty beat officer will respond to the scene, transport and process the prisoner, and check in any associated evidence or property.
- C. In the event the employee is requested to work over the projected time period by the employing organization, the employee will notify the shift commander of the request for extension of duty and receive approval prior to extending the assignment.

22.8.4 PERSONNEL SELECTION

A. Permanent (or on-going) Extra Duty Details

Personnel selection for permanent or on-going extra duty details shall be made through the employing business or organization. In all cases however, the selections shall be subject to approval of the Chief of Police based upon the requirements set forth in section 2 of this General Order and the appropriate submission of the Off Duty Employment Approval form.

1. All permanent extra duty employment shall be scheduled by a coordinator appointed by the Patrol Division Commander specifically for the employer.

B. Temporary (or short term) Extra Duty Details

Personnel selection for temporary extra duty employment will be based on seniority and the use of "Special Detail Sign-Up Sheet."

1. Exceptions to B are as follows:
 - a. Special events approved with prior notice of less than one week.
 - 1) The method used to make assignments will be at the discretion of the Patrol Division Commander.
 - b. The Chief of Police may set minimum standards to be met by the officers for a specific event that includes specific skills, ability, experience or any other criteria set forth by the Chief of Police.
 - c. The Chief of Police reserves the right to "hand pick" officers for any event based on the preceding section.
 - d. Once an employee accepts an assignment, they are committed to perform that assignment or are responsible for obtaining a replacement in advance. Approval of the substitute must be received from the extra duty coordinator at least 24 hours in advance of the assignment.

22.8.5. EXTRA DUTY EMPLOYMENT FOR SPECIAL EVENTS

- A. When six officers or more are simultaneously engaged in extra employment at the same time, one of the six officers must be the rank of sergeant or higher at all times.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 22-9
SUBJECT: POLICE OFFICER TEMPORARY LIGHT-DUTY ASSIGNMENTS
EFFECTIVE DATE: April 1, 2016
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: January 2, 2021
REVIEWER: Deputy Chief of Police

INDEX AS:

22.9.1 TEMPORARY LIGHT DUTY PROCEDURES

22.9.2 TEMPORARY LIGHT-DUTY ASSIGNMENTS/FUNCTIONS

22.9.3 REQUESTS AND/OR ASSIGNMENT TO TEMPORARY LIGHT-DUTY

22.9.4 PREGNANT OFFICERS

PURPOSE:

This policy establishes the assignment of temporary light-duty and the procedures for granting such duty to eligible police personnel.

POLICY:

Temporary light-duty assignments, when available, are for eligible police officers who, because of injury, illness, pregnancy, or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments. It is the policy of this Department that eligible personnel are given a reasonable opportunity to work in temporary light-duty assignments when available and consistent with this policy. This policy in no way affects the privileges of officers under Family and Medical Leave Act (FMLA), Fair Labor Standards Act, Americans with Disabilities Act, Village Short Term Disability or other federal or state laws. The determination of whether or not any officer shall be assigned to temporary light-duty shall be made by the Chief of Police.

DEFINITIONS:

Eligible Police Officers: For purposes of this policy, any full-time officer of the Department suffering from a medically certified illness, injury, pregnancy, or disability requiring treatment from a licensed healthcare provider and who, because of the injury, illness, pregnancy, or disability and is temporarily unable to perform their regular assignment but are capable of performing alternative assignments. The term officer used in this policy includes sworn police supervisors.

22.9.1 TEMPORARY LIGHT DUTY PROCEDURES

A. General Provisions

1. Temporary light-duty positions are limited and not always available, therefore:
 - a. Officers who become eligible due to a line of duty injury shall be given preference in assignment to temporary light-duty; and
 - b. The Department may change temporary light-duty assignments at any time, upon the approval of the treating physician, if deemed to be in the best interest of the officer and the Department.
2. Assignment to temporary light-duty shall not affect an officer's pay or benefits.
3. No specific position shall be established for use as a temporary light-duty assignment, nor shall any

existing position be designated exclusively for temporary light-duty.

4. Temporary light-duty assignments are strictly temporary and require a physician prognosis of a full-duty date.
 - a. Normally temporary light-duty should not exceed six months in duration. After six months, officers on temporary light-duty not capable of returning to their original duty assignment shall:
 - 1) Present a request for extension of temporary light-duty, with supporting documentation from the health care provider, to the Chief of Police/designee; or,
 - 2) Pursue other options as provided by employment provisions of the Village, state or federal law.
5. Officers on temporary light-duty are prohibited from engaging in secondary employment in which they may reasonably be expected to perform law enforcement functions or functions for which they have been determined physically or mentally unable to perform on behalf of the Department.
6. All officers on temporary light-duty are required to wear a uniform consistent with their normal duties including their service weapon. Reasonable uniform accommodations will be allowed concerning the specific injury/disability at the discretion of the officer's division commander. The Department may provide special holsters if required.
7. Temporary light-duty assignments shall not be made for disciplinary purposes.

22.9.2 TEMPORARY LIGHT-DUTY ASSIGNMENTS/FUNCTIONS

- A. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:
 1. Administrative (e.g. special projects)
 2. Clerical (e.g. filing, data entry)
 3. Desk Duty (e.g. meeting with the public regarding walk in complaints, bonding, telephone reports)
 4. Investigative (e.g. follow-up contacts, interviews, and reports)
 5. Community Relations (e.g. attend community fairs, meetings and functions)
- B. Decisions on temporary light-duty assignments shall be based upon the availability of an appropriate assignment, the officer's knowledge, skills, and abilities; availability of light-duty assignments and the physical/mental limitations imposed on the officer.
- C. Light-duty assignments may be offered on a shift or schedule other than the officer's normally assigned shift.
- D. Efforts will be made to assign officers to positions consistent with their rank and classification. However, they may be assigned to positions designated for personnel of lower rank or classification based on available light-duty positions.
- E. Officers will maintain the pay class and benefits of their original position held prior to their assignment to light-duty.

22.9.3 REQUESTS AND/OR ASSIGNMENT TO TEMPORARY LIGHT-DUTY

- A. Requests for light-duty shall be submitted to the officer's division commander.
- B. Requests must be accompanied by a medical certification signed by either the treating physician or a licensed health-care provider, which supports light-duty.
- C. The statement must include the nature and probable duration of the injury/disability, prognosis for recovery, work restrictions and an acknowledgement by the provider of familiarity with the light-duty assignment and that the officer can assume the duties. The request for light-duty should be completed in the form of:
 1. Return to work authorization or similar documentation from a licensed health care provider will include the nature of the injury, temporary work restrictions, and anticipated date allowing return to unrestricted normal duties.

2. The request for light-duty and the physician's statement shall then be routed to the officer's division commander. The commander will consult with the Village Human Resources Department regarding the request. When appropriate the commander will make a recommendation to the Chief of Police or designee regarding the assignment of temporary light-duty.
 - a. The Village may require the officer submit to an independent medical exam by a health care provider of the Village's choosing.
3. An officer, who has not requested temporary light-duty, may be recommended for such assignment by request from the officer's commander after consultation with the Village Human Resources Department.
 - a. Such a request must be supported by facts regarding the officer's fitness for duty. The Chief of Police or designee will review the request, the need for temporary light-duty and may request a medical or psychological fitness-for-duty evaluation.
4. As a condition of continued assignment to temporary light-duty, personnel can be required to submit to periodic physical assessments of their condition as specified by the Department.

22.9.4 PREGNANT OFFICERS

- A. Pregnant police officers are required to maintain a uniform consistent with their regular assignment including their service weapon.
 1. The Department may provide any special holsters that are required. Expenses for uniform modifications such as, stretch material panels inserted into uniform pants, and shirts tailored to fit during the pregnancy will be processed through the quartermaster system.
 2. Any exceptions to the normal work uniform shall be at the approval of the Chief of Police or his designee.
- B. Pregnant officers are eligible for temporary light-duty assignments when available and as appropriate to their physical capabilities, medical recommendations and well-being.
- C. Where appropriate or where temporary light-duty assignments are unavailable, pregnant officers may pursue other forms of medical leave, disability, short-term disability or family leave (FMLA).
- D. Pregnant officers should consult with their health care provider to determine at what point temporary light-duty is appropriate. Requests should follow procedures outline in 22.9.3 C 1.
 1. Pregnant officers assigned to temporary light-duty shall, submit medical certificates with any recommended duty restrictions, or modifications to temporary light-duty if their status changes.
- E. Pregnant officers may be permitted to continue working on regular duty or temporary light-duty assignments until such time that the officer's physician recommends that work be curtailed.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 23-1
SUBJECT: PERSONNEL FAMILY LOCATOR
EFFECTIVE DATE: August 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Deputy Chief

INDEX AS:

23.1.1 POLICY STATEMENT
23.1.2 GENERAL INFORMATION
23.1.3 OFF DUTY PERSONNEL GUIDELINES
23.1.4 ON DUTY PERSONNEL GUIDELINES
23.1.5 GENERAL EMPLOYEE GUIDELINES

PURPOSE:

The purpose of this policy is to provide a means of locating members of the department and their immediate family members during major emergencies and catastrophes.

ORDER:

23.1.1. POLICY STATEMENT

It is the policy of the Orland Park Police Department to establish guidelines and procedures for locating members of the department and their immediate family members during emergencies or disasters.

23.1.2. GENERAL INFORMATION

- A. All members of the department should develop a plan with their family members about the proper procedures to follow in various emergencies with regard to safety, shelter, survival and meeting locations. This policy must begin at home with a family plan. ESDA members are available to assist in family planning for emergencies and natural disasters. Information is also available on the web at www.redcross.org.
- B. All members of the department will be required to complete a form entitled, Personnel Family Locator Form (PFLF). This form must be completed and submitted to their respective Division Commander
- C. Copies of the Personnel Family Locator Forms will be kept in a confidential binder in the Division of Administration and also in the Aegis CAD system under personnel documents.

23.1.3. OFF- DUTY PERSONNEL GUIDELINES

- A. In the event of a major emergency or catastrophe in Orland Park or in the vicinity of the member home and after your family has been accounted for, it will be the member's or spouse's responsibility to contact dispatch by phone (708) 349-4111 and advise of same.
- B. When the member, spouse or family member calls, they are to give their name and advise that they are calling to inform that the "member and family" is accounted for and safe.
- C. The member, spouse or family member is to give their location and phone number so they can be called back, if necessary.

23.1.4. ON - DUTY PERSONNEL GUIDELINES

- A. When an on-duty member needs to notify or determine the location of family members during major emergencies, a responsible person will be selected by the Deputy Chief of Police or his designee and assigned the task of contacting family members using the information on the Personnel Family Locator Forms.
- B. The person assigned the responsibility of locating family members will be designated the Family Assistance Person (FAP). If telephones are in working order, the FAP will try contacting family members by phone with the number one priority of locating the families of on duty personnel.
- C. The FAP will keep a log of those families contacted, the time of the contact, the families' location, and a re-contact point with a phone number.
- D. If telephone communications are down, the FAP will be provided a department vehicle to personally drive to the member's home address to make the contact. If no one is home, the FAP will check with the neighbors listed on the PFLF and attempt to account for the member or his/her family.
- E. The FAP will move quickly to account for all on-duty members' families. On a regular basis the FAP will contact Administration for any updated information on any on-duty families who may have called in. Dispatch must also make periodic updates with the FAP and notify him when family members call in by phone.
- F. On-duty personnel will notify the FAP if/or when they have made contact with family members and provide information as to their location and phone number in the event future contact has to be made.
- G. Once a member's family is located, accounted for and safe, the FAP will notify the respective member via radio communications.
- H. Once all on duty members' families are located, the FAP will begin with the off-duty members and their families.
- I. The Patrol Commander will support the FAP with resources, as needed.

23.1.5. GENERAL EMPLOYEE GUIDELINES

- A. Members of the Department may forward changes for the Personnel Family Locator to their respective Division Commander at any time via a new PFL Form signed and dated by the employee.
- B. During the month of December of each calendar year employees will be advised to complete new Personnel Family Locator Forms, if needed, to note any changes.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 24-1
SUBJECT: COLLECTIVE BARGAINING ADMINISTRATION
EFFECTIVE DATE: 1 May 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 May 2023
REVIEWER: Chief of Police

INDEX AS:

24.1.1 DEPARTMENT ROLE IN COLLECTIVE BARGAINING

24.1.2 CONTRACT AGREEMENT: REVIEW AND DISSEMINATION

PURPOSE:

The purpose of this order is to describe the Department role in the collective bargaining process, establish the make-up of the Department bargaining team, identify the respective bargaining units representing Department employees and to declare a commitment to participate in the bargaining process in "good faith."

ORDER:

24.1.1 DEPARTMENT ROLE IN COLLECTIVE BARGAINING

Certain employees, both sworn and civilian are represented in the collective bargaining process by their respective bargaining units. While collective bargaining is an accepted practice, it is important that the role of the Department is clearly outlined.

A. Department collective bargaining team.

A collective bargaining team representing the management of the Department through contract negotiations shall be assembled at the discretion of the Village Manager. The collective bargaining team will include an attorney, appointed by the Village Manager as its principal negotiator.

B. Recognition of Employees bargaining units.

1. The Village of Orland Park recognizes the Metropolitan Alliance of Police Chapter 159 as the representative bargaining unit for the sworn officers of the rank of police officer.

2. The Village of Orland Park recognizes AFSCME Local #368 as the representative bargaining unit for certain employees of the Communications and Records Sections.

3. The Village of Orland Park recognizes the Orland Park Police Supervisors Association as the representative bargaining unit for certain supervisory employees of the Department.

4. The Village of Orland Park recognizes the International Union of Operating Engineers Local 399 as the representative bargaining unit for certain secretarial employees of the Department.

C. "Good faith" commitment.

1. In accordance with the Illinois Public Labor relations Act, 5 ILCS Act 315, the Village of Orland Park, and their representatives, shall participate in negotiations based on the principle of "Good Faith" bargaining.
2. The principles of "good Faith" bargaining shall be reflected in written contractual language and carried out in future labor - management relations. The Department, likewise expects a commitment of "Good Faith" from the respective bargaining units.

D. Commitment to Bargaining procedures.

Prior to the commencement of the collective bargaining process, the Village and respective bargaining units should agree on the procedures and ground rules that each side will work under through the process.

1. The Department is committed to abiding by the procedures and ground rules that arise out of the collective bargaining process or labor arbitration.

E. Commitment to abide - "letter and spirit"

The Department is committed to abide, in both "letter and spirit," by the collective bargaining agreement that is signed by representatives of the Village and bargaining unit representatives and ratified by the bargaining unit and Village Board.

24.1.2 CONTRACT AGREEMENT: REVIEW AND DISSEMINATION

A. When a negotiated labor agreement is ratified by all parties, the Chief of Police or designee will:

1. Obtain a written and signed copy of the agreement for his review.
2. Cause a review of all written directives and procedures and amend, if necessary, to coincide with the terms of the labor agreement.
3. Disseminate copies of the agreement and other information relative to the new labor agreement, to include any modifications



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 25-1
SUBJECT: GRIEVANCE PROCEDURES
EFFECTIVE DATE: June 1, 2014
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Chief of Police

INDEX AS:

25.1.1 GRIEVANCE PROCEDURE

25.1.2 GRIEVANCE PROCEDURE COORDINATION AND RECORD MAINTENANCE

25.1.3 GRIEVANCE ANALYSIS

PURPOSE:

The purpose of this order is to define the policy of the Village of Orland Park Police Department to ensure that all personnel actions are fair and that there is an open line of communication with all employees. Employees are encouraged to promptly discuss with their supervisor any work-related problem. Once identified, most problems can be resolved in a direct and open manner.

ORDER:

25.1.1 GRIEVANCE PROCEDURE

- A. It is the policy of the Department to resolve grievances informally and both supervisors and employees are expected to resolve problems as they arise. It is recognized, however, that there will be grievances that will be resolved only after a formal review and appeal.
 1. Existing labor agreements between the Village of Orland Park and the collective bargaining unit shall govern the grievance procedure involving the following:
 - a. The identification of matters that are grievable and the procedure at what level a grievance may be filed and/or appealed;
 - b. Establishment of time limitations for filing or appealing the grievance to the next level;
 - c. A description of the type of information to be submitted when filing a grievance;
 - d. Establishment of procedural steps and time limitations at each level in responding to grievances or appeals;
 - e. Criteria for employee representation will be governed by the existing labor agreement.

25.1.2 GRIEVANCE PROCEDURE COORDINATION AND RECORD MAINTENANCE

- A. The Chief of Police is responsible for the coordination of grievance procedures.

- B. Department records concerning grievances shall be maintained under the direction and control of the Administration Division.
1. Grievance records are confidential and shall not be released without the approval of the Chief of Police.
 2. All grievances will be numbered in a chronological system outlined as follows:
 - a. 00: year grievance filed;
 - b. 01: chronological number of grievances filed to date.

25.1.3 GRIEVANCE ANALYSIS

- A. The Orland Park Police Department compiles a documented annual analysis of grievances.
1. The Patrol Division Commander shall conduct an annual review of all grievances to identify trends and take steps to minimize causes of such grievances in the future.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 26-1
SUBJECT: DISCIPLINARY PROCEDURES
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Deputy Chief and Supervisor Training, Development, and Review

INDEX AS:

- 26.1.1 DISCIPLINARY PROCEDURE SYSTEM
- 26.1.2 SEXUAL HARASSMENT POLICY
- 26.1.3 DISCIPLINARY POLICY DISTRIBUTION
- 26.1.4 DEPARTMENT DISCIPLINARY SYSTEM
- 26.1.5 ROLE OF SUPERVISORY STAFF
- 26.1.6 DISCIPLINARY ACTION APPEALS PROCESS
- 26.1.7 DISMISSAL NOTIFICATION
- 26.1.8 MAINTENANCE OF RECORDS

APPENDIX A: SEXUAL HARASSMENT POLICY

PURPOSE:

The purpose of this order is to establish a positive disciplinary system that includes procedures for employees when corrective measures become necessary, conduct remedial training to address deficiencies, provide reward and recognition when appropriate and for taking progressive punitive action when required.

ORDER:

26.1.1 DISCIPLINARY PROCEDURE SYSTEM

- A. The Orland Park Police Department employs a positive disciplinary system, which includes, in addition to this directive, the following components:
 - 1. Rules and Regulations, General Order 26.2.
 - 2. Code of Appearance, General Order 26.3
 - 3. Department Recognition and Awards Program, General Order 26.4.

26.1.2 SEXUAL HARASSMENT POLICY

- A. The Orland Park Police Department, as well as the Village of Orland Park, is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. All employees of the Department should familiarize themselves with the "Village Policy Regarding Sexual Harassment" a copy of which was distributed to all employees and additionally available as an attachment to this directive.
 - 1. The Village policy provides for the reporting of any sexual harassment complaint, regardless of the position of the accused harasser, through the Human Resources Director.
 - 2. Employees have the responsibility to refrain from any form of sexual harassment in the workplace.

3. Supervisors are responsible for maintaining the workplace free from sexual harassment.

26.1.3 DISCIPLINARY POLICY DISTRIBUTION

- A. The General Orders listed in 26.1.1 DISCIPLINARY PROCEDURE SYSTEM of this directive are included in the Department Policy Manual, copies of which are distributed throughout the police facility making these orders readily available to all employees.

26.1.4 DEPARTMENT DISCIPLINARY SYSTEM

- A. The Department disciplinary system shall consist of the following functions:

1. Awards and Recognition
2. Training
3. Counseling
4. Punitive actions

- B. Any of the functions of the Department disciplinary system, as listed in 26.1.4 A, may be employed either by itself or in conjunction with one or more of the other components of the disciplinary system. However, whenever punitive actions are employed, the counseling component shall also be employed.

C. The Awards and Recognition function

The purpose of the awards and recognition function of the disciplinary system is to recognize outstanding performance of employees that have made substantial personal contributions to the community through specific acts of heroism, bravery or notable accomplishments.

1. All awards and recognition for duty related activities shall be placed in the appropriate employee's personnel file.
2. The supervisor assigned to Training, Development, and Review shall track, tabulate and publish the number of awards and letters of appreciation that employees of the department received in the applicable Orland Park Police Department's Annual Report.

D. The Training function

The training function of the disciplinary system is, when employed, intended to strengthen an employee's performance by improving the employee's productivity and effectiveness using positive and constructive methods.

1. All employees are expected to work to maintain an acceptable level of competence in the performance of their duties. Acts or violations of procedures or rules and regulations which are committed by employees either due to a misunderstanding or that employees were never made aware of the correct method or action are indicators of training needs.
2. Remedial Training / Performance Improvement
 - a. Employees may be assigned to remedial training when their supervisor (s) recommend the process as a means of correcting noted performance deficiencies due to a lack of knowledge or misunderstanding.
 - 1) Job descriptions provide the requirements and responsibilities of each position and may assist in identifying specific areas that the employee needs improvement.
 - b. When training needs are indicated as stated above, a Performance Improvement Plan (PIP) shall be developed. A PIP is specifically designed to correct the noted deficiency and personalized to the employee. A PIP will include the following:
 - 1) Summary of performance to be changed,
 - 2) Description of the expected changes to be made by the employee to improve performance (including situations and conditions),
 - 3) List development/learning activities and/or resources, to include supervisor's action, to assist employee with improving performance,
 - 4) Include additional notes of interim discussions while the PIP is in effect (including dates of

discussion).

- 5) Date and time specific follow-up(s) to analyze progress and to address any questions or issues.
- c. If the employee fails to achieve the level of satisfactory performance outlined in the PIP, punitive action is the next recommended step in the disciplinary process to obtain compliance, in lieu of extending or creating a new PIP.
- d. The employee's supervisor that indicated the noted deficiency shall be responsible for the development of specific training recommendations. These recommendations shall be forwarded to the Supervisor of Training, Development and Review who shall arrange and schedule the necessary training as outlined in the PIP, if applicable.

E. The Counseling function (Optional)

1. When appropriate, the use of the counseling prior to discipline is intended to provide the supervisor with an opportunity to bring noted deficiencies to the employee's attention. The supervisor may employ counseling to firmly advise the employee of the need to improve their performance, work habits, behavior or attitude.
2. The counseling of the employee should serve as a firm warning to the employee against further repetition of the conduct in question. Supervisors may use the occasion to identify and define the area needing improvement and inform the employee as to how to improve ~~can be realistically achieved~~.
 - a. Counseling Memorandum
 - 1) Informal counseling of any employee by an immediate supervisor may be used to resolve minor allegations of misconduct or to address work performance issues that need to be corrected.
 - a) The counseling session shall take place as soon after the offense/incident as possible.
 - b) The counseling session shall take place while the employee is on duty.
 - c) The counseling session shall be conducted in private.
 - d) A counseling memorandum shall be given to the employee and a copy shall also be placed in the employee's personnel file.
 - e) The supervisor has the discretion to determine if it is appropriate to note the contents of a counseling letter in the employee's annual performance evaluation.
 3. If the optional counseling efforts of the employee's supervisor fail to bring about a remedy to the perceived problem, and the employee's unsatisfactory performance continues, one of the following steps may need to be considered:
 - a. Remedial training,
 - b. Punitive action, or if appropriate,
 - c. A referral to the Employee Assistance Program Counselors, or outside counselors as appropriate.
 4. Supervisors shall in all cases document all efforts at employee counseling to include the results of the efforts.

F. Punitive Action

1. Punitive discipline is a component of the disciplinary system that is generally imposed in a progressive manner from minimum to maximum, but when appropriate, may be imposed to the maximum limit without progression. The appropriate level of disciplinary action is determined by the consideration of criteria that includes, but is not limited to the following:
 - a. The nature and seriousness of the offense, and its relation to the employee's duties, position, and responsibilities, including whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated;
 - b. the employee's job level and type of employment, including supervisory or fiduciary role, contacts with the public, and prominence of the position;

- c. the employee's past disciplinary record;
 - d. the employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability;
 - e. the effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisors' confidence in the employee's work ability to perform assigned duties;
 - f. consistency of the penalty with those imposed upon other employees for the same or similar offenses;
 - g. consistency of the penalty with any applicable Department's table of penalties;
 - h. the notoriety of the offense or its impact upon the reputation of the Department;
 - i. the clarity with which the employee was on notice of any rules that were violated in committing the offense, or had been warned about the conduct in question;
 - j. the potential for the employee's rehabilitation;
 - k. mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, mental impairment, harassment, or bad faith, malice or provocation on the part of others involved in the matter; and
 - l. the adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.
2. The following categories of punitive action may be imposed when appropriate:
- a. Oral Reprimand - An oral reprimand is a verbal warning issued by a supervisor that some action, or lack of action or performance is unacceptable and will result in further disciplinary action if the action is repeated. An Oral Reprimand may be considered as the first step in the Department's progressive punitive component of the Disciplinary System.
 - 1) When issued all Oral Reprimands will be documented by the issuing supervisor on the appropriate form and forwarded to the Division of Police Administration through the chain of command.
 - 2) All Oral Reprimands shall be entered into the employee's personnel file.
 - b. Written Reprimand - A Written Reprimand is a written warning from a supervisor that an employee's action, or lack of action, or performance is unacceptable and will result in further disciplinary action if such action is repeated.
 - 1) When issued all Written Reprimands will be documented by the issuing supervisor on the appropriate form and forwarded to the Division of Police Administration through the chain of command.
 - 2) All Written Reprimands shall be entered into the employee's personnel file.
 - c. Suspension - A suspension is a serious disciplinary action in which the employee is suspended from duty and may forfeit their salary for a period of one to thirty days for misconduct considered to be serious or part of a continuing pattern of behavior involving repeated instances of misconduct.
 - 1) The Chief of Police may suspend a sworn officer for up to thirty days.
 - 2) Suspension notices shall remain in an employee's personnel file and are not subject to being removed.
 - d. Demotion - A demotion is the reduction of the rank of employment and corresponding permanent reduction in wages. Records of all demotions will remain in the employee's permanent personnel file and are not subject to being removed.
 - e. Dismissal - A dismissal is the act of discharge from employment and the permanent loss of all privileges of employment. Records of all dismissals will remain in the employee's personnel file and are not subject to being removed.

3. The use of punitive actions as a component of the disciplinary process is subject to the provisions of the following documents and/or statutes:
 - a. Any collective bargaining agreement negotiated between an employee bargaining unit and the Village of Orland Park
 - b. Rules and Regulations of the Board of Fire and Police Commissioners of the Village of Orland Park
 - c. Uniform Peace Officer's Disciplinary Act, 50 ILCS 725/1 et seq.
 - d. Village of Orland Park Employee Handbook

26.1.5 ROLE OF SUPERVISORY STAFF

- A. Supervisory staff at all levels of the Department hold the basic responsibility for the maintenance of a positive disciplinary system that is fairly and evenly applied to all employees of the Department.
- B. Any supervisor who substantiates employee conduct, which may be subject to the provisions of the disciplinary process, have the authority and responsibility to take appropriate action in response to such instances.
 1. Field and/or first line supervisors have the following authority:
 - a. To issue verbal and written reprimands and verbal commendations to employees under their supervision
 - b. To relieve an employee from their duty or work site under the provisions of General Order 52.1 Section 8, Relieving an Employee from Duty
 - c. To issue letters of appreciation to employees under their supervision.
 - d. To make recommendations involving any aspect of the disciplinary process
 2. Division Commanders have the authority granted to first line supervisors.
 3. The Chief of Police has the authority granted to all first line supervisors and in addition thereto has the authority to:
 - a. Suspend a sworn officer for a period not to exceed thirty days.
 - b. Bring an officer up on charges to the Board of Fire and Police Commissioners when seeking a punitive action greater than a thirty day suspension.
 - c. Issue written letters of commendation

26.1.6 DISCIPLINARY ACTION APPEAL PROCESS

- A. Any employee who is a member of a collective bargaining unit may use the grievance procedure established by the agreement between their bargaining unit and the Village of Orland Park.
- B. All sworn employees may appeal applicable disciplinary actions to the Board of Fire and Police Commissioners pursuant to Section 8 of Chapter VI of the Rules and regulations of the Board of Fire and Police Commissioners of Orland Park.
- C. Employees who are not members of a collective bargaining unit may appeal the issuance of a punitive disciplinary action pursuant to the Village of Orland Park Employee Handbook.

26.1.7 DISMISSAL NOTIFICATIONS

- A. If an internal investigation of employee misconduct results in discharge of employment, the employee shall receive written notification which shall contain the following information:
 1. The reason for the dismissal
 2. The effective date of the dismissal
 3. The status of fringe and retirement benefits after dismissal.

4. A statement as to the content of the employee's personnel file relating to the dismissal.
- B. This section does not apply to probationary entry level employees. This section does not apply to part-time, at will employees.

26.1.8 MAINTENANCE OF RECORDS

- A. Records of all actions taken under disciplinary procedures shall be forwarded in writing to the Division of Police Administration through the chain of command and shall be maintained as follows:
 1. All actions taken, for which an Internal Affairs Unit file has been opened shall be maintained by the Internal Affairs Unit pursuant to General Order 52.1, Section 10, Maintenance of Internal Affairs Records.
 2. Records of all actions taken resulting in oral reprimands, written reprimands, suspensions, demotions, and dismissals shall be maintained in the employee's permanent personnel file as set forth in section 3 of this directive.

ATTACHMENT A

VILLAGE OF ORLAND PARK POLICY REGARDING SEXUAL HARASSMENT

I. STATEMENT OF POLICY

The Village of Orland Park is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this municipality and, in some cases, an individual to substantial civil penalties.

The Village's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each employee of this municipality bears the responsibility to refrain from sexual harassment in the workplace. No employee -- male or female should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated. All employees of this government, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this Policy and to abide by the requirements it establishes.

II. DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

Verbal: sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature

Non-Verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises

Visual: posters, signs, pin-ups or slogans of a sexual nature

Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "cookie", and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment depending on the perceptions and values of the person to whom it is directed. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

III. RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace. Any employee found by the Village to have sexually harassed another employee will be subject to appropriate disciplinary sanctions, ranging from a written warning up to and including dismissal.

The Village has designated the Human Resources Manager, to coordinate the company's sexual harassment policy compliance. The Human Resources Manager can be reached at 403-6166. The HR Manager is available to consult with employees regarding their obligations under this policy.

IV. RESPONSIBILITY OF SUPERVISORY EMPLOYEES

Each supervisor is responsible for maintaining the workplace free from sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a customer, contractor, sales representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization. As such, supervisors must act quickly and responsibly not only to minimize their own liability, but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it, and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior that constitutes sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Supervisors in need of information regarding their obligations under this policy or procedures to follow upon receipt of a complaint of sexual harassment should contact the Human Resources Manager at 403-6166.

V. PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT

A. Internal

An employee who either observes or believes herself, himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor, and to the offending employee.

Each incident of sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, memos, and telephone messages.

No one making a complaint of sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of sexual harassment is also protected from retaliation.

1. Direct Communication. If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection to the offender that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
2. Contact Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation and cannot engage in direct communication with the offender, the problem must be promptly reported to the immediate supervisor or the Human Resources Manager. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision. A report of an incident or incidents may be made in writing directly to the corporate authorities of the Village if all levels of supervisory personnel and the Human Resources Manager are involved in the harassment.
3. Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the Human Resources Manager. The Human Resources Manager will counsel the reporting employee and be available to assist with filing a formal complaint.
4. Investigative Process. All complaints of sexual harassment will be fully investigated. The person to whom the complaint has been made shall conduct the investigation within fourteen (14) days of receipt of the complaint and a written report of the disposition of the complaint shall be returned to the complainant within thirty (30) days of the receipt of the complaint. Where indicated or requested, immediate action shall be taken to separate the complainant from the suspected source of harassment but in no case shall such action be structured to constitute retaliation against the complainant.

B. External

The Village hopes that any incident of sexual harassment can be resolved through the internal process outlined above. All employees, however, have the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (the "Department") and the Illinois Human Rights Commission (the "Commission"). Any such complaint must be filed within 180 days of the incident of sexual harassment or of the incident of unlawful retaliation. The exact rules, procedures and other information regarding filing a complaint with, requesting an investigation by and/or securing recourse from, the Department or Commission (including the nature and extent of such recourse) can be obtained by contacting the Department or Commission as follows:

If the Department: Illinois Department of Human Rights
100 West Randolph Street Suite 10-100
Chicago, IL 60601

(312) 814-6200 or (312) 263-1579 - TDD

If the Commission: Illinois Human Rights Commission
100 West Randolph Street Suite 5-100
Chicago, IL 60601
(312) 814-6269

V. FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith that cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.



Orland Park Police Department

Employee Performance Improvement Plan (PIP)

Name: _____ Last Evaluation Date: _____

Position: _____ Division: _____ PIP Established Date: _____

Follow-Up Review Date: _____
(Within 30 days)

Section 1 – Performance Improvement Plan

Section 2 – Results of Performance Plan –

Follow-Up Review: To be completed by the supervisor within 30 days of the initiation of the Performance Improvement Plan. Please check the appropriate response and provide comments to support selection.

- Employee has successfully improved performance as described in Section 1.
- Employee has failed to improve performance as described in Section 1.

Supervisor Comments:

Employee Comments:

Section 3 - Signatures

PIP Establishment: The Performance Improvement Plan has been reviewed and discussed. A signature indicates the employee reviewed and understood the requirements to improve performance.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____

Follow-up Review: The completed Performance Improvement Plan has been reviewed and discussed. A signature indicates review occurred; not necessarily agreement with the results and recommendations.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 26-2
SUBJECT: RULES AND REGULATIONS
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1 2020
REVIEWER: Deputy Chief and Supervisor Training, Development, and Review

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PURPOSE:

The purpose of this order is to provide a specific set of rules and regulations that shall serve as the basis for orderly and disciplined performance of duty and maintain the standard of professionalism and ethics that are expected of dedicated police employees.

ADMINISTRATIVE STATEMENT:

Pursuant to the laws of the United States of America, the State of Illinois and the Village of Orland Park, the following Rules and Regulations are established to provide direction and government of the Orland Park Police Department. Realizing that professional policing is not a stagnant endeavor; but rather changes with expectations of the community, the Chief of Police reserves the right to amend, revoke or add to these Rules and Regulations as the demand for quality services may require.

The "separable clause" of the Rules and Regulations, herein stated, pertains to any provision, clause or phrase of the application thereof, to any person or circumstance which is proven to be invalid. Such invalidity shall not affect any other regulations. To this end, the provisions, clauses, phrases and application of these Rules and Regulations are declared to be separable. All previous Rules and Regulations, (Service Codes etc...) of the Orland Park Police Department are superseded.

Violation of these Rules and Regulations shall be subject to disciplinary action.

DEFINITIONS:

Good Moral Character: The attributes of an employee that enhance his or her value to the department and to public service which include honesty, integrity, truthfulness, obedience to the oath of office and the code of ethics, respect for authority, and respect for the rights of others.

Moral Turpitude: An intentional act or behavior displayed in words or actions which violates public morals or the common sense of the community involving but not limited to intent to defraud, intentional dishonesty for personal
26-2 Rules and Regulations

gain, lying, perjury, subornation of perjury, cheating, bribery, unlawful possession of controlled substances, sexual harassment, unlawful sexual conduct, or excessive use of force.

ORDER:

26.2.1 DIRECTIVES AND PROFESSIONAL STANDARDS OF CONDUCT

A. Violation of Rules and Regulations

Employees of the Department shall not commit any acts or omit any acts which constitute a violation of the Rules and Regulations, General or Special Orders, Policies or Procedures, written or verbal orders of the Department.

B. Conformance to Laws

Employees shall obey all laws of the United States and any State and local jurisdiction in which the officers are present. A conviction of a violation of any law shall be *prima fascia* evidence of a violation of this section.

a. Every employee who operates a village vehicle must possess a valid driver's license.

b. Every police officer must possess a valid Illinois Firearm Owner's Identification Card (FOID).

C. Conviction of a Felony or a Crime of Moral Turpitude.

A conviction by an employee of the Department for a felony or a crime involving moral turpitude shall constitute a basis for disciplinary action up to and including dismissal.

D. Disobedience of Orders

Failure to obey and fully execute any lawful order, written or oral, given by a superior officer/employee which shall include, but not be necessarily limited to, these Rules and Regulations, all General and Special Orders, Policies and Procedures of the Department. (The term "lawful order" shall be construed as any order in keeping with the performance of any duty prescribed by law or by these Rules and Regulations, or for the preservation of good order, efficiency and proper discipline, which is not in conflict with these Rules and Regulations.)

E. Insubordinate Conduct

Treats with contempt or is disrespectful in language or deportment toward a superior officer/supervisor in the execution of Departmental duties. Becomes mutinous, insolent, disrespectful or uses abusive language or action towards a superior officer/supervisor, when in or out of the presence of the superior officer/supervisor.

F. Immoral Conduct

Employees shall maintain good moral character in their personal and professional affairs which is in keeping with the highest standards of the law enforcement profession. Employees shall not participate in any incident involving moral turpitude which impairs their ability to perform as law enforcement officials/employees or causes the Department to be brought into disrepute.

G. Unbecoming Conduct, On or Off Duty

Employees of the Department shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably upon the Department. Conduct which is unbecoming shall include that which brings the Department into disrepute or reflects discredit upon the employee as a member of the Department or that which impairs the operation or efficiency of the Department or employee.

H. Duty to Read/Understand and Comply with Orders

Failure to read, understand, or comply with all Rules and Regulations, General and Special Orders, Policies and Procedures of the Department, written or verbal orders of a superior/supervisor. To this end, it shall be considered Neglect of Duty to fail to inquire of a superior/supervisor until the matter is resolved, any questions as to the meaning or application of any law, Rule or Regulation, General or Special Order, Policy or Procedure, written or verbal order.

I. Conflicting or Illegal Orders

Employees who are given an otherwise proper order by a superior, which is in conflict with a previous order, Rules and Regulations, Policies and Procedures, shall respectfully inform the superior issuing the

order of the conflict. If the superior does not alter or retract the order, the order shall stand. Under these circumstances, the responsibility for the conflicting order shall be exclusively upon the superior issuing the order only. Employees receiving such order shall obey the conflicting order and shall not be held responsible for disobedience of the order, Rule or Regulation, Policy or procedure previously issued. Employees shall not obey any order which they know or should know that would require them to commit any illegal act. If in doubt as to the legality of an order, employees shall request the issuing superior to clarify the order or to confer with higher authority.

J. Personal Appearance

Failure to have a neat, clean personal appearance, which adversely reflects upon the individual's competency, efficiency and pride as a member of the Department to foster and enhance professional, efficient, effective image/posture. To this end, the wearing of an improper uniform, failure to carry all necessary equipment or to maintain one's uniform and/or equipment in good order is prohibited.

K. Knowledge of Laws/Rules and Regulations/Policies and Procedures/General and Special Orders

Failure to establish and maintain a working knowledge of laws, Policies and Procedures, Rules and Regulations, General and Special Orders.

L. Other Administrative Rules

In addition to these Rules and Regulations, employees are subject to the Personnel Rules of the Village of Orland Park, the Rules of the Board of Fire and Police Commissioners, the Rules and Regulations governing the use of the Law Enforcement Agency Data System (LEADS) and the National Crime Information Center (NCIC), and the communications procedures, rules and regulations.

26.2.2 ATTENTION TO DUTY

A. Neglect of Duty

Employees shall not read, play games, watch television or movies, or otherwise engage in entertainment activities while on duty except as may be required in the performance of duty or specifically allowed by the Chief of Police or his designee.

1. Employees shall not engage in any activity or personal business which would cause them to neglect or be inattentive to duty.
2. Failure to provide police services when requested.
3. Failure to take appropriate action on the occasion of a criminal offense while on duty.
4. Failure to issue citations or take corrective action concerning traffic violations during a tour of duty.
5. Failure to assist other employees as requested by a supervisor.
6. Failure to cooperate with other Divisions concerning operations, criminal investigations, administration or support services.
7. Failure to promptly perform as directed all lawful duties required.
8. Failure to support the operational plan, goals or objectives of the Department.
9. Failure to participate in Department functions as directed by the Chief of Police or his designee.
10. Failure to report for duty on time at the place designated.
11. Unnecessary or unauthorized absences from work.
12. Failure to perform duties or comply with any Rule or Regulation, General or Special Order, or failure to abide by the Policies and Procedures of the Department.
13. Sleeping, loafing, or being idle while on duty.
14. Taking excessively long meal period breaks.
15. Failure to return promptly to service after finishing an assignment.
16. Failure to call in and out of service, unless authorized by the Chief of Police or his designee.

17. Being away from or otherwise unavailable to a specific beat assignment without the express permission of the immediate supervisor or Shift Commander.

B. Personal Use of Cell Phones

Employees shall not make regular use of cell phones for personal business while engaged in the performance of their duties. While employees may engage in infrequent and brief use, it shall always be done in a manner that will not interfere in the performance of their duties. Employees driving Department vehicles will not engage in personal cell phone calls while operating the vehicle. Employees using cell phones for official business will always do so in a safe manner.

Because of the nature of the work environment and critical importance of attention to duty, cell phone use is strictly prohibited by any employee in the Communications Center.

C. Other Wireless Communication Devices

1. Other wireless communication devices are any wireless electronic communication device, with the exception of a cellular phone that provides for voice or data communication between two or more parties, including but not limited to a personal digital assistant that sends or receives messages, an audio-video player that sends or receives messages, or a laptop computer.
2. No employee may use other personal wireless communication devices while working without authorization of the Chief of Police or his designee.

D. Reporting for Duty

Employees shall report for duty at the time and place required by assignment schedules or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped, dressed appropriately and cognizant of information required for the proper performance of duty so that they may immediately perform their duties. Judicial subpoenas and Court assignment schedules shall constitute an order to report for duty under this section.

E. Maltreatment of Subordinates

Oppresses, berates, maltreats or is cruel toward any subordinate employee.

F. Unsatisfactory Performance

Employees shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Employees shall perform their duties in a manner which will maintain the highest standards or efficiency in carrying out the functions, goals and objectives of the Department.

1. Unsatisfactory performance may be demonstrated by, but is not limited to:
 - a. Lack of knowledge of the application of laws to be enforced,
 - b. An unwillingness or inability to perform assigned tasks,
 - c. The failure to conform to work standards established for the officer's rank, grade, position, or management assignment,
 - d. The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention.
2. In addition to other indications of unsatisfactory performance, the following will be considered prima fascia evidence of unsatisfactory performance:
 - a. Repeated poor evaluations,
 - b. A written record of repeated infractions of rules and Regulations, General and Special Orders, Policies and Procedures, written or verbal orders of the Department.

G. Failure to Supervise

Any employee charged with supervising any other person or persons subject to these Rules and Regulations, and willfully or through neglect, fails to insure compliance by such subordinates with all Federal, State and Village Ordinances and laws, the provisions of the Rules and Regulations, all General and Special Orders, and the Policies and Procedures of this Department applicable to such subordinate.

H. Truthfulness

Upon the order of the Chief of Police or any superior officer/supervisor, employees shall truthfully answer all questions, oral or written, specifically directed to them related to the scope of their employment, job responsibilities and/or operations of the Department which may be asked of them.

I. Firearms Proficiency

Failure to qualify with one's issued service weapons or approved off-duty weapon (s) during regular firearms proficiency training as scheduled by the Chief of Police or his designee is prohibited. Such qualifications shall be accomplished using weapons and ammunition as specified by existing General Order (s). All sworn personnel performing police officer duties who may be subject to the use of deadly force, regardless of rank or job assignment, must maintain a proficiency level in the use of firearms as designated by the Chief of Police or his designee.

K. Carrying of Weapon and Departmental Identification

Failure to carry one's weapon and departmental identification while on duty. This rule should not be construed to apply when an officer is off-duty, or when it is impractical to carry said items. Police officers, by law, are permitted to carry firearms during non-duty hours. In connection with the exercise of this privilege, police officers are ordered to refrain from carrying firearms when there is a likelihood that they will be consuming alcoholic beverages or using legally prescribed drugs which may impair their physical or mental ability. Nothing in these Rules and Regulations is to be construed as diminishing a police officer's responsibility to take action when observing a crime in progress. However, in instances where an incident occurs beyond specifically assigned duty hours and the officer is not armed, the required action to be taken will consist of calling for assistance, noting the physical description of the offender and/or vehicle, aiding the victim, and assisting responding police units.

L. Carrying of Weapon on Commercial Airline

It is the policy of this Department to authorize armed sworn members of this Department to travel by air on commercial airlines only when on official duty and on behalf of the Orland Park Police Department. When required to do so, armed officers may travel on commercial airline in accordance with the guideline set forth by the United States Transportation Security Administration. The required authorization letter may only be executed by the Chief of Police or, in his absence, the Deputy Chief of Police.

M. Truthfulness/Cooperation

Testifying, making reports or conducting police business in less than truthful and/or cooperative manner.

N. Departmental Records/Reports/Citations

Stealing, altering, forging or tampering with any kind of police record, report or citation. To this end, the removal of any record, card, report, letter, document or other official file from the Department, except by process of law or as directed by the Chief of Police or his designee, is prohibited. Additionally, the obtaining/duplicating or attempted obtaining or duplicating of any information from department files, sources or reports other than that to which one is properly entitled to in accordance with one's assignment/duties is prohibited.

O. Illness/Condition (Physical/Mental) Sick Leave

Failure to notify a superior officer/supervisor when one becomes ill and cannot report for duty, or if there is any change in one's physical/mental health that could disqualify the individual from being employed by the department. Additionally, the use of sick leave without just cause, false statement or the furnishing of any false information with the reference thereto by any member employees of the Department is strictly prohibited.

P. Absence from Work

Absence from work without permission or abstaining wholly, or in part, from the full performance of one's duties without permission. To this end, employees claiming physical or mental incapacity relating to their employment, shall honor the request of the Chief of Police or his designee, to be periodically interviewed as to the nature and extent of a claimed injury or illness and/or submit to an examination of the claimed mental/physical incapacity by an individual chosen by the Chief of Police or his designee. The examining party must be licensed by the State of Illinois to conduct such examinations and the results of the examination shall be made totally available, both to the Chief of Police and to the employee. Failure to honor such a request of the Chief of Police, or his designee, shall be a violation of this rule.

Q. Residence - Telephone - Address

Failure to maintain a telephone, either cellular or landline, which is reliably capable of allowing the department to make contact with the employee at all times day and night, or to immediately notify the Chief of Police in writing of any change of address or telephone number.

Due to the nature of the position and accompanied responsibility, department personnel may be needed to be reached at anytime, therefore, if an employee is away from their residence for a period of time exceeding 24 hrs, an itinerary and a contact number shall be provided to their immediate Division Commander prior to departure.

R. Misconduct Known to Departmental Personnel

Failure to report a fellow employee's violation of law, Rule or Regulation, Policy or Procedure, General or Special Order. To this end, all such violations shall be reported, in writing, to the Chief of Police or his designee.

S. Physical/Mental Condition

Lack of maintenance of good physical/mental condition which interferes with the proper handling of Departmental business.

T. Termination of Duty/Assignment

Termination of duty/assignment unless properly relieved or dismissed by constituted authority.

U. Leaving Village

Going beyond the Village limits while on-duty, unless in the performance of actual police duty, or upon the direct order of a superior.

V. Rendering Aid Furnishing Identification

Failure to render aid or furnish information consistent with one's duty. To this end, an employee shall furnish one's name and Department service number in a respectful manner, when so requested.

W. Recovered Property/Evidentiary Material

Failure to turn over to the designated agent of the Department all lost, stolen, recovered, abandoned or evidentiary material which comes into the possession of a Department member as a result of the performance of Department duties. To this end, all such material shall be turned over prior to the completion of the tour of duty during which material came into the possession of the member of the Department.

X. Escapes

Allowing a suspect or prisoner to escape from custody due to negligence or inattention to duty.

Y. General Responsibilities at Crime Scene/Arrests

Failure to thoroughly search for, collect, preserve and identify evidence of persons, property and locations in any arrest or investigation.

Z. Labor Disputes

Entry into any buildings, structures or premises while on-duty where persons have been placed to indicate a labor dispute in progress, except when necessary in the performance of duty. To this end, strict impartiality shall be followed and gratuities, food and/or drink shall not be accepted from a party participating in the dispute.

AA. Reports

Failure to promptly submit such reports as are required by the performance of one's duties, or by constituted authority.

AB. Accountability and Responsibility

An employee, who is involved in a civil lawsuit or who is arrested, cited, or comes under investigation for any criminal offense in any other jurisdiction shall report the circumstances of their involvement to a supervisor as soon as possible.

26.2.3 COOPERATION WITH FELLOW EMPLOYEES AND AGENCIES

A. Use of Medical Examinations, Psychological Tests, Photographs and Line-ups.

Upon the order of the Chief of Police, or his designee, employees shall submit to medical exams, psychological exams, physical fitness test, ballistic testing, photographs or line-ups.

B. Breath Alcohol and Chemical Testing

Upon the order of the Chief of Police, or his designee, employees shall submit to breath alcohol testing, chemical tests, or other tests for the presence of alcohol and/or drugs in the blood pursuant to the Village Employee Drug and Alcohol Testing Policy and as outlined within any existing collective bargaining agreement or contract between the employee or employee group and the Village of Orland Park. All procedures carried out there-under shall be specifically directed and narrowly related to a particular internal review investigation or related to the scope of one's employment or job related ability to perform duties.

C. Cooperation with Internal Review Investigations

Upon the order of the Chief of Police, or his designee, employees are required to:

1. Answer all questions truthfully,
2. Respond to any lawful order,
3. Render material or relevant statements,
4. Render such statements in writing when ordered, when involved in an internal review investigation, when such questions, orders and statements are narrowly and directly related to job responsibilities, or the ability to perform duties. Nothing in this section shall be construed as to be a violation of one's Federal or State Constitutional Rights.

D. Withholding Information

Withholding information on criminal activity is prohibited.

E. Cooperation with Police Investigations

Failure to fully cooperate with a police investigation. (Nothing in this section shall be a violation of one's Federal or State Constitutional Rights).

26.2.4 RESTRICTIONS ON BEHAVIOR

A. Abuse of Position

Employees shall not use their official position, official identification cards or badges:

1. For personal gain,
2. For obtaining privileges not otherwise available to them except in the performance of duty.
3. For avoiding consequences of illegal acts.

Employees shall not lend to another person their identification cards or badges, or permit them to be photographed without the prior approval of the Chief of Police.

Employees shall not authorize the use of their names, photographs, or official titles which identify them as a police officers or department employee, in connection with testimonials or advertisements of any commodity or commercial enterprise without the prior approval of the Chief of Police.

B. Gratuities or Bribes

Employees shall not solicit or accept from any person, business or organization, any gift including: money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment. Any reasonable exception to this section must receive prior approval of the Chief of Police.

C. Possession/Use of Alcohol

Possession and/or use of alcohol on duty other than in an authorized duty capacity is prohibited. Unless absolutely required to conduct a police investigation, no employee shall be, to any degree, under the influence of alcoholic beverage while on duty. Additionally, being intoxicated in public, while off-duty, is

prohibited. (For the purpose of this rule, a person shall be considered intoxicated if the amount of alcohol in the officer's or employees blood attains or exceeds the level of the presumption of being under the influence as found in the Village of Orland Park Drug and Alcohol Testing Policy.) Further, during an emergency call out it is the duty of the employee to inform the supervisor that he or she is unfit for duty at the time and any physical or mental reason why they cannot report for duty.

D. Use of Controlled or Non-controlled Substance While on Duty

Being under the influence of controlled or non-controlled substances which impairs or compromises the efficiency of the employee or the Department while on duty is prohibited.

E. Payment of Debts/legal Liabilities

Failure to pay all just debts and legal liabilities is prohibited.

F. Self-assigned Police Action

Undertaking of "self-assigned" police activity is prohibited. (For the purpose of this article, "self-assigned" means action undertaken at the discretion of a member of the Department under less than emergency circumstances, or action initiated by any member of the Department without the request, direction or by the instruction of a superior.) All self-assigned police action shall, immediately after commencement, be reported in writing to the Chief of Police or his designee.

G. Prohibited Association/frequenting

Frequenting or associating with person (s), organizations or places with a bad reputation, unless necessary for police business, where such associating or frequenting would be detrimental to the Department or to the Village. To this end, personal association with persons who have been convicted of a felony within the last five years or have an open and notorious reputation in the community for felonious activity is prohibited.

H. Firearms Use/Display

Drawing or displaying of a firearm in any place except for necessary inspection or use. Officers firing a gun accidentally or intentionally except on a target range, shall report same in writing to the Chief of Police. Officers shall not intentionally fire their weapons, except as authorized by department policy or at a firearms range.

I. Public Criticism of the Department

Public criticism of the Department, its policies or members by talking, writing, or expression in any manner where such talking, writing or expression is: defamatory, obscene, unlawful or tends to impair the operation of the Department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline, or having been made with disregard for truth or falsity. To this end, employees shall make maximum utilization of the grievance procedure of the Department as described in the Village Personnel Code.

J. Divulgence of Departmental Business

Discussion of the operations and official business of the Department which is confidential in nature without the permission of a Superior. (For purposes of this section, all Department documents and orders are to be considered confidential unless otherwise directed by a superior. This section does not apply to orders that are of such nature that they must be communicated to others.)

K. Department Correspondence

Entering into official Department correspondence with any other person (s) or any other outside agency, beyond the scope of normal day to day business contacts, except with the approval of the Chief of Police. All official Department communications, by telephone or otherwise, outside the Village without permission of a superior is prohibited. (i.e. expressing one's personal views or opinions on official Department letterhead.)

L. Professional Image While On-duty

Failure to work diligently or with a bearing consistent with the image of a professional, said to include, but not necessarily limited to:

1. Smoking or chewing tobacco products in uniform when in plain view of the public,
2. Unnecessary shouting or using obscene language,
3. Leaning on walls, posts, cars, etc...

4. Taking a meal or refreshment break in a public place with another on duty member of the Department without the prior approval of a superior.
5. Lack of courtesy to an individual, either on the phone or in person.

M. Use of Force

Use of force which is excessive to accomplish one's lawful purpose. To this end, all prisoners shall be treated humanely and with regard to their legal rights.

N. Commercial Utilization of Enforcement Authority

Utilization of the enforcement authority granted/ approved by the Village where one is compensated, directly or indirectly for exercising, the enforcement/ authority image for commercial, as opposed to official, purpose except as authorized in writing by the Chief of Police or his designee.

O. Valuable Items - Buying/Receiving/Selling

Buying, receiving or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to the attention of, or which arose out of Department employment except as may be specifically authorized by the Chief of Police or his designee.

P. Solicitation of Favorable Acts

Soliciting anyone to intercede with the Chief of Police, Village Manager, Mayor, Village Trustees or its members, legislative body, Fire and Police Commission, or any elected/appointed official in relation to promotion, Department assignments, disposition of pending charges or findings on a disciplinary proceeding. Nothing in this section shall be construed to be applicable to licensed attorneys-at-law of the State of Illinois when representing an employee/member of the Department.

Q. Fees/Rewards

Acceptance or receipt of any fee or reward from any source for any services rendered in the line of duty by an employee, or organization of officers, or any other member of the Department, without the knowledge and written consent of the Chief of Police.

R. Fighting Quarreling

Fighting or quarreling with another member of the Department.

S. Private Benefit from Departmental Association

Use of the prestige or influence of one's official position, or the use of the time, facilities, equipment or supplies of the Department for the private gain or advantage to oneself or another.

T. Vexatious/Unnecessary Complaints

Making a vexatious or unnecessary complaint against a fellow member of the Department.

U. Use of Private Vehicles/Equipment

Use of private vehicles/equipment for official purposes unless directed/authorized to do so by the Chief of Police, or a superior.

26.2.5 IDENTIFICATION AND RECOGNITION

A. Police Identification

Badges, patches and insignia representing the Orland Park Police Department will not be manufactured, altered, duplicated, traded or sold without the express written permission of the Chief of Police.

1. Written requests regarding police insignia will be filed with Police Administration.

26.2.6 MAINTENANCE OF PROPERTY

A. Notices - Posting, Circulation, Destruction, or Defacing

Destroying or defacing any official written notice relating to police business. The posting or circulating of any notices of a non-official derogatory character relating to any person, group or police activity is prohibited.

B. Departmental Property - Reporting Damage/Return

Failure to immediately report, in writing, all damage to police vehicles and equipment or to file such reports which contain all known facts surrounding the cause and nature of the damage. Additionally, employees shall return all equipment owned by the Department when they retire, resign, or otherwise leave the Department and they shall return any police equipment when ordered to do so because of suspension or other absences from work.

C. Unauthorized Persons in Police Vehicles

Allowing unauthorized persons to ride in police vehicles while on duty. Unauthorized persons are those who are not police personnel, prisoners or on official (authorized) police business with the approval of the Chief of Police or his designee.

D. Possession of Keys

Possession of keys, pertaining to Department business or obtained under Department authority not one's own, without the approval of the Chief of Police.

E. Department Property Loss, Damage, Negligence, or Inattention Loss/damage to Department property due to negligence or inattention to duty.

F. Registration of Personal Police Equipment

Failure to register with the Chief of Police the description and/or serial numbers of all personal police equipment owned or carried on or off duty.

G. Settlement of Duty Incurred Expenses/Damages

Acceptance from any person of money or other compensation for damages sustained or expenses incurred in the line of duty, without first notifying the Chief of Police.

26.2.7 RELATIONS WITH COURTS AND ATTORNEYS

A. Recommendations - Attorney

It is prohibited to recommend any suspect or prisoner of the retention of a specific attorney or law firm. This section does not apply to reference to the Public Defender, Legal Aid Society, or Lawyer's Reference Service.

B. Courtroom Demeanor

Unprofessional courtroom demeanor. For purposes of this section, employees should be punctual, properly dressed and prepared (to include consultation with prosecutor and processing pertinent police reports, notes and evidence). At all times, members of the Department shall maintain a respectful attitude towards the court and both counsels. Should one be requested/subpoenaed to testify for the defense in any trial or hearing or against the Village or Police Department in any hearing or trial the one so requested/subpoenaed shall notify the Chief of Police in writing, upon receipt of the request/subpoena.

C. Participation in Civil Matters

No employee shall give depositions, affidavits or appearing as a witness in a civil matter stemming from one's official duties as a Department member without the knowledge of the Chief of Police.

D. Serving as a Character Witness

No employee shall give testimony as a character witness for any defendant in a criminal or quasi-criminal matter without the knowledge of the Chief of Police.

26.2.8 PUBLIC ACTIVITY

A. Political Activities

No person holding a position in the Orland Park Police Department shall use their official authority or influence to coerce the political action of any person or body, or to interfere with any election. Taking an active part in a political campaign while on duty is prohibited. Nothing in this section shall be construed to

prohibit or prevent any such person from becoming or continuing to be a member of a political club or organization or from attendance at political meetings, from enjoying entire freedom from all interference in casting their vote, or from expressing privately his opinions on all political questions.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 26-3
SUBJECT: CODE OF APPEARANCE
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2021
REVIEWER: Deputy Chief of Police

INDEX AS:

26.3.1 APPEARANCE

26.3.2 DRESS STANDARDS

26.3.3 GROOMING STANDARDS

PURPOSE:

The purpose of this order is to provide Department employees with guidelines on appearance while on duty and in the performance of their responsibilities.

ORDER:

26.3.1 APPEARANCE

- A. All employees are expected to present a professional appearance while on-duty.
- B. All employees are expected to adhere to accepted standards of good personal hygiene and grooming while on-duty.
- C. Supervisory staff shall ensure that on-duty employees under their command present a neat and orderly appearance and keep hair styles within Department guidelines.
- D. Under special duty related circumstances, employees assigned to tactical or other non-patrol functions may deviate from these standards at the discretion and express consent of their Division Commander.

26.3.2 DRESS STANDARDS

- A. Sworn officers assigned to the Investigations Divisions shall wear clothing of a type generally accepted as traditional business attire.
- B. Sworn officers assigned to tactical units may wear casual clothing that is appropriate to the assignment that they are working.
- C. Uniformed employees shall adhere to the uniform and equipment regulations in General Order 41.4, Police Uniform.
- D. Court Appearance Dress Code
 1. All members of the Department are required to dress appropriately for court appearances. Base on the officer's duties they will wear the clothing or a uniform consistent with their assignment.
 2. At the request of the assistant state's attorney an officer may wear civilian traditional business attire.
 3. Regardless of the officer's assignment no jeans or casual clothing will be worn for court appearances.

26.3.3 GROOMING STANDARDS

A. Non Uniformed Employees

1. Hair will be kept in a clean and neat manner. Hair shall not exceed a length generally considered acceptable among professional groups in the community.
2. Moustaches, sideburns and beards, when worn will be neatly trimmed.

B. Uniformed employees

1. Male

- a. Hair will be neatly groomed and will not hang over the shirt collar.
- b. Sideburns will not extend below the lowest part of the ear, will be even width (not flared) and will end with a clean-shaven horizontal line.
- c. Mustaches, if worn, will be neatly trimmed and will not extend more than one-half inch beyond the corners of the mouth.
- d. Beards and goatees are prohibited. The face will be clean shaven except for the sideburns and mustache, if worn.
- e. Male employees in uniform are prohibited from wearing earrings.

2. Female

- a. Hair will be neatly groomed and styled so it does not extend below the bottom edge of the back of the shirt collar.
- b. No ribbons or ornaments will be worn in the hair except for neat and inconspicuous bobby pins and barrettes.
- c. Earrings will be small with a post or clip on back. Hoop and dangling earrings are prohibited. Only two earrings may be worn on each ear.
- d. If worn, cosmetics and nail polish will be conservative and natural looking.

3. Male and Female

- a. The length, bulk or appearance of the hair will not be excessive, ragged or unkempt.
- b. Hair in front will be groomed so that it does not fall below the band of properly worn headgear.
- c. Hairstyles must allow for proper wear of the uniform hat.
Hair will not
- d. Hairpieces or wigs worn on-duty must conform to the same hair standards as natural hair.
- e. Hair coloring, if used, must look natural.
- f. Fingernails will be clean and neatly trimmed.
- g. Any facial or head hair that affects the proper fit of any issued equipment such as a gas mask must be trimmed.

C. Body Art, Tattoos, Brands or Body Piercing

1. Tattoo(s) or brand(s) on the face, neck, or head are prohibited.
2. Body art, tattoo(s), brand(s), intentional scarring, and/or mutilation that are not able to be covered or concealed are prohibited. This includes, but is not limited to; pierced, split or forked tongue, and/or stretched out holes in the ears.
3. The display of any body art, tattoo, brand, intentional scarring and/or mutilation regardless of its location or size, is prohibited while on duty, in uniform or while representing the department in any official capacity.

4. The uniform employee having body art, tattoo(s), brand, intentional scarring and/or mutilation that is visible shall have the following options:
 - a. Cover the existing visible body art, tattoo(s), brand(s), intentional scarring and/or mutilation with a skin tone patch or makeup.
 - b. Cover the existing visible body art, tattoo(s), brands, intentional scarring, and/or mutilation by wearing the department issued long-sleeve uniform shirt and/or pants. The uniform tie shall not be worn during the time-period in which the short sleeves uniform shirts are authorized.
 - c. Have the body art, tattoo(s), or brands removed at the employee's expense.
6. Employees hired prior to June 1, 2011, will not be required to cover visible body art, tattoo(s), brands, intentional scarring and/or mutilation received prior to this date, provided the tattoo, brand, intentional scarring, or mutilation is not offensive. Any changes or modifications made to existing tattoo(s), brand(s), intentional scarring, or mutilation after June 1, 2011 are no longer an exception and must be covered as outlined in this order.
7. Examples of offensive body art, tattoos, brands, intentional scarring and/or mutilation include but are not limited to those that are:
 - a. Gang related,
 - b. Sexually suggestive,
 - c. Vulgar,
 - d. Advocate racial, ethnic, religious, or sexual hatred or discrimination or
 - e. In any way undermines the Village of Orland Park Police Department's values and mission.
8. The Chief of Police shall have the final authority in determining if body art, tattoo, brand, intentional scarring and/or mutilation is offensive.
9. No visible body piercing by means of attaching, affixing, or displaying of objects, articles, jewelry, or ornaments to or through the skin will be allowed while in uniform with the exception as authorized in 26.3.3 (B)(2)(c).

D. Dental Ornamentation

1. The use of gold, platinum, silver, or other veneer caps for the purpose of ornamentation is prohibited. Teeth, whether natural capped, or veneered, shall not be ornamented with designs, logos, jewels, initials, etc.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 26-4
SUBJECT: AWARDS AND RECOGNITION PROGRAM
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Deputy Chief of Police

INDEX AS:

26.4.1 SERVICE AWARD DESIGNATIONS
26.4.2 AWARD AND RECOGNITION REVIEW
26.4.3 AWARD NOMINATION PROCEDURE
26.4.4 CITIZEN RECOGNITION
26.4.5 PRESENTATION AND RECORDING
26.4.6 ANNUAL INSPECTION AND AWARDS CEREMONY

PURPOSE:

The purpose of this order is to establish a formal process whereby the Department, through the Chief of Police, may acknowledge individual, unit, or Department acts or work performance worthy of recognition.

DEFINITIONS:

Above and Beyond the Call of Duty: An act performed which is not required by the nature of the employee's position.

Combat: Physically fighting with a suspect who is armed with a deadly weapon.

In the Line of Duty: Actions performed while engaged in duties during actual work hours, or actions performed during off-duty hours when an officer announces his/her office assuming the role of a police officer.

Imminent Personal Hazard: A condition that is highly likely to produce imminent death.

Saving of Life: An action that, if not performed, would beyond a reasonable doubt have resulted in the death of a person (s).

ORDER:

26.4.1 SERVICE AWARD DESIGNATIONS

A. The following commendations and awards are hereby established for recognition of exceptional service, as described, by employees of the Department.

1. MEDAL OF HONOR

The Medal of Honor is awarded to police officers or employees of the Department for an act of heroism at the risk of their own lives which is considered beyond the call of duty.

2. MEDAL OF VALOR

The Medal of Valor is awarded to police officers or employees of the Department for an act of heroism at the risk of their own lives in the line of duty.

3. PURPLE HEART 

The Purple Heart is awarded to police officers or employees of the Department who have received a line of duty wound, inflicted intentionally by an armed adversary, resulting in sever, puncture wound, laceration, fractures, or contusions being suffered by the officer or employee.

4. LIFE SAVING 

The Life Saving Medal is awarded for an act performed by officers or employees of the Department who's prompt and alert actions resulted in the saving of a human life.

5. GRAND CORDON 

The Grand Cordon is awarded to police officers and employees of the Department for their dedication and determination in the arrest of person (s) responsible for numerous criminal acts throughout the area (multiple incidents).

6. OFFICER and CIVILIAN of the YEAR 

The Officer and Civilian Employee of the Year Award are presented to those who exemplify the highest degree of dedication and professionalism throughout the year. This award will be presented to full-time or part-time employees only.

7. EXCEPTIONAL SERVICE 

The Exceptional Service Award is presented to officers and employees of the Department for a highly credible accomplishment bringing public acclaim to themselves, the Department or to the police profession, as a result of training, devotion to duty or service to the public.

8. UNIT CITATION 

The Unit Citation is awarded to the active participants of an operating unit for a cited action involving a highly unusual accomplishment through the team work of all involved in the cited action.

9. EDUCATIONAL OR TRAINING ACHIEVEMENT 

The Educational or Training Achievement Award is presented to officers and employees of the Department for an outstanding educational achievement or to officers or employees who have introduced a new training method (s) or procedure (s) that was adopted by Police Administration for Departmental operations.

10. DISTINGUISHED VOLUNTEER SERVICE 

The Distinguished Volunteer Service Award is presented to officers and employees for their voluntary assistance with departmental projects, programs or assignments to the benefit of the Village without compensation.

11. GOOD SAMARITAN 

The Good Samaritan Award is presented to officers and employees of the Department for acts of humanity beyond the call of duty, which provided aid and comfort to those in need.

12. Letter of Commendation/ Honorable Mention

The Letter of Commendation and Honorable Mention are awarded by the Chief of Police to officers and employees of the Department to acknowledge exceptional performance or the receipt of praise from a citizen. These awards are issued at the discretion of the Chief of Police, but often at the recommendation of any supervisor.

B. The following award is established for the Department recognition of exceptional community service by civilians, as described:

1. CIVILIAN SERVICE AWARD

The Civilian Service Award is presented for personal assistance by a civilian in apprehending a criminal, or in extending one-self beyond one's own safety to provide prompt action to aid people who are in danger or are victims of a criminal act.

C. All of the above awards shall be presented with a corresponding colored bar to be worn on the uniform. Normally only one bar for each designated award will be worn on the uniform, appurtenances will be issued designating the total number of such awards received.

D. Additional Symbols of Accomplishment - Designations

The following additional symbols of accomplishment are hereby designated and shall be worn on the uniform as indicated to display the qualified employee's accomplishment (s)

1. Appurtenances

Appurtenances are worn on the award bars that correspond to the awards presented at the Annual Department Awards Ceremony. They are as follows:

- a. Silver Star - 2nd multiple award
- b. Gold Star - 3rd multiple award
- c. Gold Oak Leaf - 4th multiple award
- d. Gold Acorn - 5th multiple award
- e. Silver Cross - 6th multiple award
- f. Gold Cross - 7th multiple award

2. Veteran Service Bars.

Veteran service bars are worn only by qualified veterans of the following:

- a. Korea Service
- b. Vietnam Service
- c. Desert Storm Service
- d. Iraq War Service
- e. Afghanistan War Service

3. Marksmanship Medals

- a. Master
- b. Expert
- c. Sharpshooter
- d. Marksman

E. The commercial description of each award and vendor that is designated to represent the award can be found in Police Administration.

F. It shall be the duty of each employee's immediate ranking supervisor to review and inspect all awards presented to employees and ensure that the award is being appropriately worn in accordance with the guidelines set forth in this directive.

26.4.2 AWARD AND RECOGNITION REVIEW BOARD

A. Establishment and Responsibility.

The Award and Recognition Review Board is established to review all nominations for officer, employee, or citizen awards that are submitted for the Boards attention. The Board may also recommend awards pursuant to the guidelines and criteria set forth in this order.

- 1. The Board shall review and discuss all facts relating to any incidents that produce a nomination (s) and determine if an award is appropriate and the category of the award to be received.

- a. The Board may at its discretion review reports, memos, or other documents and/or conduct interviews in its efforts to determine which, if any, nominees are worthy of award (s).
2. The Board shall meet annually to review incidents nominated for awards and/or commendations pursuant to this directive.
3. The Board shall decide on the presentation of all awards nominated by a majority vote.
4. The names of those selected to receive awards and the category of the award they are to receive shall be made public to all employees of the Department upon their presentation, or at such other time as directed by the Chief of Police.

B. Board Composition.

The Award and Recognition Review Board is comprised as follows:

1. The Chief of Police - permanent member.
2. The Deputy Chief - permanent member.
3. Any officer or employees who are recipients of a Medal of Valor or Medal of Honor - permanent member.
4. The Current Officer of the Year - one year term.
5. The Current Civilian Employee of the Year - one year term.
6. Those members of the Command Staff as deemed necessary by the Chief of Police may be invited to attend meetings held in conjunction with the award selection process. These individuals will act in an ex-officio capacity only and will not have voting privileges.

26.4.3 AWARD NOMINATION PROCEDURE

- A. Any employee of the Department who observes or is otherwise made aware of any act which may merit consideration for an award or commendation may formally nominate an employee.
 1. All supervisors are encouraged to ensure that all incident deserving consideration for awards be documented and forwarded to the Review Board.
- B. All nominations shall be made in the form of a written memorandum documenting the employee's actions in as much detail as possible. All documentation that should accompany a nomination is to be forwarded to the Chief of Police via the Chain of Command. Approved nominations shall then be held for consideration by the Review Board.
- C. The format of the award recommendation memorandum will be as follows:
 1. Date and time of the incident.
 2. Names of all employees present.
 3. Identity of individual (s) that are the subject of the nomination.
 4. A synopsis of the incident.
 5. The recommendation of the employee providing the nomination.
 6. Division Commander approval/disapproval.
 7. Chief of Police approval/disapproval.

26.4.4 CITIZEN RECOGNITION AND PRESENTATION

- A. Any Department employee may nominate a citizen for Department recognition to the Chief of Police via the chain of command.
- B. The nominating procedure for citizen awards shall follow the same format as that for employee nomination (Section 3).

- C. Any citizen may be nominated for award and/or recognition consideration pursuant to the award description in Section 1. D. All citizen awards shall be presented by the Chief of Police at the Annual Department Awards Ceremony, unless otherwise directed by the Chief of Police.

26.4.5 PRESENTATION AND RECORDING

A. Awards.

All awards shall be presented at the Annual Department Awards Ceremony by the Chief of Police.

1. All awards shall be accompanied by written documentation which details the action resulting in the presentation of the award. The original of such documentation shall be given to the recipient of the award and a copy of the documentation shall be placed into the employees personnel file permanently.

B. Letters of Commendation and Honorable Mentions

All Letters of Commendation and Honorable Mentions shall be personally presented to recipients by their immediate ranking supervisor. These presentations should occur during a roll call period, or at such other time where the recipient's fellow employees may be gathered.

1. Letters of Commendation and Honorable Mentions shall become a permanent part of the recipients personnel file.

26.4.6 ANNUAL AWARDS CEREMONY

- A. The purpose of the annual ceremony is to acknowledge the accomplishments of the officers and employees of the Department who have been approved for the presentation of award (s) by the Review Board and the Chief of Police.
- B. The Deputy Chief shall assume the role of coordinator of the ceremony and shall, during the planning of each year's event, distribute appropriate correspondence to all employees that will provide information and direction regarding the ceremony.
 1. Various members of the Department may be appointed to assist in the planning and development of the annual ceremony.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 26-5
SUBJECT: CRASH REVIEW BOARD PROCEDURES
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Deputy Chief of Police

INDEX AS:

26.5.1. POLICY STATEMENT

26.5.2. CRASH REVIEW BOARD

26.5.3. CRASH REPORTING AND RESPONSIBILITIES

26.5.4. CRASH REVIEW DISPOSITION

26.5.5. CRASH REVIEW APPEAL PROCESS

PURPOSE:

The purpose of this general order is to establish the Crash Review Board and its policy regarding members of the Orland Park Police Department involved in traffic crashes while operating a vehicle owned by the Village of Orland Park.

ORDER:

26.5.1. POLICY STATEMENT

It is the policy of the Orland Park Police Department to investigate all traffic crashes in which a motor vehicle collides with or is involved in any incident causing damage to a vehicle owned by the Village of Orland Park and driven by members of Orland Park Police Department.

26.5.2. CRASH REVIEW BOARD

A. Crash Review Board Composition

1. The Crash Review Board shall consist of two (2) supervisors and two (2) patrol officers as established within the guidelines set forth in the existing Committee Appointment Procedure and in accordance with current collective bargaining agreements(s). Such personnel will be assigned on a quarterly basis by the Commander of Administration/Technical Services.
 - a. The assignment of personnel to the Crash Review Board shall be posted by Special Order and disseminated in accordance with procedures set forth in General Order 12.2 Written Directives.
2. In addition to the stated personnel, a trained Crash Investigator from this or other police agency may be called upon by the Crash Review Board to assist with the investigation of a crash. This individual shall not have voting privileges in establishing final decisions of this board.

B. Crash Review Board Function

1. It shall be the function of the Crash Review Board to investigate and establish the causes of crashes involving members while driving vehicles owned by the Village of Orland Park. The board shall conduct the investigation utilizing all reports furnished by the Chief of Police. After careful consideration of all relevant facts involved, the board, through its spokesperson, shall present in writing the board's findings to the Chief of Police for final consideration and subsequent action. A copy of the board's findings will also be provided to the member(s) involved in the crash. The board shall meet and consider accidents within ten (10) days after occurrence unless otherwise authorized by the Chief of Police.

26.5.3. CRASH REPORTING AND RESPONSIBILITIES

- A. Upon any occurrence of a motor vehicle crash involving any vehicle owned by the Village of Orland Park, regardless of the extent of damage to the vehicle, the Department member involved (driver or operator) shall be responsible for the following procedures;
 1. The notification to the shift commander and/or supervisor without unnecessary delay.
 2. A written memorandum forwarded to the Administrative & Technical Services Division Commander, through the chain of command, that includes a synopsis of the event, the exact location, and the extent of damage involved. This memorandum should be completed prior to the end of the member's duty shift, or if incapacitated, as soon as practicable thereafter.
 3. The timely completion of any report forms that are required to be completed by the driver/operator and forwarded to the State of Illinois.
- B. The shift commander shall ensure that the following procedures are completed upon the occurrence of any crash involving Department vehicles;
 1. The completion of a State traffic crash report by an on-duty member of the Department Traffic Safety Unit following established procedures of the State of Illinois and the Department. In the event there is no Traffic Unit Officer on-duty, the report may be completed by any officer of the Department as assigned by the supervisor.
 - a. In those cases where the crash involves severe injuries and/or death of any person(s) involved in the crash, the on-call Traffic Unit officer will be summoned to conduct the traffic crash investigation.
 2. The shift commander, or designated supervisor, will visit the crash scene, if practicable and make a visual inspection of the damage to any department vehicle. The shift commander, or designated supervisor, at the time of the crash shall provide a written memorandum to the Administrative & Technical Services Division Commander relating the available facts of the crash, the nature of the damage inspected and the location of the damaged vehicle. This memorandum shall be completed prior to the end of the shift commander's duty shift.
- C. In the course of the investigation, the Crash Review Board may require the involved member to appear in person before the board to secure additional facts. The member may also petition the Crash Review Board to appear in person, in his own interest, to present facts and information not provided in the Traffic Crash Report.

26.5.4. CRASH REVIEW DISPOSITION

- A. The Crash Review Board shall present its finding in writing to the Chief of Police, through its elected spokesperson, regarding the cause of the accident. Utilizing all records and resources available, the board will endeavor to provide a fair and impartial account of the accident to the Chief of Police to assist in the decision regarding the crash.
- B. The Chief of Police shall have the final authority in regard to all decisions in assessing penalties for demonstrated negligence or improper operation of a municipal owned vehicle. The Chief of Police or his designees shall discipline at his discretion in accordance with existing procedures of the Board of Fire and Police Commissioners of the Village of Orland Park.
- C. The Chief of Police or his designee shall make necessary notations or entries in the member's personnel file regarding the finding of the Crash Review Board.

26.5.5. CRASH REVIEW APPEAL PROCESS

- A. A member may file an appeal of the findings of the Crash Review Board in writing no more than five (5) working days after receipt of such findings. This request shall be directed to both the Crash Review Board and the Chief of Police.

- B. The member alone shall be responsible for the procurement of any additional evidence or witnesses supporting his appeal for presentation at the time of the rehearing.
- C. After presentation of new evidence and consideration by the Crash Review Board, the board shall inform in writing the member and the Chief of Police of their decision regarding the appeal within five (5) working days of the appeal date.
- D. The Chief of Police or his designee then shall render a decision of penalty based upon the appeal process.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 26-6
SUBJECT: BIAS-BASED PROFILING
EFFECTIVE DATE: October 1, 2000
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2023
REVIEWER: Deputy Chief of Police

INDEX AS:

26.6.1. BIAS-BASED PROFILING/ DISCRIMINATORY PRACTICES

26.6.2 TRAFFIC STOP/PEDESTRIAN STOP CARD STATISTICAL STUDY

26.6.4. TRAINING

26.6.3. AUTHORITY AND RESPONSIBILITY

26.6.5 ANNUAL REPORTING

PURPOSE:

The purpose of this policy is to emphasize the importance of all encounters between Orland Park and the general public, and ensure that the method and justification of any such encounter shall be lawful and professional. This policy will also define and describe the discriminatory actions that will be prohibited by this policy and to set in place procedures to ensure members are fair and impartial in the discharge of their job duties and responsibilities.

POLICY STATEMENT

It will be the policy of the Orland Park Police Department that members will not effect a stop, detention or search of any person when such action is based solely upon considerations of race, color, ethnicity, or gender and the action would constitute a violation of the civil rights of that person. Specifically, members of the Orland Park Police Department will not engage in any activities that are discriminatory or indicative of a practice of bias-based profiling.

DEFINITIONS:

Bias-Based Profiling: The selection of an individual or group of individuals for enforcement action based solely upon a personal trait that is common to a group of people. Traits of this type include, but are not limited to: race, ethnic background, gender, sexual orientation, religion, economic status, age, and cultural group.

Stop - means the restraining of an individual's liberty by physical force or a show of authority.

Detention - means the act of stopping or restraining an individual's freedom to walk away, approaching and questioning an individual outside the realm of a consensual encounter, or stopping an individual suspected of being personally involved in criminal activity.

Search - means looking for or seeking out that, which is otherwise concealed from view.

ORDER:

26.6.1 BIAS-BASED PROFILING/DISCRIMINATORY PRACTICES

A. Bias-Based profiling of individuals is strictly prohibited

1. In the absence of a specific report of criminal activity where the race, ethnicity or of gender a suspect is

included, the race, ethnic background, gender, sexual orientation, religion, economic status, age, and cultural group. of an individual will not be a factor in determining the existence of probable cause to place in custody or arrest an individual, or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.

2. In response to a specific credible report of criminal activity where the race, ethnicity or gender of a subject is included, the race, ethnicity or gender of an individual will not be the sole factor in determining the existence of probable cause to place in custody or arrest an individual.
- B. Stops, detentions, searches based on race, ethnic background, gender, sexual orientation, religion, economic status, age, and cultural group by any member will be prohibited.
1. The detention of any individual that is not based on factors related to a violation of or investigation of a violation of federal law, Illinois statutes, Village Code of Ordinances, or any combination thereof is prohibited.
- C. Officers must be sensitive to situations or conditions, which could be perceived as "profiling" and are encouraged to memorialize their activities. Officers should always be prepared to articulate specific facts, circumstances, conditions and conclusions or reasonable suspicion which justify and/or support an officer's actions, as well.
- D. This policy should be used as a guideline for operation and not construed as the creation of a higher standard of performance for officers. Officers shall not cease or desist from the police mission or law enforcement effort by avoiding lawful patrol or investigative activity or techniques. Officers shall also continue to adhere to the Department's performance standards, but they shall do so in a manner that does not improperly target or profile individuals as defined in this policy. Additionally, the gathering of intelligence information on individuals who have a history of criminal activity and/or are suspected of illegal activity based on citizen complaints or observation by officers shall not be hampered.

26.6.2 TRAFFIC STOP/PEDESTRIAN STOP CARD STATISTICAL STUDY

- A. Effective January 1, 2004, the Orland Park Police Department will collect data in accordance with 625 ILCS 5/11-212. Employees shall collect appropriate data within the following guidelines;
1. Any enforcement action taken in accordance with the Illinois Vehicle Code requires data collection.
 - a. This includes any enforcement measures issued on any of the following:
 1. IVC Citation
 2. Orland Park Police IVC Warning
 3. Village of Orland Park P-Ticket
 4. Village of Orland Park P-Ticket Warning
 2. Officers will not issue verbal warnings for violations of the Illinois Motor Vehicle Code. If a warning is the appropriate response for the violation, a written warning shall be issued and data collection will be completed.
 3. Whenever an Orland Park officer subjects a pedestrian to detention in a public place, he or she shall complete a uniform pedestrian stop card, which includes any existing form currently used by law enforcement containing all the information required in accordance with 625 ILCS 5/11-212.

B. Data Collection Procedures

1. Officers will provide for data collection by completing the citation or warning ticket and also completing the additional information that is stamped or by the applied sticker on the Department copy of the citation or warning ticket.
2. Records clerks will record the appropriate information during record entries into the Police Records Management System. Clerks will make these entries through appropriate computer protocol.
3. The Support Services Manager shall develop the computer entry protocol where data from this statistical study will be processed.

26.6.3 TRAINING

- A. The Orland Park Police Department is committed to providing timely training to agency personnel as a part of the department's training program. Bias based profiling and related training may include topics such as appropriate practices and procedures, supervisory issues, cultural diversity, communications skills and related legal mandates including the legal aspects of bias based profiling. Biennial training will be provided to sworn personnel through a variety of forums to include: In-Service Training, Roll Call Training, Department meetings and any other means deemed applicable.

26.6.4 AUTHORITY AND RESPONSIBILITY

- A. Each supervisor will be responsible for continually monitoring and examining all areas of police actions and activities under his/her purview to ensure the dictates of this directive are being followed and to discover any indications of bias-based profiling or discriminatory practices.
1. Supervisors shall review the Orland Park Police Department Profiling Report that is provided at the monthly supervisory staff meetings and is located on the department's server to assist in identifying any bias-based profiling.
- B. Any employee who believes there is, or is made aware of, any violation of this directive will immediately contact his/her supervisor.
- C. Any alleged violation of this directive shall be investigated thoroughly and in accordance with General Order, 52-1, INTERNAL REVIEW / CITIZEN COMPLAINT ADMINISTRATION AND OPERATIONAL PROCEDURES.

26.6.5 ANNUAL REPORTING

- A. The Patrol Division Commander will conduct an annual administrative review of department practices to ensure bias-based profiling is not occurring and/or to identify and analyze cases where it may have occurred.
1. Sources for this administrative review will include citizen complaints, the results of the referrals from department personnel and any other communications received by the agency related to this topic.
 2. The review will indicate whether policy, training, or disciplinary issues should be addressed. Officer contacts during traffic stops, field contacts, and in asset seizure and forfeiture efforts will also be addressed.
 3. Following this review, the Patrol Division Commander shall submit a memorandum to the Chief of Police detailing the results of the review. This process will be completed during the annual review process, as outlined under 12.2.2 REVIEW OF WRITTEN DIRECTIVES.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 26-7
SUBJECT: SOCIAL MEDIA
EFFECTIVE DATE: June 15, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

26.7.1 DEPARTMENT AUTHORIZED USE

26.7.2 PERSONAL USE

26.7.3 INTERNET USE ON DUTY

PURPOSE:

The Orland Park Police Department endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes the department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

POLICY:

Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these communication tools play in the personal lives of some department personnel. The personal use of social media can have an impact on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

DEFINITION:

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

Post: Content an individual shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social networking site.

Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Social Network(s): Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Social Networking: Is defined as social network sites that use Internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of Internet based social networking sites include: blogs,

networking sites, photo sharing, video sharing, microblogging, podcasts, as well as comments posted on the sites. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Web 2.0: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

Wiki: Web page(s) that can be edited collaboratively.

ORDER:

26.7.1 DEPARTMENT AUTHORIZED USE

A. Department Strategy

1. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the department's presence on the website.
2. Where possible, the page(s) should link to the department's official website.
3. Social media page(s) shall be designed for the target audience(s).

B. Procedures

1. All department social media sites or pages shall be approved by the Chief of Police or his designee and shall be administered by the Investigations Division or as otherwise determined by the Chief of Police.
2. Where possible, social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.
3. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - a. Content is subject to public records laws.
 - b. Relevant records retention schedules apply to social media content.
 - c. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
4. Wherever possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
 - a. Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
 - b. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

C. Department-Sanctioned Use

1. Department personnel representing the department via social media outlets shall do the following:
 - a. Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct, including all policies, rules and procedures, and observe conventionally accepted protocols and proper decorum.
 - b. Identify themselves as a member of the department.
 - c. Refrain from statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including, but not limited to photographs or videos, related to department training, activities, or work-related assignments without express written permission of the Chief of Police or his designee.
 - d. Abstain from conducting political activities or private business.

2. The use of department computers by department personnel to access social media is prohibited without authorization.
3. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express permission of the Chief of Police or his designee.
4. Personnel shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

D. Potential Uses

1. Social media is a valuable investigative tool when seeking evidence or information about:
 - a. missing persons,
 - b. wanted persons,
 - c. gang participation,
 - d. crimes perpetrated online (i.e., cyberbullying, cyberstalking); and
 - e. information, photos or videos of a crime or criminal activity posted by a participant or observer.
2. Social media can be used for community outreach and engagement by:
 - a. providing crime prevention tips,
 - b. offering online-reporting opportunities,
 - c. sharing crime maps and statistical data, and
 - d. soliciting tips about unsolved crimes (i.e., Crimestoppers, text-a-tip).
3. Social media can be used to make time-sensitive notifications related to:
 - a. road closures,
 - b. special events,
 - c. weather emergencies,
 - d. missing or endangered persons and
 - e. in progress calls that pose a potential threat to the community
4. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.
5. The department may include Internet based content when conducting investigations, including background investigations of job candidates.
 - a. Searches should be conducted by investigative personnel or personnel designated by the Chief of Police.
 - b. Persons authorized to search Internet based content are deemed as holding a sensitive position.
 - c. Search methods shall not involve techniques that are a violation of existing law.
 - d. Vetting techniques shall be applied uniformly to all candidates.
 - e. Every effort must be made to validate Internet based information considered during the hiring process.

26.7.2 INTERNET USE ON DUTY

- A. Employees shall access the Internet for legitimate business purposes only unless authorized by the Chief or his designee.

- B. Internet resources must be used to support the employee's job responsibilities and for Departmental purposes to be considered legitimate use.
 - 1. Employees are subject to discipline for any illegal or inappropriate purposes via the Internet.
- C. Users must abide by copyright, contract, and other local, state, and federal laws, along with generally accepted network etiquette.
- D. Use of Internet resources to access, transmit, or process obscene material, inappropriate or otherwise offensive text or graphic files, or files dangerous to the integrity of the network, is prohibited, unless authorized by the Chief of Police or his designee due to on-going criminal investigations.
- E. To maintain integrity and security of Internet access, employees should always secure their office or log off of a computer if signed on with a user name and password when they leave area.
- F. Employees are restricted from using the Department's Internet access for any of the following, unless authorized by the Chief of Police or his designee during on-line investigations:
 - 1. Blogging or criticism
 - 2. Social networking (e.g. MySpace, Face Book, Twitter, etc.)
 - 3. Improper association
 - 4. Intentional representation of oneself using a false identity
 - 5. Use for access to or distribution of indecent, obscene, or pornographic materials or deviant web-sites
 - 6. Use for private or personal business or for financial gain
 - 7. Any commercial or illegal activities
 - 8. Political lobbying
 - 9. To access any materials which the content may violate General Order 26.1.2 SEXUAL HARASSMENT POLICY
 - 10. Any other manner that may be deemed inappropriate.

26.7.3 PERSONAL USE

A. Precautions and Prohibitions

Barring state law or collective bargaining agreement requirements to the contrary, department personnel shall abide by the following when using social media:

- 1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, negatively affect the public perception of the department, or violate any policy, rule or procedure of the department or the Village of Orland Park.
- 2. As public employees, department personnel are cautioned that speech on or off duty, made pursuant to their official duties; that is, speech that owes its existence to the employee's professional duties and responsibilities; is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy, rule or procedure of the department or the Village of Orland Park. Department personnel should assume that their speech and related activity on social media sites would reflect upon their office, the Village, and this department.
- 3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access because of their employment without written permission from the Chief of Police or his designee.
- 4. For safety and security reasons, department personnel are cautioned not to disclose their employment with the department or the Village, nor shall they post information pertaining to any other member of the department or Village employee without their permission. As such, department personnel may not do any of the following:
 - a. Display department or Village logos, uniforms, or similar identifying items on personal web pages.

- b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this department or Village employee.
 - c. Officers, who are working, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
- 5. When using social media, department personnel must be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department policies, rules, and regulation and code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:
 - a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 - b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
- 6. Engaging in speech that is prohibited by this directive, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline pursuant to department rules and regulations.
- 7. Department personnel may not divulge information to which they have access as a result of their employment; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department or the Village without express authorization.
- 8. Department personnel should be aware that they might be subject to civil litigation for, among other things:
 - a. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation)
 - b. Publicizing information about another that places the other before the public in a false light, which is highly offensive to a reasonable person, when done with reckless disregard to the falsity of the publicized matter and the false light
 - c. Publishing or posting, without their permission, private facts or personal information about someone that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person
 - d. Using someone else's name, likeness, or other personal attributes without that person's permission and for commercial benefit
 - e. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner
- 9. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- 10. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
- 11. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this directive shall notify his or her supervisor immediately for follow-up action.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 26-8
SUBJECT: CONCEALED FIREARMS CARRY
EFFECTIVE DATE: October 30, 2013
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Deputy Chief and Supervisor Training, Development and Review

INDEX AS:

26.8.1 CONCEALED CARRY

26.8.2 CONCEALED CARRY REVIEW COMMITTEE

26.8.3 LAW ENFORCEMENT OBJECTION CRITERIA

26.8.4 FIREARM SAFEKEEPING OR SEIZURE

26.8.5 NON-SWORN POLICE DEPARTMENT EMPLOYEES, CIVILIAN EMPLOYEES, INTERNS, CIVILIAN RIDE ALONGS AND VOLUNTEERS

26.8.6 THE LAW ENFORCEMENT OFFICER SAFETY ACT / ILLINOIS RETIRED OFFICERS ACT

26.8.7 REVOKED/SUSPENDED FOID CARD PROCEDURE

PURPOSE:

The purpose of this policy is to provide Orland Park Police Department employees with a uniform set of guidelines to govern their actions as it pertains to the Firearm Concealed Carry Act (430 ILCS 66/ *et seq.*).

26.8.1 CONCEALED CARRY

- A. Pursuant to the Firearm Concealed Carry Act (430 ILCS 66/ *et seq.*), private citizens, under certain conditions, with the required training and with specified restrictions, will be allowed to carry a concealed or partially concealed firearm within the State of Illinois.

26.8.2 CONCEALED CARRY REVIEW COMMITTEE

- A. The Deputy Chief of Police or his designee shall establish the three-member Concealed Carry Review Committee.
 1. The committee shall consist of the Deputy Chief or his designee, the Lieutenant from the Investigations Division and another sworn member of the department appointed by the Chief of Police or his designee.
 2. The duration of the service on committee shall be at the discretion of the Chief of Police or his designee.
- B. The Concealed Carry Review Committee shall meet at least once per week to review current license applicants obtained from the Illinois State Police website (<http://www.isp.state.il.us.>) in the Objection Portal Access link.
- C. A member of the committee shall be tasked with compiling the list of names and performing in-house records checks to determine if any of the license applicants' in-house records or other applicable documentation meet the objection criteria outlined in 26.8.3 LAW ENFORCEMENT OBJECTION.
- D. The committee will review all applicable documents and forward to the Chief of Police or his designee any recommendation for an objection to a license application.

1. The Chief of Police or his designee shall have final approval on any objection.
- E. If the objection is approved by the Chief of Police or his designee, a committee member shall forward the objection and applicant's arrest record, and any additional information to the Concealed Carry Licensing Review Board through the website.
- F. According to 430 ILCS 66/45, with the exception of willful and wanton misconduct, a law enforcement agency cannot be held liable for any damages in any civil action arising from alleged wrongful or improper granting, denying, renewing, revoking, suspending, or failing to grant, deny, renew, revoke, or suspend a license under the Firearm Concealed Carry Act.

26.8.3 LAW ENFORCEMENT OBJECTION CRITERIA

- A. Section 15 of the Firearm Concealed Carry Act (430 ILCS 66/ et seq.) authorizes law enforcement agencies to object to a license application for a Concealed Carry License.
 1. The following criteria shall be used as the basis of the objection under the Act:
 - a. Based upon a reasonable suspicion, the applicant is a danger to himself or herself or others, or a threat to public safety or
 - b. If a license applicant has 5 or more arrests for any reason that have been entered into the Criminal History Records Information (CHRI) System, within the 7 years preceding the date of application for a license or
 - c. Has 3 or more arrests within the 7 years preceding the date of application for a license for any combination of gang-related offenses,
 - 1) For purposes of this subsection, "gang-related offense" is an offense described in Section 12-6.4, Section 24-1.8, Section 25-5, Section 33-4, or Section 33G-4, or in paragraph (1) of subsection (a) of Section 12-6.2, paragraph (2) of subsection (b) of Section 16-30, paragraph (2) of subsection (b) of Section 31-4, or item (iii) of paragraph (1.5) of subsection (i) of Section 48-1 of the Criminal Code of 2012.
 2. The department shall object as outlined in 26.8.2 CONCEALED CARRY REVIEW COMMITTEE.

26.8.4 FIREARM SAFEKEEPING OR SEIZURE

- A. Custodial Arrest with a Valid Concealed Carry License and a Firearm
 1. If an individual, having a valid Concealed Carry License and carrying a firearm, is placed into custody for an offense that is NOT in violation of the Firearm Concealed Carry Act (430 ILCS 66/ et seq.) or 720 ILCS 5/24-1, Unlawful Use of Weapons or any other applicable statute where a firearm is an element of the crime (i.e. Aggravated Assault) the following procedures shall be adhered to:
 - a. The firearm(s) will be placed into custody by the arresting officer.
 - b. A LEADS inquiry of the firearms shall be made.
 - c. The firearm(s) will be transported to the department under the following circumstances:
 - 1) The firearm(s) cannot be turned over to another individual, at the request of the owner, with a valid Concealed Carry License at the scene, or
 - 2) The firearm(s) cannot be turned over to another individual, at the request of the owner, with a valid Firearm Owner's Identification Card (FOID card) and in accordance with 720 ILCS 5/24-1(a)10 (broken down in a non-functioning state; or are not immediately accessible; or are unloaded and enclosed in a case, firearm carrying box, shipping box, or other), or
 - 3) The firearm(s) are not capable of being stored safely on scene, or
 - 4) The request of the owner.
 - d. Gun cases are available for firearm(s) transport to the Department and are located in the patrol supervisor vehicles.
 - e. The transporting officer shall transport the arrestee into the sally port.

- f. The arrestee's firearms shall be placed in the lockbox located in the sally port prior to the arrestee being brought into lock-up.
 - g. After securing the firearm(s), the arrestee will be escorted into lock-up and processed accordingly.
 - h. The Detention Aide shall be notified of the firearm(s) held for safekeeping in the bond out room lockbox.
 - i. The transporting officer shall exit the lock-up and remove the arrestee's firearm(s) from the lockbox.
 - j. The transporting officer will walk the firearm(s) around to the lock box located in the bonding room adjacent to the lock-up.
 - k. The transporting officer shall secure all applicable firearm(s) inside the lock box before returning to lock-up.
 - l. The transporting officer shall hand the lockbox key over to the Detention Aide.
 - m. If the arrestee bonds, the Detention Aide shall do the following:
 - 1) Provide the arrestee with all his property held within the lock-up area.
 - 2) Explain to the arrestee that his firearm(s) are located in a lock box located inside the bond out room.
 - 3) Advise the arrestee once he has bonded that he may not return to the department while possessing a firearm(s).
 - 4) Escort the arrestee into the bond out room.
 - 5) Hand the arrestee the lock box key and immediately return to the lock-up.
 - 6) Prior to re-entry into the bond out room for any reason, ensure that the arrestee has left.
 - n. If the arrestee is unable to bond, the arresting officer shall place the firearm(s) into Evidence Recovery and Property Section as outlined in 84-1 EVIDENCE AND RECOVERED PROPERTY ADMINISTRATION AND OPERATIONS for safekeeping.
2. If an individual is carrying a firearm and is placed into custody for an offense that IS in violation of the Firearm Concealed Carry Act (430 ILCS 66/ et seq.), Unlawful Use of Weapons (720 ILCS 5/24-1), or any other applicable statute where a firearm is an element of the crime (i.e. Aggravated Assault), the arresting officer shall place the firearm(s) into Evidence Recovery and Property Section as outlined in 84-1 EVIDENCE AND RECOVERED PROPERTY ADMINISTRATION AND OPERATIONS pending trial.

B. Assist to Fire Department

1. In the event that a fire protection district is requesting the department's assistance with securing a firearm(s) from an individual requiring medical attention, the assisting officer shall place the firearm(s) into Evidence Recovery and Property Section as outlined in 84-1 EVIDENCE AND RECOVERED PROPERTY ADMINISTRATION AND OPERATIONS under the following circumstances:
 - a. The firearm(s) cannot be turned over to another individual with a valid Concealed Carry License at the scene, with the owner's request.
 - b. The firearm(s) cannot be turned over to another individual, at the request of the owner, with a valid Firearm Owner's Identification Card (FOID card) and in accordance with 720 ILCS 5/24-1(a)10 (broken down in a non-functioning state; or are not immediately accessible; or are unloaded and enclosed in a case, firearm carrying box, shipping box, or other), or
 - c. The firearm(s) are not capable of being stored safely on scene (i.e. at the home of the person requiring medical attention), or
 - d. The request of the owner.

2. An inquiry of the validity of the Concealed Carry License shall be made.
3. Any firearm held for safekeeping shall be checked through LEADS prior to entry into ERPS.
4. A general case report shall be written outlining the facts surrounding the assistance to the fire department and the need to have the firearm(s) placed into ERPS.
 - a. The name of the person any firearm is turned over to shall be placed in the applicable written report.

C. Transportation

1. Only sworn personnel shall provide transportation to valid Concealed Carry License holders who are in possession of a concealed firearm.
- b. An officer has the right to ask and secure the firearm(s) of any valid Concealed Carry License holder prior to providing approved transportation in a department vehicle.
- c. If the Concealed Carry License holder refuses to relinquish any firearm(s) prior to transportation in a department vehicle, the transporting officer may refuse to provide a ride.

D. Department Authorized Towing

1. No firearm(s) shall be left in department authorized towed vehicles.

26.8.5 NON-SWORN POLICE DEPARTMENT EMPLOYEES, CIVILIAN EMPLOYEES, INTERNS CIVILIAN RIDE ALONGS AND VOLUNTEERS

- A. No non-sworn or civilian employee of the Orland Park Police Department whether part-time, full-time or volunteer (i.e. ESDA) will be authorized to carry a concealed firearm during any time he/she is on-duty or working in a capacity as a police department or Village employee or volunteer. There will be NO exceptions to this directive without the prior written authorization from the Chief of Police or his designee.
- B. No intern assigned to the police department, whether paid or unpaid, will be authorized to carry a concealed firearm during any time that he/she is present in his/her capacity as a department intern. There will be NO exceptions to this directive.
- C. No civilian, non-sworn employee, intern or volunteer allowed to participate in a "ride along" assignment, whether paid or unpaid, will be authorized to carry a concealed firearm during any time he/she is present as a "ride along" (see also General Order 45.6 RIDE ALONG PROGRAM).
- D. No civilian seeking to assist with any department sponsored program or service, paid or unpaid, shall be authorized to carry a concealed firearm while working the function.

26.8.6 THE LAW ENFORCEMENT OFFICER SAFETY ACT / ILLINOIS RETIRED OFFICERS ACT

- A. This policy does not govern nor does it supersede the "Law Enforcement Officers Safety Act" (HR-218), Public Law 108-277, IL Public Act 94-103 (2005), Public Law 111-272, Public Law 112-239, and/or "LEOSA Improvement Act" S.1132.

26.8.7 REVOKED/SUPENDED FOID CARD PROCEDURE

- A. When a resident contacts the department regarding turning in their FOID card, an officer will meet the resident.
- B. The resident should have completed an Illinois State Police Firearm Disposition Record (form is holding on the police forms server).
- C. The officer will complete a general case report, Assist Other Agency, including in the report a summary of the circumstances regarding the turn-in.
- D. Officers will attach the confiscated FOID card using a plastic DL envelope to the ISP Firearm Disposition Record form. The Illinois State Police form along with a copy of the completed case report will be turned into the Records Division by the shift commander.
- E. The clerk processing the confiscation will mail the FOID card and the ISP form to: Illinois State Police, Firearms Services Bureau, Attn: ENFORCEMENT, 801 S. 7th Street, Ste. 400-M, Springfield, IL 62703.
- F. A copy indicating the date and name of the sending clerk will be retained for Department records.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 32-1
SUBJECT: SELECTION – PROFESSIONAL AND LEGAL REQUIREMENTS
EFFECTIVE DATE: June 15, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2016
REVIEWER: Deputy Chief of Police

INDEX AS:

32.1.1 AUTHORITY

32.1.2 ELEMENTS OF THE SELECTION PROCESS

32.1.3 SELECTION PROCESS SWORN PERSONNEL- JOB RELATEDNESS

32.1.4 UNIFORM ADMINISTRATION

32.1.5 APPLICANTS INFORMED OF SELECTION PROCESS

32.1.6 NOTIFICATION OF INELIGIBILITY

32.1.7 DISPOSITION OF RECORDS - INELIGIBLE APPLICANTS

32.1.8 SELECTION MATERIAL - SECURITY AND DISPOSITION

PURPOSE:

The purpose of this order is to describe the administration of the selection process. That process evaluates applicants and ensures the selection of those applicants who meet entrance requirements. These directives list the procedures for applicant selection processing, and denial, where appropriate. Re-application for employment and maintenance of records are also outlined.

DEFINITIONS:

Job related: A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

Selection criteria: Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

Selection materials: All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

Selection procedure: Any established method or combination of methods used in any way as the basis for an employment decision.

Selection process: The combined effect of components and procedures leading to the final employment decision, including minimum qualifications, e.g., education, experience, physical attributes, citizenship, residency, written tests, performance tests, interviews, background investigations, medical exams, polygraph tests, , personality inventories, psychological evaluations, veteran's preference, cut-off scores, and ranking procedures.

Utility/Usefulness: An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected, and the nature of the job.

Validity: Proof through statistical data that a given component of the selection process is job related, either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

ORDER:

32.1.1 AUTHORITY

- A. The Board of Fire and Police Commissioners of the Village of Orland Park derives its power and authority from Chapter 65 of the Illinois Compiled Statutes, Section 5/10, entitled "Division 2.1 Board of Fire and Police Commissioners."
- B. The Board of Fire and Police Commissioners of the Village of Orland Park has the power and authority to hire, fire, suspend, promote and demote as outlined in Chapter 65, Section 5/10 – 2.1, the Rules and Regulations of the Board of Fire and Police Commissioners of Orland Park, Illinois and/or any applicable collective bargaining agreements.

32.1.2 ELEMENTS OF THE SELECTION PROCESS

A. Sworn Personnel

The Board of Fire and Police Commissioners maintains a manual on file, which describes all components of the police officer selection process. A copy of this manual will also be available in the Office of the Chief of Police. The Board of Fire and Police Commissioners determines the elements and activities of the selection process, which are subject to change independent of Department policy.

1. The Board of Fire and Police Commissioners has the responsibility of administering and coordinating the police officer application process. It is responsible for the following activities:
 - a. The announcement of job vacancies
 - b. Coordinating the acceptance and review of all applicants
 - c. Administering physical fitness examinations
 - d. Administering written examinations
 - e. Administering the oral interview
 - f. Establishing eligibility lists for positions in the Orland Park Police Department.

B. Other Full-Time Police Department Positions

1. The Village of Orland Park's Human Resources Department with the assistance of the Command Staff of the Police Department administers, coordinates the recruitment and selection process. This procedure may include, but not be limited to:
 - a. Job posting and advertising.
 - b. Review and screening of applicants
 - c. Pre-employment testing
 - d. Background and reference checks
 - e. Polygraph examination
 - f. Pre-employment physical and drug screen
 - g. Psychological assessment, where required

32.1.2 SELECTION PROCESS SWORN PERSONNEL – JOB RELATEDNESS

- A. To document that the elements of the selection process uses only those rating criteria or minimum qualifications that are job related, the Board of Fire and Police Commissioners ensures that:
 1. The selection process incorporates only those components that have been documented as having validity, utility, and a minimum adverse impact.

2. The selection process has a criteria-related validity.
3. Adverse impact, if any, in the selection process is measured by comparing the selection rates for each race, gender, and ethnic group with the group having the highest selection rate.
4. Adverse impact is minimized in the selection process.
5. Any written selection tests are documented as having validity, utility, and a minimum adverse impact.
6. Materials obtained from or administered by a private sector organization or vendor meet the requirements of validity, utility and minimum adverse impact, or they will not be utilized.

32.1.3 UNIFORM ADMINISTRATION

A. Sworn Personnel

The Board of Fire and Police Commissioners administers, scores, evaluates, and interprets all elements of the selection process in a standardized manner.

B. All Other Positions

All elements of the selection process shall be administered, scored, evaluated, and interpreted in a consistent method within the classification.

32.1.4 APPLICANTS INFORMED OF SELECTION PROCESS

A. Sworn Personnel

The Board of Fire and Police Commissioners notifies applicants, in writing, of:

1. All elements of the selection process
2. The scope and expected duration of the selection process
3. An applicants' ineligibility to continue the testing process prior to the next testing period

Applicants for retesting must follow the complete application process.

B. All Other Positions

At the time of their formal application, applicants are informed, in writing, of:

1. All elements of the selection process
2. The expected duration of the selection process
3. The Village of Orland Park's policy on reapplication

This information is part of all non-sworn police positions posted on the Village of Orland Park's website. All other job advertisements or postings refer applicants to the posting on the Village's website.

32.1.5 NOTIFICATION OF INELIGIBILITY

A. Sworn Personnel

The Board of Fire and Police Commissioners inform candidates, determined to be ineligible for appointment, in writing, of the basis for their disqualification (e.g., background investigation, test scores, medical examination) within a reasonable period of such decision.

B. All Other Positions

Candidates not selected for civilian positions are informed in writing of such, within 30 days of that determination. Due to the number of position vacancies and the large volume of applicants, simply submitting an application does not make one a "candidate" for a position. To be considered a candidate one must submit application, meet the minimum requirements for the position, and either be interviewed for the position or be contacted by Human Resources for follow-up after application.

32.1.6 DISPOSITION OF RECORDS - INELIGIBLE APPLICANTS

A. Sworn Personnel

The Board of Fire and Police Commissioners ensures that records of candidates not appointed to probationary status are filed, retained, and disposed of in accordance with federal, state and local requirements/laws for privacy, security, and freedom of information.

B. All Other Positions

The records of all candidates not selected for appointment shall be retained and disposed of in accordance with federal, state and local requirements/laws regarding the privacy, security, and freedom of information of such records.

32.1.7 SELECTION MATERIAL - SECURITY AND DISPOSITION

A. Sworn Personnel

Selection and testing materials are stored in a secure area when not being used. Only those persons authorized by the Board of Fire and Police Commissioners have access to the materials. Whenever selection material is to be disposed of, this destruction is performed in a manner which prevents disclosure of the information therein and occurs under the supervision of a delegated representative of the Board of Fire and Police Commissioners and in accordance with federal, state and local requirements for privacy, security, and freedom of information.

B. All Other Positions

Selection materials are stored in secure areas (physically or electronically) when not being used. Only those persons authorized by the Village of Orland Park have access to the materials. When selection material is disposed of, this destruction is performed in a manner which prevents disclosure of the information.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 32-2
SUBJECT: SELECTION - ADMINISTRATIVE PRACTICES AND PROCEDURES
EFFECTIVE DATE: July 15, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Deputy Chief of Police

INDEX AS:

- 32.2.1 BACKGROUND INVESTIGATION
- 32.2.2 PERSONNEL CONDUCTING BACKGROUND
- 32.2.3 BACKGROUND INVESTIGATION RECORDS
- 32.2.4 STAFF INTERVIEW
- 32.2.5 POLYGRAPH QUESTIONS
- 32.2.6 POLYGRAPH EXAMINERS
- 32.2.7 POLYGRAPH SIGNIFICANCE
- 32.2.8 MEDICAL EXAMINATIONS
- 32.2.9 EMOTIONAL STABILITY AND PSYCHOLOGICAL EXAMINATION
- 32.2.10 RECORDS RETENTION
- 32.2.11 PROBATIONARY PERIOD

PURPOSE:

The purpose of this order is to establish responsibility for the administration of the personnel selection process. The process evaluates applicants and ensures the selection of those applicants who meet entrance requirements. These directives list the procedures for applicant selection, denial, processing, and identify the responsibilities of those involved in the employment process.

DEFINITIONS:

Candidate: A person seeking employment who has completed a formal application and based upon this representation meets the minimum requirements for the position.

Emotional Stability/Psychological Fitness Examination: Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either deleterious or advantageous to successful job performance.

Polygraph examination: An examination using an apparatus designed for the detection of deception by measuring and recording changes in a person's physiological responses, which may include respiration, heart rate, blood pressure, and galvanic skin response.

Probationary period/status: A phase of the selection process represented by some form of conditional employment.

ORDER:

32.2.1 BACKGROUND INVESTIGATION

32-2 Selection- Administrative Practices and Procedures

A. SWORN PERSONNEL

A background investigation of each candidate is conducted prior to appointment to probationary status, in accordance with General Order 32-3, Applicant and Employee Background Investigation, and includes the following but not limited to:

1. Verification of qualifying credentials
 - a. Background investigators utilizing the personal history statement portion of the application will verify a candidate's qualifying credentials in the following areas:
 1. Residence checks.
 2. Employment references/history.
 3. Educational history.
2. Review of criminal records
 - a. The name, other identifiers and fingerprints of all candidates progressing to the background investigation are searched through the records of the Illinois State Police and the Federal Bureau of Investigation. Candidates names and identifiers are additionally searched through the records of the Orland Park Police Department and in other cities, including appropriate county and state agencies in which the candidate may have resided or worked.
3. Verification of at least three personal references
 - a. The Village's application form requires that the candidates list three personal references, none of whom are former employers or relatives.
 - b. If the background investigation reveals or substantiates one of more of the rejection criteria, the Chief of Police or a designee shall review the entire investigation report and forward it to the Investigations Division Commander for further investigation or rejection.
 - c. If six months or more have expired since the background investigation was completed prior to hiring, an updated background investigation will be conducted, and the candidate must successfully pass it.

B. ALL OTHER POSITIONS

A background investigation of each candidate shall be conducted prior to appointment to probationary status, in accordance with General Order 32-3, Applicant and Employee Background Investigation, and includes:

1. Verification of qualifying credentials
2. A review of any criminal record
3. Verification of at least three personal references

32.2.2 PERSONNEL CONDUCTING BACKGROUND

- A. All Full Field Background Investigations will be supervised by the Commander of Investigations or his designee and conducted by a trained Investigator in accordance with General Order 32-3, Applicant and Employee Background Investigation.
- B. The Commander of Investigations or his designee will assign Partial Field Background Investigations, as defined in General Order 32-3, to any sworn member of the Investigations Division or a non-sworn inspector.

32.2.3 BACKGROUND INVESTIGATION RECORDS

A. SWORN PERSONNEL

The Board of Fire and Police Commissioners ensures that records of sworn personnel are filed, retained, and disposed of in accordance with federal, state and local requirements/laws for privacy, security, and freedom of information.

B. OTHER POSITIONS

1. Each candidate's background information shall be retained for two years.
2. Records for employees are maintained in their Personnel File.

32.2.4 STAFF INTERVIEW

A. SWORN PERSONNEL

Two or more full-time sworn supervisors shall conduct a structured interview with applicants seeking employment as sworn personnel (Factor S).

32.2.5 POLYGRAPH QUESTIONS

A. SWORN PERSONNEL

As a part of the testing process, applicants for the position of police officer undergo a polygraph examination.

1. At the time of the applicant's formal application, a list of areas from which polygraph questions will be drawn is provided.

B. OTHER POSITIONS

Candidates are provided a list of areas from which polygraph questions will be drawn prior to such examination if offered.

32.2.6 POLYGRAPH EXAMINERS

- A. All polygraph examinations shall be administered by a person who has been trained in all aspects of the operation of the polygraph and the evaluation of the polygraph examination and has been licensed by the State of Illinois.

32.2.7 POLYGRAPH SIGNIFICANCE

- A. The results of the polygraph are not sufficient by themselves to disqualify an applicant.

32.2.8 SWORN PERSONNEL MEDICAL EXAMINATIONS

- A. Appointment to probationary status is made contingent upon a police officer candidate successfully completing a comprehensive medical examination, which employs testing procedures that are valid, practical, and nondiscriminatory.
- B. The examination to certify the general health of police officer candidates is conducted by a licensed physician associated with a certified organization and designated by the Village of Orland Park.

32.2.9 SWORN PERSONNEL EMOTIONAL STABILITY AND PSYCHOLOGICAL EXAMINATION

- A. Appointment to probationary status is made contingent upon a police officer candidate successfully passing an emotional stability and psychological fitness examination. The evaluation is conducted by a licensed psychological testing service. The testing service uses procedures that are valid, constructive, and non-discriminatory.
- B. Qualified professionals from a psychological testing service administer the psychological fitness examination to police officer candidates. Only qualified professionals from the licensed testing service, such as psychologists or psychiatrists, have access to the test results.
- C. Additional selection criteria are contained within the Rules and Regulations of the Board of Fire and Police Commissioners of Orland Park, Illinois.

32.2.10 SWORN PERSONNEL RECORDS RETENTION

- A. The Board of Fire and Police Commissioners maintains a report of each medical examination and emotional stability and psychological fitness examination to ensure proper procedures are followed and to provide data for research and legal defense. All such records are secured and maintained in accordance with federal, state and local requirements for privacy, security and Freedom of Information Act access.

32.2.11 SWORN PERSONNEL PROBATIONARY PERIOD

- A. Permanent status as a police officer requires completion of a probationary period of 18 months, during which time performance will be evaluated. Permanent status is granted only if work performance has been judged to be satisfactory.
 - 1. The term of probation shall commence on the date of the appointee's original appointment to the Department and shall continue for the period of 18 months.
 - 2. Exceptions to the required 18-month probationary period are rare, but in special situations the Board of Fire and Police Commissioners, with the recommendation of the Chief of Police, may extend the established probationary period. Exceptions may be due to special assignments, injury, illness, or other extenuating issues related to training or conduct during the entry-level training period.
 - 3. During the probationary period, all evaluations of probationary officers will be accomplished using valid, useful, and non-discriminatory procedures.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 32-3

SUBJECT: APPLICANT AND EMPLOYEE BACKGROUND INVESTIGATION

EFFECTIVE DATE: May 1, 1999

AUTHORITY: Timothy J. McCarthy

REVIEW DATE: March 1, 2023

REVIEWER: Commander Investigations Division

INDEX AS:

32.3.1. POLICY STATEMENT

32.3.2. CLASSES OF BACKGROUND INVESTIGATIONS

32.3.3. BACKGROUND INVESTIGATIONS REQUIREMENTS FOR APPLICANTS AND EMPLOYEES

32.3.4. ADMINISTRATION OF BACKGROUND INVESTIGATIONS

PURPOSE:

The purpose of this General Order is to provide uniform guidelines for background investigations for all applicants seeking a position with the Orland Park Police Department and to establish uniform guidelines to update the backgrounds of all members of the department on a regular basis.

ORDER:

32.3.1. POLICY STATEMENT

All applicants seeking a position with the Department must successfully complete a background investigation prior to employment as prescribed within this order. Additionally, background investigations will be updated during the course of an employee's employment.

32.3.2. CLASSES OF BACKGROUND INVESTIGATIONS

A. Full Field Background Investigations

1. Completion of applicant background history survey and all attachments by applicant.
2. Investigation of Factors A through V by sworn member of the Department.
3. Factors R and S apply to police officer applicants only.

B. Partial Field Background Investigation.

1. Completion of applicant background history survey and all attachments by applicant.
2. Investigations of Factors A, B, C, D, E, F, G, H, I, K, L and T by an employee of the Department.

C. Background Update Investigation

1. Investigation of Factors A and H by a sworn member of the Department and any other Factor deemed appropriate by the Chief of Police, or his designee.

32.3.3. BACKGROUND INVESTIGATION REQUIREMENTS FOR APPLICANTS AND EMPLOYEES

- A. Full Field Background Investigations are required for applicants for all full-time positions and for the position of part-time officer.
- B. Partial Field Background Investigations are required for all applicants for all other part-time positions or E.S.D.A. Volunteers.
- C. Background Investigation updates (CQH, D/L & FOID) are required for all employees in the years ending in 0 and 5 (every fifth (5th) year).

32.3.4 ADMINISTRATION OF BACKGROUND INVESTIGATIONS

- A. Background Investigations will be opened and supervised by the Commander of Investigations and conducted by investigators assigned to the Investigations Division.
- B. Background investigations will be assigned a case report number, categorized as other investigations and be completed in thirty (30) days.
- C. Completed background investigations and appropriate factor sheets will be forwarded to the Chief of Police through the Commander of Investigations via Department memo. The memo will name the subject of the investigation, type of background, dates of investigation and list as attachments the appropriate factor sheets and the original applicant interview worksheet.
- D. The Commander of Investigations will review all backgrounds for completeness, accuracy and timeliness and forward them to the Chief of Police after initialing and dating the cover memo.
- E. The Commander of Investigations will review the employee roster in January of each year to identify employees who require background investigation updates during the calendar year and to assign them to investigators for completion in a timely manner.
- F. Factor sheets A through V and the interview worksheet are available on the computer network (Drive "H") of the police facility.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-1
SUBJECT: TRAINING ADMINISTRATION
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

33.1.1 DEPARTMENT TRAINING GOALS
33.1.2 DEPARTMENT TRAINING COMPONENT
33.1.3 TRAINING UNIT RESPONSIBILITIES
33.1.4 ANNUAL REVIEW OF TRAINING PROGRAMS
33.1.5 TRAINING PROGRAM DEVELOPMENT
33.1.6 TRAINING PROGRAM ATTENDANCE
33.1.7 TRAINING PROGRAM REIMBURSEMENTS
33.1.8 COOPERATION WITH OTHER AGENCIES
33.1.9 CLASSROOM SPACE FOR TRAINING
33.1.10 TRAINING PROGRAM PERFORMANCE OBJECTIVES
33.1.11 TRAINING COURSE LESSON PLANS
33.1.12 LESSON PLAN APPROVAL PROCESS
33.1.13 TRAINING PROGRAM TESTING PROCEDURES
33.1.14 REMEDIAL TRAINING PLAN
33.1.15 TRAINING RECORD UPDATES
33.1.16 TRAINING CLASS RECORDS MAINTAINED
33.1.17 RELEASE OF TRAINING RECORDS

PURPOSE:

The purpose of this order is to establish the specific goals of training within the Department in order to ensure continuous improvement in the professional and personal qualities of its employees and to prepare them for future assignments and advancement.

It is expected that through participation in various training programs, employees will continue to maintain awareness of changing law enforcement problems and practices.

Note: For purposes of this General Order all references to the "Supervisor" shall refer to the Training, Development, and Review Section Supervisor.

ORDER:

33.1.1 DEPARTMENT TRAINING GOALS

- A. It is the policy of the Orland Park Police Department to present the most current and comprehensive in-service, advanced/specialized and career development training to all employees.
- B. The development and presentation of all training for all employees of the Orland Park Police Department shall be based upon the consideration of the following employee development goals:
 - 1. To provide job related training for all Department members, both sworn and civilian.
 - 2. To provide personnel with basic, specialized or advanced training as required by law and/or a career development plan.
 - 3. To provide employees with training that will enhance productivity and effectiveness through increased job knowledge.
 - 4. To foster unity or purpose and cooperation among various employees of the Department through common training.
 - 5. To make employees aware of the needs of the community that they serve and to improve or enhance the image of the Department.
 - 6. To make employees aware of the Department's needs and to provide training necessary to meet the Department's goals
 - 7. To minimize civil and criminal liability through training in the proper police procedures

33.1.2 DEPARTMENT TRAINING COMPONENT

- A. The Orland Park Police Department maintains a formally organized Training Unit within the Training, Development, and Review Section of the Division of Police Administration. The Training Unit is staffed by a supervisor who is designated as the training coordinator. The Supervisor is appointed by the Chief of Police and reports to the Deputy Chief. Additionally the Training Unit shall include the following personnel:
 - 1. Employees of the Department that are Certified by the Chief of Police as Training Instructors shall also comprise the Training Unit for purposes of coordination of those matters specifically related to their training responsibilities and assignments.
 - 2. The Secretary to the Commanders of Administrative/Technical Services and Patrol Divisions will provide clerical support to the Training Unit.
- B. It shall be the responsibility of the Supervisor to develop and implement job related training activities for both sworn and civilian employees in order to meet the training goals of the Department.
 - 1. The development and presentation of all training related to the following activities shall remain the responsibility of the respective coordinator or supervisor charged with the activity as indicated:
 - a. All firearms training will remain the responsibility of the Firearms Training Coordinator.
 - b. All training related to the physical fitness of sworn personnel shall remain the responsibility of the Fitness Coordinator in accordance with Order 22.3.
 - 2. All training shall be developed and scheduled in collaboration with the Supervisor in an attempt to avoid repetition of training and scheduling conflicts.

33.1.3 TRAINING UNIT RESPONSIBILITIES

- A. The Supervisor shall be responsible for the following activities related to the department training program:
 - 1. Planning and developing training programs within the Department as required.
 - 2. Notifying personnel of required training and the type of training that is available to all Department Personnel.
 - 3. Coordinating and maintaining employee training programs.
 - 4. Ensuring that required training programs are attended.
 - 5. Organizing and implementing training programs.

6. Selecting and evaluating instructors.
7. Evaluating training programs and revising them when necessary.
8. Assisting in the development of an annual Department training budget.
9. Acting as a liaison with training academies and other agencies offering courses of instruction dealing with law enforcement related subjects.
10. Recording, maintaining and filing of all employee-training records within the Administration Division

33.1.4 ANNUAL REVIEW OF TRAINING

- A. Department training programs will be evaluated annually and revised as necessary. The review will be conducted by the Training, Development, and Review Section and will assure that the training programs address the following:
 1. Personnel and operational needs
 2. Legal requirements for training
 3. New legislation
 4. Recent court decisions
 5. Changes in Department directives
 6. Evaluations of individual training programs to include any problems with:
 - a. physical facilities,
 - b. materials, or
 - c. scheduling.
 7. Number of employees trained and the extent of the training provided.
- B. On the basis of this evaluation process, necessary updating of the Department's training program will be identified and implemented.
- C. The annual training program evaluation will be conducted in conjunction with the annual budget preparation each year. The supervisor will complete a written report reflecting the evaluation results and submit annually as part of the Annual Review Process as outlined in 12.2.2.D REVIEW OF WRITTEN DIRECTIVES

33.1.5. TRAINING PROGRAM DEVELOPMENT

- A. Training programs shall be developed utilizing all available resources, including but not limited to:
 1. Inspection reports
 2. Staff reports and meetings
 3. Consultation with field personnel and observation of field operations
 4. Training evaluations
 5. Internal affairs investigative reports
 6. Job task analysis
 7. Any program or topic at the discretion of the Chief of Police
 8. The Orland Park Police Department Pre-Evaluation Form

33.1.6 TRAINING PROGRAM ATTENDANCE

- A. Personnel are responsible to attend and participate in Department, Village, advanced officers' training, on-the-job, in-house or other training as directed. Much of the "in-house" training developed for full-time sworn

personnel shall be presented during the training block afforded by the scheduling agreement pursuant to the labor agreement between the Village and the employee labor associations.

1. Attendance to assigned training functions is mandatory. Employees will complete instructor provided rosters and registration forms. Attendance exceptions may be granted, with supervisory approval, in cases of conflict with court, pre-scheduled vacation or a reason deemed reasonable by the affected employee's supervisor.
2. Any training missed due to an excused or unexcused absence may be either rescheduled or, at the discretion of the course instructor, a short absence may be waived based upon course content missed and the length of the absence.
3. Any unexcused absence will be investigated by the employee's supervisor. Requirements for attendance to training functions will be the same as for reporting for duty. It will be considered an unexcused absence when an officer fails to report for a training function without first notifying their supervisor.
4. Dress and equipment needs for all training shall be included in the original training announcements. Officers must come prepared, as required, to all training functions as they would for any other duty.
5. The original training certificate will be forwarded to the Training Unit. A copy will be made for the employee's training file. The original will be stamped as "received" and returned to the employee.

33.1.7 TRAINING PROGRAM REIMBURSEMENTS

A. Transportation

1. Employees should use a Village of Orland Park vehicle whenever possible. Employees reporting for training assignments should report to the Shift Commander for a vehicle assignment.
 - a. No employee will be reimbursed for driving a personal vehicle to a training program, unless they have received prior written approval from the Chief of Police, or his designee.

B. Meals

1. Reimbursement for meals and tips shall be for the actual costs incurred but not to exceed limits as set forth in the Village of Orland Park Employee Handbook, or other memorandum from Village Administration.
2. There will be no reimbursement for alcoholic beverages consumed with a meal.

C. Lodging

1. All charges in excess of room fees must be paid at check-out (i.e. phone calls, movie channels, room service, laundry service, etc.)

D. Receipts

1. Reimbursements will not be granted without a receipt.

E. Advances

1. Advances may be granted, when arranged in advance, in long term stays or expenses.

F. Reimbursement Processing

1. The individual attending the training session is responsible for completing the expense report, attaching all receipts and submitting the report to the Division of Police Administration for approval and processing.

G. College Tuition Reimbursement

1. Refer to appropriate bargaining unit agreement or the Village of Orland Park Employee Handbook.

33.1.8 COOPERATION WITH OTHER AGENCIES

- A. In order to increase employee effectiveness, improve coordination with other agencies, and promote better understanding within the criminal justice system, the Supervisor shall:
 1. Maintain contact with other agencies within the local criminal justice system to exchange ideas and promote mutual training

2. When requested and approved by the Chief of Police or his designee, schedule the Departmental facilities, equipment and instructors necessary to assist other agencies with training as resources permit.
3. When requested, assist other agencies with their on-site training.
4. When openings occur, offer Departmental training to other agencies who may have the need.
5. Whenever possible, host training programs from outside sources and open the training to other agencies as this practice typically provides discounted registration fees for the hosting agencies and will also assist other agencies by bringing the training closer than may otherwise be offered.

33.1.9 CLASSROOM SPACE FOR TRAINING

- A. There are six locations within Village facilities which are available as training classrooms:
 1. The Police Headquarters Training Facility
 2. The Police Headquarters Roll Call room.
 3. The Civic Center
 4. The "Old Village Hall"
 5. The Recreation Department
 6. The Orland Park Firearms Range
- B. The Training Unit shall be responsible for scheduling the training facility as needed.
- C. Use of the briefing room facility should be scheduled through the Shift Commander.

33.1.10 TRAINING PROGRAM PERFORMANCE OBJECTIVES

- A. Performance objectives will be developed to acquaint the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. Performance objectives should:
 1. Focus on elements of the job task analysis for which formal training is needed.
 2. Provide clear statements of what is to be learned.
 3. Provide the basis for evaluating the participants.
 4. Provide a basis for evaluating the effectiveness of the training program.

33.1.11 TRAINING COURSE LESSON PLANS

- A. In order to ensure that topics presented by the Training Unit accomplish stated goals and objectives, all in-house instructors utilized by the Training Unit shall submit a lesson plan prior to the course presentation.
 1. The purpose of the lesson plan is to:
 - a. Ensure that topics to be covered are addressed completely.
 - b. Ensure that the topic is accurately addressed.
 - c. Ensure that the topic is timely.
 - d. Ensure that the topic taught is consistent with Department guidelines and policy
 - e. Ensure that the lesson plan is consistent with legal opinion.
 2. The lesson plan shall:
 - a. Be time specific.
 - b. Have a specific title.

- c. Contain date and time to be taught.
- d. State the primary and alternative instructor(s).
- e. Contain measurable performance objectives. Objectives shall be written in such a form as to allow persons not familiar with the subject to assess whether or not the material taught by the instructor adequately addressed the topic.
- f. Contain an outline of the course.
- g. Contain references used by the instructor. These references should be:
 - 1. Timely
 - 2. Specific
 - 3. Consistent with:
 - a. Applicable laws
 - b. Department Policy
 - c. Current criminal justice theory and practice
- h. Contain student references for further research
- i. Contain a list of training aids to be used by the instructor
- j. Contain a sample copy of all handout material to be distributed
- k. Contain sample test questions when appropriate.
- l. Where applicable, reflect the needs of specific positions based on a job task analysis conducted by the appropriate Division Commander, or designee.
- m. The instructional technique being used shall be stated on the lesson plan form.

33.1.12 LESSON PLAN APPROVAL PROCESS

- A. The lesson plans for all "in-house" training programs shall be submitted, in the format designated in this order, to the Supervisor at least two weeks prior to the lesson presentation.
 - 1. The Supervisor shall review the lesson plan and meet with the submitting instructor to discuss any changes or modifications that may be required.
 - 2. All lesson plans will be submitted and approved by the Supervisor prior to the training being presented.
- B. The Supervisor shall be responsible to ensure that lesson plans are consistent with:
 - 1. Department directives and policies
 - 2. Existing state and local requirements

33.1.13 TRAINING PROGRAM TESTING PROCEDURES

- A. In order to evaluate participants, instructors and the course of instruction, the department may require pretesting and/or post- testing of participants receiving training. Instructors will ensure that any testing is:
 - 1. Competency based.
 - 2. Uses performance objectives
 - 3. Measures participant knowledge and ability to use job related skills

33.1.14 REMEDIAL TRAINING PLAN

- A. Remedial training is defined as personalized training used to correct a specific deficiency, which may have been identified through:
 - 1. Testing

2. Evaluation by a Supervisor or FTO during training
 3. Evaluation by a Supervisor during routine job performance
 4. An annual employee performance evaluation
- B. When it is determined that an employee should receive remedial training, it may be provided:
1. Through department in-service training
 2. By assignment or re-assignment to the Field Training Program.
 3. By enrollment into a course of instruction given by another agency, school, or university as deemed necessary.
- C. When, based on documented evidence, supervisors determine that an employee under their supervision requires remedial training, they shall, as soon as possible, forward a written report to the Supervisor stating:
1. The deficiency in the employee's performance
 2. A recommendation for training to correct the deficiency
 3. Any other corrective action that may have been already taken
- D. The Supervisor shall review the remedial training action report of the employee's supervisor (s) and assist with the creation of a Performance Improvement Plan (PIP) as outlined in 26.1.4.D.2, DEPARTMENT DISCIPLINARY SYSTEM.
- E. The goal of the remedial training effort is always to correct the employee's deficiencies in basic skills, knowledge and the ability required to perform their job assignments. Upon completion of remedial training, employees shall be evaluated, by their supervisor(s) to determine the effectiveness of such training. Results of this evaluation will be in written form and will be forwarded to the employees Division Commander to determine if further action is required.
1. Unsatisfactory completion of or non-participation may be cause of disciplinary action.

33.1.15 TRAINING RECORD UPDATES

- A. The training Unit is required to maintain records of all employees assigned to receive training. The supervisor shall update the appropriate training records following participation of an employee in a training program. These records will include:
1. Title of the training class
 2. Names of attending members
 3. Hours and date of training received
 4. Identification of the agency and/or trainer presenting the course
 5. Measured performance, if any
 6. Certification, if any

33.1.16 TRAINING CLASS RECORDS MAINTAINED

- A. The Training Unit shall maintain records of all training classes offered through the Department (in-house) to include at a minimum:
1. Course Content
 2. Copy of Lesson Plan
 3. Names of Department attendees
 4. Performance of individual attendees as measured by a test, if administered

33.1.17 RELEASE OF TRAINING RECORDS

- A. Training records are confidential in nature and shall not be released, except in the following specific instances:
 - 1. In compliance with the Personnel Record Review Act. (820 ILCS 40/) permitting employees to review their own personnel records
 - 2. In compliance with the Illinois Freedom of Information Act (5 ILCS 140/1)
 - 3. In compliance with a judicial subpoena
- B. Any release of training records will be subject to the approval of the Chief of Police.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-2
SUBJECT: TRAINING ACADEMY ADMINISTRATION
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

33.2.1 RELATIONSHIP WITH TRAINING ACADEMY

33.2.2 SUPPLEMENTAL TRAINING ACADEMY INSTRUCTION

PURPOSE:

The purpose of this order is to define the relationship of the department with the selected training academy and establish a guide for on- the-job training provided to each new police officer.

ORDER:

33.2.1 RELATIONSHIP WITH TRAINING ACADEMY

A. Statutory Training Requirements.

In accordance with 50 ILCS 705/8.1 no person shall receive a permanent appointment as a law enforcement officer of the Orland Park Police Department unless that person has been awarded, within six months of their initial full-time employment, a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by the Illinois Local Governmental Law Enforcement Officers Training Board.

B. Academy Enrollment.

The Orland Park Police Department uses the services of a police academy that meet the standards of the Illinois Local Governmental Law Enforcement Officers Training Board. The accreditation standards will be obtained prior to the enrollment of personnel to a police training academy not previously used

C. Providing Input/Liaison

The Deputy Chief of Police shall maintain a close liaison with the staff of the enrolled academy, keeping channels open in order to monitor the progress of recruits and provide input to the academy training program.

D. Financial Obligations.

The Department's financial obligation is limited to the payment of tuition for the services of the police training academy and for room and board of recruit officer's, if applicable.

E. Liability.

Liability for any training related physical impairment of any department member at the recruit academy shall be borne by the department. The academy shall be responsible for the administration of the prescribed training program and provide for the fair and non- discriminatory testing of each student. Liability for said administration shall be borne by the academy.

33.2.2 SUPPLEMENTAL TRAINING ACADEMY INSTRUCTION

- A. The department provides a formal orientation program for recruit officers in addition to the instruction provided at the training academy. The orientation program is completed prior to the start of the Field Training Program. The program consists of, but is not limited to, the following:
1. Management staff introductions.
 2. Employee benefits review including Police Pension Fund.
 3. Review of written directives.
 4. Introduction to community policing concepts.
 5. Field Training Program explanation.
 6. Organizational structure orientation.
 7. Facility orientation including use of fitness room.
 8. Issuance of Equipment and uniforms.
 9. Firearms orientation.
 10. Review of selected Village Ordinances.
 11. Review of Policy Manual.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-3
SUBJECT: TRAINING INSTRUCTORS
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2013
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

33.3.1 TRAINING INSTRUCTOR SELECTION

33.3.2 INSTRUCTOR CERTIFICATION

33.3.3 INSTRUCTOR ASSIGNMENTS

33.3.4 OUTSIDE INSTRUCTOR SELECTION

PURPOSE:

The purpose of this order is to establish criteria for the selection of Department Training Instructors and their qualifications. This order will also establish the criteria for a Department certification of instructors for specified fields of training and provide selection guidelines for outside instructors.

Note: For purposes of this General Order all references to the "Supervisor" shall refer to the Training, Development, and Review Section Supervisor.

ORDER:

33.3.1 TRAINING INSTRUCTOR SELECTION

A. Training Instructors

1. The selection of qualified instructional staff is critical to the operation of a successful training program. Instructional staff for in-service training programs must possess certain skills, knowledge, and abilities in order to effectively perform teaching duties. These various skills, knowledge and abilities may include, but are not limited to:
 - a. Work related experience (preferably a minimum of three years).
 - b. Formal training in the topic of instruction.
 - c. Good verbal communication skills.
 - d. Knowledge of teaching methods, theories and practices.
 - e. Formal academic education.

B. Instructor Selection.

1. The selection and approval of qualified instructors for the Department's in-service training program is the responsibility of the Supervisor, subject to the approval of the Chief of Police.

33.3.2 INSTRUCTOR CERTIFICATION

A. Program Development.

The Supervisor shall develop and maintain a program of Department Certification for Training Instructors based on requirements of general teaching skills and knowledge as well as a requisite amount of training with regard to the specialized area that the instructor will be Department Certified to train. All certification appointments will be reviewed by the Supervisor and appointed by the Chief of Police.

B. Certified Instructor Qualifications.

Qualifications for the status of certified instructor may be varied depending on the nature of the topic and the technical knowledge and experience required, in the judgment of the Department. Generally, however, employees of the Orland Park Police must possess at least the following qualifications to be eligible for a Department Certification:

1. Formal or in house training in the following generalized instructor skills:
 - a. Lesson plan development.
 - b. Performance objective development.
 - c. Instructional techniques.
 - d. Adult learning theory.
 - e. Testing and evaluation techniques.
 - f. Resource availability and use.
2. Specialized and specific training in the particular area of instruction for which the certification is awarded to include at least:
 - a. A total of 40 hours of specialized training prior to the certification and/or,
 - b. A training program provided by the manufacturer of the police product, or a recognized facility for formal police training. Either of which provides a certification upon the successful completion of their training program.
3. Formal education of a level of at least two years of academic studies in an accredited college or university.

C. Re-certification.

The Supervisor shall develop the requirements for updating and renewing all certifications appointed through the process set forth in this order. Updates and all continued training shall be based on annual updates and the consideration of full re-certification every three years.

D. Waiver of requirements.

Certain requirements may be waived subject to the recommendation of the Supervisor and express consent of the Chief of Police based on a limited availability of training in any particular area of instruction or a particularly significant level of expertise or ability displayed by an employee who may not necessarily possess all of the stated qualifications.

33.3.3 INSTRUCTOR ASSIGNMENTS

A. Based on the requirements set forth in this order the Department must make a considerable commitment of assets to afford an employee the training and experience that is required to attain an Instructor Certification. Therefore, any employee assigned as a Certified Training Instructor to provide specific instruction for Department personnel shall provide such instruction until:

1. The nature of their primary assignment does not allow sufficient opportunity to prepare or conduct instructional sessions or attend training update sessions, or
2. They are no longer considered, by the Supervisor, proficient in the subject matter, or
3. They are relieved of their instructor status by the Chief of Police.

B. Changing the status of any Certified Instructor is subject to review and approval of the Chief of Police.

33.3.4 OUTSIDE INSTRUCTOR SELECTION

A. Due to the complexity of issues facing law enforcement today, it may be necessary from time to time to engage instructors from outside the Department to meet a specific need. When outside instructors are utilized, the following procedures shall be followed in their selection:

1. The decision to use an outside instructor shall be made by the Supervisor and subject to the approval of the Chief of Police, or his designee.
2. Individual qualifications for instructors shall be determined by the Supervisor. Every effort should be made to ensure that the instructor possesses the skills, knowledge and abilities that will directly address the area of specialized training required by the Department. Knowledge of teaching theories and practices must also be considered.

B. The Supervisor will ensure that:

1. Needed facilities are made available.
2. Required materials are furnished.
3. Personnel are scheduled to attend.
4. Compensation is arranged as needed in advance of the training session.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-4
SUBJECT: BASIC POLICE RECRUIT TRAINING
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2023
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

33.4.1 BASIC POLICE TRAINING REQUIREMENT
33.4.2 TRAINING ACADEMY ORIENTATION HANDBOOK
33.4.3 BASIC POLICE TRAINING - CURRICULUM DEVELOPMENT
33.4.4 BASIC POLICE TRAINING - PROGRAM CONTENT
33.4.5 RECRUIT EMERGENCY MEDICAL TRAINING
33.4.6 RECRUIT MENTORING
33.4.7 FIELD TRAINING FOR RECRUIT OFFICERS

PURPOSE:

The purpose of this order is to list basic police training requirements and responsibilities along with providing information on the training academy.

DEFINITIONS:

Recruit Officer: Refers to an individual who has been selected through the testing process administered through the Orland Park Board of Police Commissioners appointed and sworn in to the position of Recruit Officer. The recruit officer is assigned to attend the Timothy J. O'Connor Training Center, or other approved basic training academy for basic police training in accordance with State Statute and the policy of the Orland Park Police Department.

Probationary Officer: Refers to an individual who has previously completed the required basic training program and is ILETSB certified and is sworn in as a police officer.

ILETSB Certification: Certification by the Illinois Law Enforcement Training Standards Board means that a person has met the minimum selection and training requirements and is eligible to continue employment as a police officer.

ORDER:

33.4.1 BASIC POLICE TRAINING REQUIREMENT

A. Academy instruction prior to assignment

1. Pursuant to the Police Training Act, 50 ILCS 705/8.1. all recruit officers who are not ILETSB certified at the time they are hired are required to attend and successfully complete the Minimum Standards Basic Law Enforcement Officers Course at an approved police training academy, as prescribed by the ILETSB. Included in this category are those recruit officers with previous police experience, but who have not attended a Minimum Standards Basic Law Enforcement Officers course in the State of Illinois accepted by the ILETSB.

B. Recruit officer authority and responsibility

1. A recruit officer faced with a situation involving criminal conduct is usually neither equipped nor

prepared to handle the situation in the same manner as if he were fully trained. Therefore, in the best interest of the recruit officer and the Department:

- a. A recruit officer confronted with a situation involving criminal conduct shall give first consideration to causing the responsible law enforcement agency to take appropriate action.
2. In the best interest of the recruit officer and the Department, recruit officers are not permitted to carry firearms on their person except for authorized training purposes.
3. Recruit officers will not be assigned or permitted to perform regular police duties prior to successful completion of formal academy training.

33.4.2 TRAINING ACADEMY ORIENTATION HANDBOOK

- A. When a recruit officer attends a Minimum Standards Basic Law Enforcement Officers Training Course, they will receive a training academy orientation handbook at the time training begins. The handbook contains information pertaining to:
 1. The organization of the academy.
 2. The academy rules and regulations.
 3. The academy rating, testing and evaluation system.
 4. Physical fitness and proficiency skill requirements.
 5. Daily training schedules.

33.4.3 BASIC POLICE TRAINING - CURRICULUM DEVELOPMENT

- A. The Minimum Standards Basic Law Enforcement Officers Course was developed by the ILETSB. When recruit officers are sent to attend a training academy to complete the course, they will be participating in a training program that includes:
 1. A curriculum based on job task analyses of the most frequent assignments of officers who complete recruit training.
 2. Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities.

33.4.4 BASIC POLICE TRAINING - PROGRAM CONTENT

- A. The Minimum Standards Basic Law Enforcement Officers Course is designed to provide the recruit officer with a basic knowledge of the law enforcement function. The program includes, but is not limited to instruction on:
 1. Illinois criminal and vehicle codes.
 2. Judicial due process and related legal subjects.
 3. Patrol practices and procedures.
 4. Traffic law enforcement.
 5. Human behavior.
 6. Juvenile matters.
 7. Criminal investigations.
 8. Domestic violence issues.
 9. Community policing concepts.
 10. Oleoresin Capsicum in law enforcement.

B. Basic skill development in:

1. Mechanics of arrest.

2. Use of firearms.
3. Vehicle stops.
4. Handling crimes in progress.
5. Dealing with family disturbances.
6. Report writing.
7. Testifying in court.

33.4.5 RECRUIT EMERGENCY MEDICAL TRAINING

- A. The recruit academy training curriculum should provide emergency medical training equivalent to that contained in the "Emergency Medical Services: First Responder Training Course" of the National Highway Traffic Safety Administration, U.S. Department of Transportation.

33.4.6 RECRUIT MENTORING

- A. The Deputy Chief of Police shall assign every recruit scheduled to attend an approved police training academy a mentor from the sworn ranks of the department.
 1. Every attempt will be made to choose a mentor that had recently attended the same police academy assigned the recruit.
- B. The mentor will assist the recruit, through informal communication, with questions pertaining to the department and advice on how to obtain a successful experience at the police academy.
 1. The Deputy Chief shall be the primary liaison with the recruit and the police academy pertaining to all formal manners (i.e. academic performance, firearms marksmanship, equipment needs, medical issues etc.)
- C. The recruit mentoring shall cease upon successful graduation from the police academy and the assignment to the Orland Park Police Field Training Program.

33.4.7 FIELD TRAINING FOR RECRUIT OFFICERS

- A. The Orland Park Police Department employs a formal, comprehensive Field Training Program designed to:
 1. Supplement academy instruction and familiarize recruit officers with the nature and scope of their duties.
 2. Provide recruit officers with work experience in a closely supervised setting.
- B. The organization, administration, and training requirements of the Field Training Program are set forth in General Order 33.8, Field Training Program. Topics addressed in this General Order include, but are not limited to:
 1. The duration of recruit officer field training.
 2. The selection process for field training officers.
 3. The supervision of the Field Training Program and the Field Training Officers.
 4. Liaison with the training unit.
 5. Field Training Officer training requirements.
 6. Rotation of probationary officer field assignments.
 7. Probation officer evaluation procedures.
 8. Field Training Officer reporting responsibilities



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-5
SUBJECT: IN-SERVICE, ROLL CALL AND ADVANCED TRAINING
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

- 33.5.1 ANNUAL RETRAINING PROGRAM
- 33.5.2 ROLL CALL TRAINING
- 33.5.3 ROLL CALL TRAINING PROCEDURES
- 33.5.4 REASSIGNMENT TRAINING
- 33.5.5 ADVANCED TRAINING

PURPOSE:

The purpose of this order is to establish guidelines for the development and implementation of in-service, roll call, and advanced training.

DEFINITIONS:

In-service Training: The presentation of material that enhances the officer's basic training. The use of in-service training may be a component of other specialized, career development, promotional or advanced training.

Roll Call Training: Material that is presented in a short period of time generally at the beginning of an officer's shift or work assignment.

Advanced Training: Considered as training designed for specialized, managerial, and supervisory skills.

Annual Retraining: Training whereby officers of the Department must complete certain training that is required either of all sworn officers or of personnel occupying certain positions. The purpose of the training is to keep officer's skills proficient.

ORDER:

33.5.1 ANNUAL RETRAINING

- A. All sworn officers will be assigned to attend retraining sessions on an annual basis. The purpose of these retraining sessions is to enhance basic training and provide supplemental training on advances, changes and improvements in the criminal justice community and the Department. These training sessions are to be structured in such a way as to motivate and further the professional development of those attending. Topics suited to in-service retraining sessions include, but are not limited to:
 1. Department policy, procedures, rules and regulations, with emphasis on changes
 2. Statutory or case law effecting law enforcement operations, with emphasis on changes
 3. Functions and responsibilities of the Department in the local criminal justice system
 4. Community policing theories and practices
 5. Use of force, including use of deadly force

6. Proper use of discretion and alternatives to arrest
7. Officer safety practices/tactics
8. Collection and preservation of evidence
9. Court testimony and presentation
10. Cultural awareness
11. Interview and interrogation
12. Report writing skills
13. Firearms qualifications
14. Innovative investigative and/or technological methods
15. Crime prevention theories, practices and programs.
16. Emergency medical response
17. Victim/witness assistance
18. Contingency and unusual occurrence plans.
19. Hazardous materials incident response

33.5.2 ROLL CALL TRAINING

- A. The purpose of roll call is to:
 1. Inform personnel of activities occurring during the last 24 hours.
 2. Make beat and other assignments.
 3. Distribute special instructions.
 4. Inspect uniforms and equipment.
 5. Provide training sessions of short duration.
- B. Specific procedures regarding roll call are described in General Order 41.1, PATROL ADMINISTRATION Section 11, Roll Call Procedures.

33.5.3 ROLL CALL TRAINING PROCEDURES

- A. Planning for roll call training
 1. Shift commanders and field supervisors shall be responsible for identifying areas of training need or interest for their subordinates adaptable to roll call training and will conduct such training on a timely basis.
 2. The Patrol Division Commander and/or the Supervisor of Training, Development, and Review may occasionally assign specific roll call training topics. Topics may include, but not be limited to, those identified in section 1 of this order.

Persons who conduct roll call training shall utilize teaching techniques that best meet the needs of the personnel taught and are well suited for the type of material presented. Several examples of effective teaching techniques are:

- a. Conference
A small group discussion of a problem or issue, with the instructor as the discussion leader
- b. Demonstration
Tasks or job functions shown in actual work environment

c. Case Study

The case study, an analysis of realistic cases involving problems or issues, is used mainly to develop problem-solving and decision-making skills.

d. Critique

A formalized, structured criticism of actual performance, usually held after a practical exercise or other event.

e. Lecture

A technique that depends almost exclusively on a one way flow of communication from teacher to students.

f. Peer Teaching

A student who has successfully completed a portion of training instructs other students who are still learning that portion of training.

g. Role Playing

Carried out with students as observers of a simulated event, or with students acting as participants or role players.

B. Instructional Aids

Various instructional aids should be considered to make a roll call presentation effective. Various instructional aids include, but are not limited to:

1. Films and/or videotapes
2. Charts and/or graphs
3. Examples and/or illustrations
4. Prepared exhibits
5. Reading assignments
6. Statistics
7. Comparative data
8. Instructional role-playing
9. Written reports.

C. Roll Call Instructors

Personnel who develop and present roll call training should be those who are most familiar with the topic of instruction and, if possible, a Certified Instructor.

D. Evaluation of Roll Call Training

1. Roll call training subject and material requires the approval of the applicable Division Commander prior to any presentation.
2. Officers should be encouraged to give written or verbal evaluations of the training material immediately following the training presentation. Memos and comments should be forwarded, via chain of command, to the Training Development and Review Division.
3. Roll call training shall be evaluated by the Supervisor of Training, Development, and Review in conjunction with the annual review of training programs.

E. Scheduling of Roll Call Training

1. Due to time constraints, roll call training sessions should generally not exceed 10 minutes in duration.
2. In the event it becomes necessary to conduct roll call training presentations that may run longer than

10 minutes and may conflict with the shift change the following requirements must be met:

- a. Prior approval from the Patrol Division Commander, and
- b. Requisite planning required to arrange hold-over officers to remain in the field until the presentation is complete.
3. Roll call training longer than 10 minute should only be presented when there is a need to disseminate some crucial information that is time sensitive, and cannot reasonably be presented to personnel in any other way.

F. Role of the Shift Commander

1. After the completion of a roll call training session, the Shift Commander shall ensure that a written report regarding the session is forwarded to the Director of Training.
2. This written report shall be in the form of a written interoffice memorandum and include at least the following information:
 - a. Preplanning required for the topic covered.
 - b. Instructional techniques and methods used.
 - c. List of references used in presentation.
 - d. An outline of subject matter
 - e. Name of the Instructor(s)
 - f. List of personnel present for the training
3. If some employee other than the Shift Commander made the presentation, and that employee prepares the report, the Shift Commander shall review and approve the report for accuracy and completeness prior to submission to the Supervisor of Training, Development, and Review.

33.5.4 REASSIGNMENT TRAINING

- A. All employees who are reassigned shall receive job related training in their new work assignment as needed.

33.5.5 ADVANCED TRAINING

- A. Advanced training is designed to improve the professional competence of officers who have been, or will soon be promoted. Advanced training specifically refers to the training provided in the following schools and courses:
 1. Northwestern University Center for Public Safety, Supervision of Police Personnel Course
 2. Northwestern University Center for Public Safety, School of Police Staff and Command
 3. University of Louisville, Southern Police Institute's Administrative Officers Course
 4. FBI National Academy
 5. FBI Law Enforcement Executive Development School (LEEDS)
 6. Any equivalent training
- B. Consistent with the principles of sound management practices, officers promoted to supervisory positions will attend advanced training prior to assuming the rank of Sergeant, or as soon as practicable.
 1. This mandatory requirement is satisfied by the successful completion of the training program indicated in 33.5.5.A.1 or A.5 of this section, Northwestern University Center for Public Safety Police Supervisors Course, or any equivalent training.

C. Assignment of Personnel Following Training

1. Consistent with the principles of advanced training, officers who have completed such training may be assigned duties and, management responsibilities, consistent with the training received.

D. Continued Advanced Training.

In keeping with a policy of sound management practices and fostering the development of effective skills in the supervisory and command ranks, advanced training will continue for supervisory personnel.

1. The Supervisor of Training, Development, and Review shall develop a plan of advanced training for supervisory and command level positions within the Department.
 - a. The plan shall include those training courses indicated in 33.5.5.A 1-5 of this section and/or other sessions of similar or equivalent level of training and construction.
 - b. The advanced training plan shall be developed and presented annually in time for the training budget development process in June of each year.
2. All elements of the Advanced Training Plan are subject to the approval of the Chief of Police or his designee prior to any implementation



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-6
SUBJECT: SPECIALIZED TRAINING
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

33.6.1 REQUIRED SPECIALIZED TRAINING

33.6.2 DEVELOPMENT OF SPECIALIZED TRAINING PLANS

PURPOSE:

The purpose of this order is to identify the functions for which specialized training is required and to give direction to employees of the Department who are responsible for developing and implementing specialized training.

DEFINITION:

Specialized Assignment: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification.

Specialized Training: Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs and given to a person who is newly assigned to a permanent, temporary, or specialized assignment.

33.6.1 REQUIRED SPECIALIZED TRAINING

- A. Certain specialty assignments require certification training by law. Other specialty assignments require additional training according to the dictates of sound management practices. The Department recognizes this fact and endeavors to meet all specialized training requirements.
- B. Specialized training plans will be developed and provided for but not limited to the following specialized assignments:
 1. Field or Unit Supervisor
 2. Investigator
 3. Arson Investigator
 4. Juvenile Officer
 5. Field Training Officer
 6. Traffic Safety Unit Officer
 7. Breath Alcohol Instrument Operator
 8. Firearms Instructor
 9. Canine Officer
 10. Defensive Tactics Instructor
 11. HGN Instructor

12. Chemical Munitions Instructor
13. Less Lethal Instructor
14. ASP Instructor
15. TASER Instructor
16. Bicycle Patrol Officer
17. P.O.P. Officer
18. Crisis Intervention Team
19. Small Unmanned Aircraft System suAS (drone) Operator
20. Computer and Cellular Phone Forensics Examiner

33.6.2 DEVELOPMENT OF SPECIALIZED TRAINING PLANS

- A. Specialized training is intended to enhance the training in either basic training or other in-service program. However, specialized training may also address supervisory, management and/or executive development training.
- B. The Supervisor of Training, Development, and Review shall develop a training plan for all specialized assignments with the collaboration of the respective Division Commander or Section/Unit Supervisor that is responsible for the assignment.
- C. Specialized training provided to Department personnel will incorporate the following performance objectives:
 1. Development of and/or enhancement of the skills, knowledge, and relevant abilities of the particular position or assignment
 2. Identification of the management, supervisory, administrative, personnel policy and/or support services associated with the position or assignment.
 3. Performance standards of the function component
 4. Definition of the department policies, procedures, rules and regulations that specifically have an impact on the position or assignment.
 5. Provisions for supervised on-the-job training, whenever practical
- D. Specialized Training Plans Initiated.

The Supervisor of Training, Development, and Review shall ensure, where feasible, that specialized training shall commence for an employee prior to or within a reasonable time of appointment to a specialized assignment.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-7
SUBJECT: CIVILIAN EMPLOYEE TRAINING
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2023
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

33.7.1 NEW CIVILIAN EMPLOYEE TRAINING

33.7.2 ADDITIONAL CIVILIAN TRAINING

33.7.3 CIVILIAN TRAINING PROGRAM DEVELOPMENT

33.7.4 ANNUAL CIVILIAN RETRAINING

PURPOSE:

The purpose of this order is to establish a system to ensure that civilian employees receive the necessary training for their job assignments.

ORDER:

33.7.1 NEW CIVILIAN EMPLOYEE TRAINING

- A. The Department provides a formal orientation program for all newly appointed civilian employees. The orientation program consists of, but is not limited to, the following:
 1. Orientation to the role, purpose, goals, policies and procedures of the Department.
 2. Review of employee benefits, working conditions and related regulations.
 3. Responsibilities and rights of employees.
 4. Use of the Orland Park Police Policy Manual and other directives as may be appropriate.
 5. Introduction to community policing concepts.
 6. Facility orientation including use of the fitness room.
 7. Review of the Police Department organizational structure and chain of command.

33.7.2 ADDITIONAL CIVILIAN TRAINING

- A. Training for all civilian assignments, in addition to orientation, will be accomplished prior to the assumption of job responsibilities for the following positions:
 1. Community Service Officer
 2. Telecommunicator
 3. TCO Support Clerk
 4. Clerk

5. Part-Time Clerk
6. Crossing Guard
7. Detention Aides
8. Evidence Recovery and property Section Employees

33.7.3 CIVILIAN TRAINING PROGRAM DEVELOPMENT

- A. The Supervisor of Training, Development, and Review shall work with the supervisor responsible for each civilian position to develop training programs appropriate for the assignment and job responsibilities that the civilian employee is responsible for.
- B. The training program should be developed with the concepts of training two categories of civilian employees:
 1. Those employees acting in quasi law enforcement capacities. These employees include:
 - a. Crossing Guards
 - b. Community Service Officers
 - c. Detention Aides
 2. Those employees that deal with the public on a regular basis. These employees should include:
 - a. TCO Support Clerks
 - b. Part-Time Clerks
- C. Training Program Content
The training program for all civilian employees shall include:
 1. The specific skills necessary to perform the technical aspects of their jobs assignments.
 2. The importance of the link that civilian employees provide between the citizens and the Department, and;
 3. That civilian employees' ability to effectively deal with the public often shapes a citizen's opinion of the entire Department.
 4. The training program for civilian employees in quasi law enforcement job assignments shall additionally include:
 - a. Legal aspects.
 - b. Safety issues.
 - c. The coordinative responsibilities of the assignment.
 - d. Skills in dealing with the public.

33.7.4 ANNUAL CIVILIAN RETRAINING

- A. Annual refresher training will be scheduled for all civilian employees of the Department to:
 1. Update skills.
 2. Review new legislation.
 3. Enhance job knowledge for new responsibilities.
 4. Review procedural and/or technological changes that affect their work.
 5. Review Department directives as may be appropriate.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-8
SUBJECT: FIELD TRAINING AND EVALUATION PROGRAM
EFFECTIVE DATE: May 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2015
REVIEWER: Field Training Coordinator

INDEX AS:

33.8.1. POLICY STATEMENT
33.8.2. PERSONNEL RESPONSIBILITY
33.8.3. PROGRAM PROCEDURE
33.8.4. SWORN PERSONNEL
33.8.5. ESTABLISHING THE FIELD TRAINING AND EVALUATION PROGRAM
33.8.6. RESPONSIBILITY OF THE FIELD TRAINING COORDINATOR
33.8.7. RESPONSIBILITY OF FIELD TRAINING SUPERVISORS
33.8.8. SELECTION PROCESS FOR FIELD TRAINING OFFICER
33.8.9. RESPONSIBILITY OF FIELD TRAINING OFFICER
33.8.10. FIELD TRAINING AND EVALUATION
33.8.11. EXTENSION OF TRAINING
33.8.12. TERMINATION RECOMMENDATION
33.8.13. TRAINING DOCUMENTATION
33.8.14. RETRAINING AND ORIENTATION

PURPOSE:

The purpose of this order is to provide policy and procedures to establish the guidelines for the training of recruit officers so that they receive the skills necessary for them to function independently in their assigned tasks.

DEFINITION:

Lateral Recruit: a recruit officer, enrolled in the Field Training Officer (FTO) Program with prior full-time or part-time police experience or a recruit officer who is consistently receiving above average performance ratings.

33.8.1. POLICY STATEMENT

It is the policy of the Orland Park Police Department to continue the police personnel selection process that combines field training with objective evaluations to ensure that the standards of the Orland Park Police Department are met.

33.8.2. PERSONNEL RESPONSIBILITY

It will be the responsibility of the Field Training Coordinator, Administrative Assistant, Patrol Commander, Support Services Supervisor, Lieutenants, Field Training Supervisors, Patrol Sergeants and Field Training Officers to monitor compliance.

33.8.3. PROGRAM PROCEDURES

A. Establishment of the Program

1. The Field Training and Recruit Evaluation Program will be established as an integral part of the Orland Park Police Department Training Program.
2. The Field Training and Recruit Evaluation Program is outlined in depth and implemented through the current version of the Field Training and Evaluation Manual.

33.8.4 SWORN PERSONNEL

A. Basic Academy

1. All newly hired police officers, unless previously certified by the Illinois Training Standards Board, will be required to attend the Illinois Law Enforcement Basic Law Enforcement Course prior to any assignment.
2. The academy will be responsible for the administration of the prescribed training programs and provide for the fair and non-discriminatory testing of each recruit. Liability for this administration will be the responsibility of the academy.
3. The Chief of Police may assign a non-certified officer to a position that does not require carrying a firearm or placing the recruit officer in the position to make an arrest until such time as the recruit officer completes the Illinois Law Enforcement Basic Law Enforcement Course.
4. The Chief of Police will submit a letter to the Illinois Training and Standards Board for newly hired officers with prior police experience and certified by the Illinois Training Standards Board requesting a waiver of the Basic Training Course.
 - a. Upon receipt of the waiver, the waiver will be made part of the recruit's personnel file and also part of the recruit's training records.

33.8.5. ESTABLISHING THE FIELD TRAINING AND EVALUATION PROGRAM

- A. The Chief of Police will designate the Field Training Coordinator. Field Training Coordinator will then designate the Field Training Supervisors with the approval of the Chief of Police. The selection of Field Training Officers will be made by the Field Training Coordinator based upon the following parameters: years of service, demonstrated abilities as an above average patrol officer, demeanor and adherence to departmental policies and procedures. This program is designed to provide a valid, post-basic academy evaluation of probationary law enforcement officer performance. This process utilizes a standardized approach to documenting the recruit officer's performance.

33.8.6. FIELD TRAINING COORDINATOR

- A. The Field Training Coordinator will be responsible for the scheduling of FTOs and FTO Supervisors and the keeping of records and files within the Field Training Program.
- B. The Field Training Coordinator will be responsible for the administration of the Field Training and Evaluation Program as outlined in the Field Training and Evaluation Manual.
- C. The Field Training Coordinator will ensure that the reviewed DORs and Weekly Reports are submitted by the Field Training Supervisor in a timely manner.
- D. The Field Training Coordinator, upon written documentation or other circumstances, will convene the Special Board to evaluate the recruit officer. The Field Training Coordinator will also coordinate the information and documentation necessary for the consideration of the termination of a recruit during any of the phases of training.
- E. The Field Training Coordinator will coordinate the cycle advancement meetings, which will advance the recruit officer to the next cycle. The Field Training Coordinator will also coordinate the Phase advancement meetings.
- F. The Field Training Coordinator will prepare written documentation to be provided to the Chief of Police in regards to the advancement, retention, or termination request of the recruit officer.

33.8.7. FIELD TRAINING SUPERVISORS

- A. There will be one Field Training Supervisor assigned to each shift.
- B. The Field Training Supervisor has the dual role as a street supervisor and for the training and evaluation of the recruits assigned to the shift.
- C. The Field Training Supervisor must ensure that the training and evaluation program is properly monitored. DORs and oral communications with the Field Training Officers are sources that should be utilized by the FTO Supervisor to complete the Weekly Observation Reports. Personal observation of the recruit by the Field Training Supervisor can also be utilized to assess the recruit's progress.
- D. The Field Training Supervisor will make certain that the DORs are completed and reviewed in a timely manner.
- E. The Field Training Supervisor will be responsible for forwarding the Daily Observation Reports and the Weekly Observation Reports to the Director of Field Training. The Field Training Supervisor will also prepare any documentation that is required to initiate either a Special Board or a recommendation for termination or advancement of a recruit officer.

33.8.8. FIELD TRAINING OFFICER

- A. The FTO will serve a dual role, that of instructor/role model and as a patrol officer assigned to the patrol division. The FTO will instruct and evaluate the recruit officer assigned to them.
- B. FTOs will be appointed and reappointed annually by Field Training Coordinator with the approval of the Chief of Police. FTOs will serve at the pleasure of the Chief of Police.
- C. The FTO will also document on a daily basis this evaluation with the prescribed Daily Observation Reports and tender to the FTO Supervisor prior to the end of the FTO's workday.

33.8.9 SELECTION PROCESS FOR FIELD TRAINING OFFICER

- A. Appointment of FTO's by the Chief of Police will be based upon but not limited to the following criteria:
 1. Experience: Minimum two years of service with the Orland Park Police Department
 2. Performance
 3. Evaluations
 4. Leadership abilities
 5. Communication skills: Written and verbal
 6. Demonstrated ability and desire to help members of the community.
- B. Officers who volunteer for this position will successfully complete a field training officer training course scheduled by the Field Training Coordinator.
- C. The posting and the reading of FTO vacancies at roll call will be in accordance with General Order 16-2 Specialized Assignments.
- D. An FTO will be released from the FTO program at their request and with the approval of the Chief of Police.

33.8.10 FIELD TRAINING AND EVALUATION

- A. Each recruit officer will be assigned to the Field Training and Evaluation Program for a minimum of sixteen weeks. This assignment will be with a different training officer for each four week training block. This training will encompass department policy, procedures, training tasks and evaluations.
- B. The recruit officer will be assigned to the Patrol Division by the Field Training Coordinator, under the supervision of a Field Training Supervisor and a Field Training Officer, unless otherwise ordered by the Chief of Police or the Director of Field Training.
- C. The blocks of instruction will be equally divided into sixteen six-day work weeks. Each consecutive six days will be one week of instruction. The recruit task list will be utilized to document the actual training and assignments performed by the recruit. There will be a maximum of twenty days of the ninety-six training days a recruit is assigned to that the recruit can miss training without being retained in a cycle or phase.

- D. Normal patrol activities will also be utilized as practical training, beyond the task list assignments and any other training that is deemed necessary by either the FTO or the FTO Supervisor.
- E. The Field Training and Evaluation Program will be divided into three phases and training cycles/training blocks over an eighteen month probationary period.
 - 1. Phase I

Academy training; which is fourteen weeks at an academy pre-determined by the Chief of Police.
 - 2. Phase II

The recruit officer is assigned to a Field Training Officer for sixteen weeks of field training. The training shall be divided into four six-day workweek training cycles or blocks. The fourth training block (Step IV) shall be referred to as the shadow step which requires the recruit to perform 100 % of the workload as the primary contact officer. A maximum of five (5) approved work days may be missed during each of the training cycles/blocks. Anything in excess will require the recruit officer to be held in the cycle/block of training he/she is currently assigned or be grounds for recommendation for termination of employment. The Field Training Coordinator shall have the discretion to assign the recruit officer during this phase to other specialty units or divisions to supplement the field training.
 - 3. Phase III

The recruit officer is assigned to the Patrol Division as a solo officer upon successful completion of Phase II. The recruit officer will be assigned a shift and answer to the direct supervision of the shift through the chain of command. The recruit officer remains on probation for the remainder of the eighteen months.
- F. The Recruit will be supplied with a Field Training and Evaluation Manual. This manual contains a task list which will be with the recruit during their training period and then returned to the Field Training Coordinator upon completion of training. The manual will then be made part of the recruit officer's training file.
- G. The evaluation of probationary employees is governed under 35.1, PERFORMANCE EVALUATION SYSTEM ADMINISTRATION.
- H. A lateral recruit will be allowed to progress through the Field Training and Evaluation Program according to their capacity to learn, retain and transfer job-required knowledge and skills. As a result, a lateral recruit's training may be less than the required sixteen weeks. In addition, the time requirements for each training step during Phase II may be shortened or eliminated. If a lateral recruit is recommended for an early release by the Field Training Coordinator during Phase II, the following requirements must be met:
 - 1. The completion of all training tasks outlined in the Field Training and Evaluation Manual.
 - 2. The lateral recruit must not have any unresolved Corrective Action Necessary (CAN) concerns
 - 3. The workload distribution with the FTO must be consistent as serving as an effective primary contact officer. In addition, the lateral recruit must have the ability and assertiveness to serve as the primary contact officer.
 - 4. Upon recommendation for an accelerated training period, the lateral recruit must agree with and accept the responsibility of advancement or shortened training period at any selected training step.
 - 5. Upon successful completion of the shadow step (Step IV), to insure that the affected lateral recruit is maintaining primary contact officer responsibilities to the satisfaction of the assigned Field Training Officer and Field Training Supervisor, the Field Training Coordinator may recommend the lateral recruit for advancement to Phase III.

33.8.11 EXTENSION OF TRAINING

- A. With the exception of 33.8.10 (H) regarding lateral recruits, there will be no accelerated advancement through the Field Training and Evaluation Program, although the Chief of Police or the Field Training Coordinator has the authority to extend the recruit's Field Training based on performance and DORs.
- B. Specific deficiencies must be noted by written documentation. At the end of each cycle the recruit officer must receive a minimum rating of four (4) for each category of the DORs.
- C. The recruit officer must be notified of deficiencies.

- D. The recruit officer will meet with the FTO, FTO Supervisor and the Field Training Coordinator to review the deficiencies and formulate an extensive training plan to assist the recruit officer to overcome these deficiencies.
- E. The extension of training will only be done once during the probationary period and will not extend beyond the probationary period of eighteen months.

33.8.12 TERMINATION RECOMMENDATION

- A. Termination can be recommended at any time during the recruit officer's probationary period if the recruit officer is not performing at a satisfactory level.
- B. At any time during the probationary period if a recruit officer is shown to violate any laws, departmental policies and procedures, or departmental rules and regulations, termination can be recommended.
- C. All documentation will be forwarded to the Field Training Coordinator in writing with the recommendation for termination.
- D. The Field Training Coordinator, upon decision to terminate, will then supply all written documentation to the Chief of Police for final decision on the recommendation to terminate.
- E. The Chief of Police will be the final authority on the decision to terminate a recruit officer.

33.8.13 TRAINING DOCUMENTATION

- A. Daily Observation Reports: The FTO will use the department approved Daily Observation Report for recruit evaluations during each workday. This process will begin the first day of each training cycle. The DORs will be submitted to the FTO Supervisor in a timely manner as prescribed by the Field Training Coordinator. The first day of each cycle will be a non-evaluation DOR. The DORs will be completed daily through Phase II and during any remedial training period.
- B. Corrective Action Reports (CARs): To be completed by the FTO at the end of each workday during Phase II Step 4 when documenting the recruit's performance that requires corrective action. CARs will be submitted to the FTO supervisors in a timely manner prescribed by the Field Training Coordinator.
- C. Weekly Observation Reports: The FTO Supervisor will complete a weekly observation report on the last day of the recruit's work week. This will be submitted to the Field Training Coordinator.
- D. Recruit Self-Evaluation: This self-evaluation will be completed by the recruit at the end of each training cycle.
- E. Field Training Officer Critique: The FTO critique will be completed in the last month of Phase III and submitted to the FTO Supervisor. This critique will be completely confidential, and reviewed only by the FTO Supervisors, Field Training Coordinator and the Chief of Police.
- F. Field Training Manual: Upon conclusion of the recruit field training, the Field Training Coordinator will review the recruit's Field Training Manual for completion. The Field Training Coordinator will submit the completed and approved Field Training Manual to the office of Training Development and Review for proper filing in the recruit's training file.
 - 1. The recruit officer will be afforded the opportunity to make a copy of the manual for future reference and review.

33.8.14 RETRAINING AND ORIENTATION

- A. The Field Training and Evaluation Program shall provide for retraining and orientation to sworn personnel returning to patrol operations after an extended absence or non-uniformed patrol service delivery assignments.
 - 1. Sworn personnel returning to the Patrol Division will be assigned an FTO for this retraining and orientation. The Chief of Police, or designee, will determine the scope of the retraining required on a case by case basis.
 - 2. The Field Training Coordinator shall develop a schedule and format for the implementation of any such training for these employees.
 - a. The Coordinator will also assign an FTO to complete the plan as designed.
 - 3. The Patrol Division Commander will review and approve any plan developed by the Field Training Coordinator.

- B. During this retraining and orientation process, sworn personnel will not be subject to the normal evaluation process required for recruit officers in training.
1. The function of the FTO will be to familiarize the officer with the appropriate updated information to include, but not be limited to the following:
 - a. Policy and procedures
 - b. Reporting forms
 2. The FTO will also insure that returning personnel meet all Department qualification in various skill areas.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-9
SUBJECT: FIREARMS TRAINING PROGRAM
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: May 1, 2020
REVIEWER: Firearms Training Coordinator

INDEX AS:

- 33.9.1. ATTENDANCE OF SWORN PERSONNEL
- 33.9.2. PROTECTIVE EQUIPMENT REQUIRED
- 33.9.3. LOCATION AND PROCEDURE FOR QUALIFICATION
- 33.9.4. FIREARMS TRAINING SESSIONS
- 33.9.5. TRAINING PROCEDURES
- 33.9.6. TRAINING PROTOCOL
- 33.9.7. TRAINING RESEARCH COMMITTEE

PURPOSE:

To establish an in-service Firearms Training Program within the Orland Park Police Department.

MISSION STATEMENT:

It is the mission of the Orland Park Police Department to provide its members with the most comprehensive, modern and up-to-date firearms training. This policy provides procedures for the administration of the training program, safety regulations for use of the department training facility, as well as guidelines for lesson plan development and record keeping.

DEFINITIONS:

Firearms Training Coordinator: A member of the Department, assigned by the Chief of Police, who supervises, coordinates and manages the department firearms training program.

Firearms Instructor: A member of the Department assigned by the Chief of Police or the Firearms Training Coordinator, who has obtained certified training in firearms instruction.

Armorer: A member of the Department, who has received firearms manufacturer's accredited training in the repair and maintenance of weapon systems.

Range Officer: A member of the Department, assigned by the Chief of Police or the Firearms Training Coordinator, to assist in firearms training and line safety.

ORDER:

33.9.1. ATTENDANCE OF SWORN PERSONNEL

- A. All sworn members must attend four quarterly qualification sessions. An exception will be made if the member is on a scheduled vacation or if he reports that he is ill that day. It is the member's responsibility to re-schedule a qualification shoot.

33.9.2. SAFETY REGULATIONS

A. Firearms Range Safety Rules

1. All weapons will be considered loaded and treated accordingly.
2. At all times weapons will be pointed in a safe direction.
3. When not in use, weapons will be carried unloaded and in the following manner:
 - a. Handguns will be secured in a holster.
 - b. Rifle/carbines and submachine guns will be carried with an open bolt resting on a safety cord or device.
 - c. Shotguns will be held by the receiver with the fingers extended inside the open loading ejection port. The opposite hand will be used for support at the grip.
4. No one under the influence of drugs or alcohol will be allowed on the range.
5. No one will use the range without the supervision of an authorized firearms instructor.
6. Only members of the Department will be allowed on the range, unless authorized by the Chief of Police or the Firearms Training Coordinator.
7. All range commands must be obeyed.
8. In the event of a weapon failure, keep weapon pointed in a safe direction until the failure is mitigated.
9. Finger must remain outside of the trigger guard until you are on target and ready to fire.
10. Eye, ear, and ballistic protection will be worn on the range during training.

B. Additional Rules Regarding Simmunition Training.

1. All exposed skin will be covered and protected.
2. All participants will wear Simmunition protective head gear.
3. No Simmunition will be fired at point-blank range.
4. Scenario based training safety protocols shall be strictly adhered to and supervised by assigned training instructors whenever scenario based training is implemented.
 - a. Scenario based safety protocols will be developed and modified as needed. This protocol will be established by the Training, Development, and Review Supervisor in collaboration with the Firearms Training Coordinator.

C. First Aid

1. During firearms training the range's first aid kit will be made accessible.
2. First aid will be provided for any injury and a report made in accordance with Village and department policy.
3. The supervising firearms instructor will have a department radio on-hand for the purpose of summoning medical assistance, if needed.

D. Safety is every Department member's responsibility; any unsafe acts on the range will be immediately reported to the supervising instructor. Serious violations will be reported immediately to the Firearms Training Coordinator or the Shift Commander. Violations of the safety rules may result in discipline.

33.9.3. WEAPONS / EQUIPMENT INSPECTION

- A. Prior to the start of a training session, the supervising instructor will insure that a visual inspection of firearms, leather gear or other related equipment utilized for training is conducted.
 1. Duty weapon inspections will be conducted and recorded on the training attendance report. The weapon condition, along with the serial number and department member's name will be included. If a

weapon appears to be damaged, or unsafe, it will be taken out of service immediately. Weapons taken out of service will be accompanied by memorandum indicating the problem or concern. A substitute duty weapon will be issued to the department member while the weapon is in the armory.

2. Department armorers will conduct routine training with all members of the firearms training staff in the identification of potential weapon's safety concerns.
3. Specialty weapon systems assigned to the South Suburban Emergency Response Team will be inspected by a qualified Department armorer. Armorers will conduct inspections and routine maintenance as needed. Records will be maintained indicating the date and the results of the inspection, along with any mechanical maintenance performed.
4. Duty gear, such as holsters and belts will be inspected during training sessions. Worn gear will be replaced through the uniform replacement procedure.

33.9.4 FIREARMS TRAINING SESSIONS

- A. There will be four (4) quarterly departmental duty weapon firearms training sessions annually.
 1. 1st Quarter (Jan.-Feb.-March)
 2. 2nd Quarter (Apr. - May - June)
 3. 3rd Quarter (July - Aug. - Sept.)
 4. 4th Quarter (Oct. - Nov. - Dec.) - Night Sessions

- B. Dates, times and the location of training sessions will be announced and posted.

33.9.5 TRAINING PROCEDURE

- A. Department firearms training sessions will include three distinct phases of training followed by an evaluation of the instruction through testing or demonstration. Training will be conducted utilizing normally assigned duty equipment.
- B. Levels of Training:
 1. Static Level Training; where the fundamentals of the use of firearms are mastered.
 2. Dynamic Level Training; where officers develop their ability to make decisions and operate safely in public.
 3. Interactive Level Training; where officers develop their abilities to respond properly with all the force options at their disposal, in a three dimensional environment.
- C. Remedial training will be provided for members who fail to demonstrate proficiency and/or comprehension of the training.
 1. A memorandum will be drafted by the firearms instructor and submitted to the Training, Development and Review Supervisor outlining any deficiency.
 2. The Firearms Training Coordinator or his designee shall create and implement a remedial training program in an attempt to correct any deficiency.
- D. If a department member fails to demonstrate proficiency and/or comprehension, after receiving remedial training, the matter will be forwarded to the Chief of Police for possible disciplinary action.
- E. Any firearms instructor supervising a training session, who believes that a member's inability to demonstrate proficiency poses a general risk to the public, will contact the Firearms Training Coordinator immediately.
- F. At the completion of a Quarterly training session, required statistical information will be entered into the department's computerized firearms records program.
- G. On annual basis, the Training, Development and Review Supervisor will ensure that proof of firearms qualification for all sworn personnel is submitted to the Illinois Law Enforcement Training and Standards Board.

33.9.6 TRAINING PROTOCOL

- A. Lesson plans/training protocols will be developed for all firearms training sessions by members of the Firearms Staff and/or assigned instructors. Lesson plans will be approved through Training, Development, and Review.
- B. After approval, lesson plans will be entered into the Range Master Pro computerized records program.
 - 1. The Firearms Training Coordinator will assign this responsibility as required.

33.9.7 TRAINING RESEARCH COMMITTEE

- A. The Firearms Training Coordinator will select a committee from the firearms training staff to research issues affecting firearms. The committee will make training recommendations and develop lesson plans based on current trends.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 33-10
SUBJECT: MANDATORY IN-HOUSE TRAINING
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

- 33.10.1. POLICY STATEMENT
- 33.10.2. IN-HOUSE TRAINING PROCEDURE
- 33.10.3. CREDIT TRAINING
- 33.10.4. ABSENCES FROM MANDATORY TRAINING
- 33.10.5. PRESCRIBED ATTIRE

PURPOSE:

It is the intent of the Orland Park Police Department to provide in-service/in-house training to insure the long term improvement of police services and to develop superior personnel to carry out future planning and direction in the field.

33.10.1. POLICY STATEMENT

It is the policy of the Orland Park Police Department to provide periodic scheduling of mandatory in-service/in-house training department-wide.

33.10.2. IN-HOUSE TRAINING PROCEDURE

A. Ten (10), 3.5 hour sessions will be scheduled and utilized throughout the calendar year. These sessions may be used at the direction of the Chief of Police, or his designee, for the following purposes: Department inspection, department meetings, mandatory training sessions and any other training deemed appropriate.

1. Employees shall attend mandatory training sessions as set forth in their respective collective bargaining agreements.
2. Employees shall attend mandatory training sessions as scheduled through the Training, Development and Review Unit.
 - a. No deviation from the submitted schedule will be allowed without prior approval from the employee's supervisor.
 - b. Employees must submit a three part memo requesting a change to their supervisor at least five working days prior to the scheduled training day.
 - c. Officers not in attendance at their scheduled time will be considered absent and will face disciplinary action.

33.10.3. CREDITED TRAINING (TIME OWED THE POLICE DEPARTMENT)

A. Officers scheduled on the six on three off rotation.

1. All sworn personnel working the six on, three off rotation will be scheduled for this training during their off duty hours whenever possible.

2. These personnel will be credited with a training day owed to the department, for any/all in-house training conducted in increments of 3.5 hours or less.
 3. In those isolated incidents where an officer is scheduled to work on all the days/times training will be conducted, that officer will be scheduled for training during their on-duty time.
 - a. Employees may be required to attend make-up training as scheduled by the training coordinator.
 - b. Arrangements may also be made for employees to make-up the training time owed when they are unable to attend these sessions on scheduled off-duty time.
- B. Officers scheduled on the five on, two off rotation.
1. All sworn personnel working the five on, two off rotation will be scheduled for training during their on-duty time whenever possible.
 2. These personnel will not be credited with a training day owed to the department.
 3. These personnel who are on scheduled time off, prior to the posting of the training date, will be re-scheduled for mandatory training at the convenience of the department.

33.10.4. ABSENCES FROM MANDATORY TRAINING

- A. There will be no unauthorized absences from any scheduled training sessions.
1. Authorization to re-schedule a mandatory training day for any reason must be approved through the employee's supervisor via a three-part memo. This memo will state a bona fide legitimate reason the officer needs to re-schedule. This 3 part memo will be submitted a minimum of five working days prior to the scheduled training day and will not be accepted for review if submitted after this time, unless there are exigent circumstances.
 2. Mandatory training days are usually scheduled and posted in ample time for officers to insure that no court cases are continued to the mandatory training date.
 3. The employee's supervisor will review the request for absence on a case by case basis, taking into consideration exigent circumstances.
- B. Any officer who calls in sick/injured for any mandatory training session will be required to utilize 4 hours of sick time to be excused from this mandatory training. This 4 hours sick time will also be considered as training time owed and credited as such.
- C. If an officer misses the training session due to illness or injury, said training will be made up if/when possible on the officer's regular duty shift or at the convenience of the police department without compensation.
- D. If an officer is off on a scheduled holiday, vacation, personal day or time due day, the training will be re-scheduled on the officers day off or at the convenience of the department. This re-scheduled training day will be credited as training time owed the department.

33.10.5. PRESCRIBED ATTIRE

- A. The prescribed attire for each training session will be described on each training notification.
- B. The attire for "uniform of the day" is set forth in General Order 26.3, Code of Appearance.
- C. All personnel shall conform their attire to that prescribed in the training notice, unless otherwise excused by the Training Coordinator.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 34-1
SUBJECT: PROMOTION - PROFESSIONAL AND LEGAL REQUIREMENTS
EFFECTIVE DATE: June 1, 2014
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Chief of Police

INDEX AS:

- 34.1.1 DEPARTMENT ROLE IN PROMOTION PROCESS
- 34.1.2 DEPARTMENT AUTHORITY AND RESPONSIBILITY
- 34.1.3 PROMOTION PROCEDURES
- 34.1.4 PROMOTIONS ARE JOB-RELATED AND NONDISCRIMINATORY
- 34.1.5 PROMOTION TEST ANNOUNCEMENT
- 34.1.6 PROMOTION ELIGIBILITY LISTS
- 34.1.7 INITIAL REVIEW PERIOD REQUIRED

PURPOSE:

The purpose of this order is to describe the promotion system for sworn personnel and its regulation by state statutes, village ordinances, and the rules and regulations of the Board of Fire and Police Commissioners.

DEFINITIONS:

Board of Fire and Police Commissioners: Village of Orland Park Ordinance, 2989 Chapter 3, and Illinois Compiled Statutes 65 ILCS 5/10 Division 2.1, establishes the Board, which consists of three members whose terms are for three years. The members are appointed by the president of the village, with the consent of the board of trustees and serve at the discretion of the Council. The Board has charge of all appointments of sworn personnel to the Department, except the Police Chief, Police Deputy Chief, Division Commanders and Police Lieutenants. The Board conducts and holds all entrance and promotional examinations in a manner required by law.

ORDER:

34.1.1 DEPARTMENT ROLE IN PROMOTION PROCESS

- A. Attainment of ranks above officer is governed by two distinct systems:
 1. One system governs the promotional process to the rank of sergeant. The rank of sergeant is an appointment by the Board of Fire and Police Commissioners pursuant to state law and Village ordinance.
 2. The other system governs the selection and appointment process for the exempt ranks of Chief of Police, Deputy Chief, Division Commander and Police Lieutenant. The Chief of Police with the advice and consent of the Village Manager appoints these supervisory positions (Chapter 1 Section 8-1-6-4: Additional Assignments). The Chief of Police position is appointed by the Village Manager (Ord. 1292, 11-7-83).
- B. Promotional examinations conducted by the Board of Fire and Police Commission are governed by Village Ordinance, 2989, Chapter 3, Section 2-3-4-1, Appointments and Illinois Compiled Statutes 65 ILCS 5/10 2.1-1, et. seq., Board of Fire and Police Commissioners.

- C. Additional information on the promotional process is contained in the Board of Fire and Police Commissioners' Rules and Regulations manual that is available from the Board.

34.1.2 DEPARTMENT AUTHORITY AND RESPONSIBILITY

- A. The authority and responsibility for administering the Department's role in the promotion process are vested in the Chief of Police.

34.1.3 PROMOTION PROCEDURES

- A. The Board of Fire and Police Commissioners maintains a procedure which describes all components of the promotional process.. The procedure may include details for:

1. Evaluating the promotional potential of candidates.
2. Administering written tests.
3. Using assessment centers.
4. Conducting oral interviews prior to appointment to probationary status.
5. The right of sworn personnel to challenge any aspect of the promotional process is an integral part of the process itself. At a minimum, the following may be part of the appeal:
 - a. Contesting promotion-potential reports used in the selection decision. The individual involved shall submit in writing to the Chief of Police the facts of the appeal of the adverse decision within ten days of the posting of the initial promotional roster. The Chief of Police will forward this appeal to the Chairman of the Board of Fire and Police Commissioners who will review the appeal and reply to the employee.
 - 1) The Chairman of the Board of Fire and Police Commissioners may consult with the contract testing company to the Board of Fire and Police Commissioners, the Chief of Police, and/or legal counsel in consideration of the appeal.
6. Security of promotional testing materials. Promotional testing materials are stored in a secure area when not being used. Only those persons authorized by the Board of Fire and Police Commissioners have access to the materials.

34.1.4 PROMOTIONS ARE JOB-RELATED AND NONDISCRIMINATORY

- A. Promotions in the Department provide an equal opportunity for sworn personnel to be considered for promotion based upon testing components and procedures tailored to meet the needs of the Department and which are job-related and nondiscriminatory.
- B. The promotional process conducted by the Board of Fire and Police Commissioners is job-related and non-discriminatory. Written tests are constructed based on police texts which are deemed clearly job related for the sergeant position. Oral interviews are conducted to elicit information and responses which are job-related for the position of sergeant. Assessment centers are conducted based on job-related tasks for the position of sergeant. Any validation of testing elements will be conducted by the Board of Fire and Police Commissioners or their designated testing service.

34.1.5 PROMOTION TEST ANNOUNCEMENT

- A. A written announcement of promotional testing under Board of Fire and Police Commission control is to be provided to all eligible officers. The following information is included on all notices prominently posted:
1. A description of the sergeant position/job classification for which an eligibility list will be established.
 2. A schedule of dates, times, and locations of all elements of the process.
 3. A description of the eligibility requirements for sergeant
 4. A description of the process to be used in testing and ranking of officers on the eligibility list.

34.1.6 PROMOTION ELIGIBILITY LISTS

- A. Once all eligible personnel have successfully completed all phases of testing, the Board of Fire and Police Commissioners certifies a list of eligible candidates for promotion and furnishes it to the Chief of Police. Criteria and procedures for the development and use of eligibility lists include the following:

1. Numerical weights are assigned to each promotional testing component as established by the Board of Fire and Police Commissioners.
2. An eligibility list for the position of sergeant is prepared, certified, and posted after the promotional examination process has concluded. Candidates are ranked in the order of their relative excellence as determined by the testing process, including Department merit and efficiency considerations.
3. The Board of Fire and Police Commissioners' certified promotional eligibility list remains in effect for three years from the date of certification.
4. Upon notice from the Village Manager that a promotional vacancy exists, the Board of Fire and Police Commissioners selects the candidate to be promoted from the top three names on the certified eligibility list.
5. Promotions are announced in a Department Special Order, stating an effective date for the promotion.

34.1.7 INITIAL REVIEW PERIOD REQUIRED

- A. The Department shall establish a six-month initial review period for newly promoted sworn personnel with the following minimum provisions:
 1. During this six month period, the newly promoted individual shall be closely supervised and alerted when job performance is in need of improvement.
 2. Should a newly promoted individual fail to show improvement, all documentation shall be forwarded to The Chief of Police for further action.
 3. Also see General Order 35.1, Performance Evaluation.
- B. Performance reports will be subject to the following provisions:
 1. Any performance report received during the initial review period may be contested by the newly promoted individual.
 2. Individuals wishing to contest such performance report shall first meet with the supervisor issuing the rating and attempt to resolve the matter.
 3. If the matter is not resolved, supervisors issuing the rating shall notify their immediate supervisor to schedule a meeting to attempt to resolve it.
 4. If the matter still cannot be resolved, the individual contesting the performance rating may continue through the chain of command to the Chief of Police.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 35-1
SUBJECT: PERFORMANCE EVALUATION SYSTEM ADMINISTRATION
EFFECTIVE DATE: 1 April 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

35.1.1 PERFORMANCE EVALUATION SYSTEM OBJECTIVES
35.1.2 PERFORMANCE EVALUATION SYSTEM COMPONENTS
35.1.3 PERFORMANCE EVALUATIONS FOR PROBATIONARY EMPLOYEES
35.1.4 PERFORMANCE EVALUATION CRITERIA
35.1.5 EVALUATION SYSTEM RATING PERIOD
35.1.6 NOTICE OF UNSATISFACTORY PERFORMANCE
35.1.7 EXPLANATORY COMMENTS REQUIRED
35.1.8 SUPERVISORY REVIEW OF EVALUATION
35.1.9 PERFORMANCE EVALUATION COUNSELING
35.1.10 EMPLOYEE'S REVIEW OF EVALUATION
35.1.11 COPY OF EVALUATION TO EMPLOYEE
35.1.12 PERFORMANCE EVALUATION APPEAL PROCESS
35.1.13 RETENTION OF PERFORMANCE EVALUATIONS
35.1.14 SUPERVISORY EVALUATION ON RATERS
35.1.15 DETERMINATION OF RATING SUPERVISOR

PURPOSE:

The purpose of this order is to establish the Orland Park Police Department employee performance evaluation system which is intended to measure an employee's on the job performance of assigned duties by the employee's supervisor.

POLICY STATEMENT:

The Orland Park Police Department recognizes that effective job performance from all employees is essential to achieving the Department's goals and objectives. In order to monitor and measure job performance, the Department will employ fair and reliable performance evaluation methods.

DEFINITIONS:

Counseling: The giving of advice or advising. As used in this directive, discussions between the rated employee and the rater, leading to advice to the rated employee concerning their job performance.

Evaluation: Judging or determining the value and measure of an employee's work performance.

Performance: Actions taken or omitted with regard to specific tasks or assignments.

Rater: The supervisor who evaluates the performance of a subordinate employee.

Reviewer: The person completing the reviewing employee's portion of the evaluation report and responsible for its completeness, fairness, and objectivity and who is normally the rater's supervisor.

Sworn Officer: For the purpose of this directive, the term "sworn officer" only refers to all ranks of actual police officers.

ORDER:

35.1.1 PERFORMANCE EVALUATION SYSTEM OBJECTIVES

- A. The Department endeavors to utilize a performance evaluation system that actually serves many useful purposes for both the Department and the individual employees. Essentially the system includes, but is not limited to, the following objectives:
 - 1. Maintaining and improving individual job performance.
 - 2. Identifying training needs.
 - 3. Measuring individual strengths and weaknesses.
 - 4. Providing a medium for personnel counseling and feedback to improve job performance.
 - 5. Fostering fair and impartial personnel decisions.
 - 6. Determining an employee's potential for future promotion.
 - 7. Determining an employee's potential for specialized positions.

35.1.2 PERFORMANCE EVALUATION SYSTEM COMPONENTS

A. Coordination

The Department's performance evaluation system is coordinated by the Chief of Police. When an evaluation is due for a Department employee, the evaluation form will be generated through the Office of the Chief of Police and forwarded to and completed by the employee's immediate ranking supervisor.

- 1. The Department Performance evaluation Program is described in full detail in the Performance Evaluation Program Manual which all employees should be familiar with.

B. Annual Performance Evaluation

Every employee of the department shall undergo a job performance evaluation at least once each calendar year.

C. Performance Counseling.

Supervisors provide performance counseling at various significant periods throughout the performance rating period as prescribed in section 9 of this directive.

D. Pre-Evaluation Conference.

Prior to authoring the employee's yearly performance evaluation report, rating supervisors shall meet with the employee to be evaluated and verbally review the employee's completed pre-evaluation form and the employee's performance over the rating period. Employees shall have an opportunity to contribute to their evaluations, defend their actions, recall something forgotten by or unknown to the supervisor and generally help better prepare both the employee and the rating supervisor for the performance evaluation process.

1. Pre-evaluation Form.

Rated employees will be provided with a Pre-Evaluation Form by their rating supervisor at least two weeks prior to the end of the rated period. All employees are required to complete the form and provide their supervisor with a copy of the form prior to the pre-evaluation conference.

E. Performance Evaluation System Report.

The Department's performance evaluation system incorporates one evaluation form for each position. Each form is completed according to job function

1. The performance evaluation form is used to evaluate all Departmental employees. There are 14 rating categories or factors for non-supervisory, sworn employees. There are 17 rating categories or factors for supervisory sworn employees. The ratings will be completed to meet behavioral definitions described on the evaluation form.
 - a. Each rating category is identified as either critical or non-critical as it relates to an employee job function.
 - b. A rating of "unacceptable" in any critical rating factor will render the employee's entire performance evaluation as unacceptable for the rating period regardless of the overall score.

F. Performance Evaluation Conference.

The rating supervisor meets with employees and presents their completed Performance Evaluation Report. This is the time for the employee to read the report and openly discuss the ratings and comment contained therein.

G. Performance Improvement Plan

In conjunction with the performance evaluation conference, if there is a deficiency noted, a plan shall be detailed in writing identifying each deficiency, steps to remedy same, and goals established with the employee's participation.

H. Career Counseling.

The performance evaluation conference shall also be used by the supervisor and the employee as an opportunity to discuss career goals and interests of the employee. The supervisor shall encourage employees to discuss their career goals and supervisors shall attempt to advise employees what they can reasonably expect to achieve in the development of a career path with the Department. The supervisor and employees may also consider discussion of any training that maybe available that may either help to advance their professional growth in their current assignment.

1. The supervisor shall document career counseling discussions the comment area of the Evaluation Report Form.
2. The supervisor should then follow through on these discussions by indicating in the appropriate area of the Pre- Evaluation Form what training was requested by the employee and recommended by the rating supervisor for the coming performance period. The supervisor should list up to four areas of training that the supervisor judges to be relevant and helpful in the professional growth of the employee. The original Pre-Evaluation should be attached to the Performance Evaluation Report and a copy sent to the Training, Development and Review Office.

I. Use of Performance Evaluation Results.

The Department uses performance evaluations to identify the following:

1. Training needs.
2. Career development paths.
3. Job performance deficiencies.
4. Professional development.
5. Promotional potential.
6. Assignment suitability.

35.1.3 PERFORMANCE EVALUATION OF PROBATIONARY EMPLOYEES

A. Performance evaluations for probationary employees shall be completed in the following manner:

1. Probationary officers are evaluated through Field Training Program.

- a. Upon successful completion of Phase II of the Field Training Program, the probationary officer shall be evaluated as outlined in 35.1.5, EVALUATION SYSTEM RATING PERIOD
2. Probationary Telecommunicators are evaluated through the Communications Training Program.

35.1.4 PERFORMANCE EVALUATION CRITERIA

- A. Performance evaluation criteria used are specific to the position occupied by the employee during the rating period. The measurement factors and the rating choices are job-task related and based on job descriptions specific to the position.

35.1.5 EVALUATION SYSTEM RATING PERIOD

- A. Rating periods for the performance evaluation reports are as follows:

1. Supervisor - Sworn

Mid-year review from May 1 to October 31. Annual evaluation from May 1 to April 30.

2. Supervisor - Non-Sworn

Mid-year review from May 1 to October 31. Annual evaluation from May 1 to April 30.

3. Sworn Officers - Non-Probationary and Probationary who have successfully passed Phase II of Field Training Program.

Mid-year review from May 1 to October 31. Annual evaluation from May 1 to April 30.

4. Non-Sworn – Personnel

Mid-year review from May 1 to October 31. Annual evaluation from May 1 to April 30.

35.1.6 NOTICE OF UNSATISFACTORY PERFORMANCE

- A. Supervisory staff should be consistently counseling employees on an on-going basis throughout the rating period regarding their strengths and weaknesses. Supervisors shall notify any subordinate whose job performance is found at any time to be not satisfactory.

35.1.7 EXPLANATORY COMMENTS REQUIRED

- A. Supervisors are required to justify any ratings at the unsatisfactory or outstanding levels and give specific reasons for the ratings given through a narrative comment.
- B. Deficiencies will be noted in the “comments” section for each factor.
- C. Improvement plans will be noted by the rater in the supervisory comment section.

35.1.8 SUPERVISORY REVIEW OF EVALUATIONS

- A. Every performance evaluation shall be reviewed and signed by the rating supervisor's Division Commander.
- B. Every performance evaluation shall also be received and signed by the Chief of Police.

35.1.9 PERFORMANCE EVALUATION COUNSELING

- A. Generally

At the beginning and throughout the rating period supervisors shall counsel subordinate employees regarding the following:

1. The tasks of the position the employee holds.
2. The level of performance that is expected from the employee.
3. The evaluation rating factors to include the significance of critical versus non-critical tasks.

- B. Mid-year Performance Review

All employees will receive a documented mid-year performance review on or about October 31st of each year to identify strengths and weaknesses of their job performance. This should normally provide employees with the knowledge and opportunity to make appropriate corrections for any deficiencies prior to the conclusion of the rating period.

C. Upon Conclusion of the Rating Period.

Rating supervisors shall, upon the conclusion of each rating period, provide time and opportunity for discussions with each employee relative to their job performance during the rating period. It is critical to the performance evaluation system and to the employee that each employee receives feedback from their supervisor regarding their performance.

1. Supervisors shall focus these discussions with each employee to include at least the following matters:
 - a. The results of the performance evaluation that was just completed.
 - b. The level of performance expected, rating criteria or goals for the new rating period; and
 - c. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

35.1.10 EMPLOYEE'S REVIEW OF EVALUATION

- A. Each employee will be given the opportunity to review their evaluation report with the rater and sign it. The signature will indicate only that the employee has read the report and does not imply agreement or disagreement with the contents.

35.1.11 COPY OF EVALUATION REPORT TO EMPLOYEE

A copy of the completed performance evaluation report shall be provided to each employee.

35.1.12 PERFORMANCE EVALUATION APPEAL PROCESS

- A. If employees believe that the ratings or comments reflected in a performance evaluation are not indicative of their overall performance during the rating period, the employee may appeal the rater's decision (s). The appeal process shall follow the chain of command to the Chief of Police whose decision shall be final. This appeal process shall be completed in a timely manner.

1. Appeals must be received in writing, with appropriate justification, within 10 days of receipt of the evaluation. The step of the appeal process will be as follows:
 - a. The rating supervisor.
 - b. The Division Commander.
 - c. The Chief of Police.
2. Responses in the appeal process will be returned to the employee within 10 days of each appeal step.

35.1.13 RETENTION OF PERFORMANCE EVALUATIONS

All performance evaluation reports shall become a permanent record in the employee's personnel file and a copy of each completed evaluation will be forwarded to the employee.

35.1.14 SUPERVISORY EVALUATION OF RATERS

Upon reviewing completed performance evaluations, the reviewing supervisor shall evaluate raters to ensure that the evaluations are fair, impartial, that evaluation interviews are conducted according to Department guidelines, and that all ratings are uniformly applied.

35.1.15 DETERMINATION OF RATING SUPERVISOR

- A. The responsibility for the completion of the components of the Performance Evaluation System for each employee shall lie with the employee's immediate ranking supervisor. Specific assignment for officer evaluation in the patrol shifts will be made by the Chief of Police and will direct the Patrol Lieutenants to which Patrol Team they are responsible for.
1. In cases where the employee or supervisors rotate through different shifts or otherwise performs regularly assigned duties for more than one supervisor during the rating period, the rating supervisor will confer with the employee's other supervisor (s) to ensure a fair and accurate evaluation.

- a. The names of all supervisors involved in an employee's performance evaluation shall appear on the Performance Evaluation Report.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-1
SUBJECT: PATROL ADMINISTRATION
EFFECTIVE DATE: February 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Patrol Division Commander

INDEX AS:

- 41.1.1 PATROL ORGANIZATION AND FUNCTIONS
- 41.1.2 PRIORITY OF SERVICE SYSTEM
- 41.1.3 PATROL DIVISION OBJECTIVES
- 41.1.4 PATROL ORGANIZATIONAL RELATIONSHIPS
- 41.1.5 PATROL RESPONSE PROCEDURES
- 41.1.6 SHIFT SELECTION/ASSIGNMENT PROCEDURES
- 41.1.7 PATROL BEAT DESIGNATORS
- 41.1.8 PERMANENT BEAT ASSIGNMENT PROCEDURE
- 41.1.9 PATROL SHIFT MINIMUM STAFFING
- 41.1.10 PATROL OFFICER SCHEDULING
- 41.1.11 ROLL CALL PROCEDURES
- 41.1.12 SPECIAL PURPOSE VEHICLES
- 41.1.13 RADIO IDENTIFICATION CODES
- 41.1.14 INTERAGENCY RADIO COMMUNICATION
- 41.1.15 INCIDENT REPORTING
- 41.1.16 WALK AND TALK PROGRAM
- 41.1.17 VACATION WATCH PROGRAM

ORDER:

41.1.1 PATROL ORGANIZATION AND FUNCTIONS

A. The Patrol Division is the operational first line level of the Orland Park Police Department and functions under the direction of a Division Commander. The Division consists of certain specialized units, further described within this order and four patrol shifts which are divided into teams based on time segments of the work day as follows:

1. 1st Shift- 2300 hours to 0700 hours
2. 2nd Shift-0700 hours to 1500 hours

3. 3rd Shift-1500 hours to 2300 hours
 4. 4th Shift-1700 hours to 0300 hours
- B. Patrol shifts are supervised and directed by three teams of supervisors that are also separated into three shifts based on the three eight hour time segments of the work day. Each supervisory team consists of one Lieutenant and at least two Sergeants. The three supervisory teams are separated by time as follows:
1. 1st Team- 2205 hours to 0630hours
 2. 2nd Team- 0605 hours to 1430 hours
 3. 3rd Team- 1405 hours to 2230 hours
- C. The Patrol Division is charged with fulfillment of the following responsibilities:
1. The motorized patrol of the streets of the Village in order to deter crime
 2. Responding to emergency and non-emergency calls for service
 3. The enforcement of all criminal, and local ordinance violations
 4. Enforcement of traffic laws, investigating traffic crashes, and directing traffic in order to facilitate its safe and expeditious movement throughout the Village
 5. Identifying and apprehending criminals within the scope of the law
 6. The preliminary investigation of crimes, offenses and incidents
 7. The generation of comprehensive written reports on all incidents that necessitate formal documentation by department policy and/or law
 8. Develop a positive relationship between citizens and the Department through the concept and execution of community oriented policing operations.
 9. Reducing fear of crime through high visibility and personal contact.

41.1.2 PRIORITY OF SERVICES SYSTEM

- A. The priority of services system is designed for the patrol division as a guideline for the patrol supervisor and subordinate officers. This system reflects the management's philosophy in addressing the needs and expectations of the Orland Park Community and the Department. All patrol members, including supervisors, are responsible for the handling of calls for service. However, those officers assigned to specialized support units will be the last officers assigned to handle calls for service, except in emergency circumstances.
- B. When responding to calls for police service from the public the following priority list shall be utilized to serve as a guide in the direction of police manpower to the most urgent calls.
1. Citizen calls for service:
 - a. Criminal Offense Incidents
 - b. Emergency Incidents
 - c. Non-Criminal Incidents
 - d. Non-Emergency Incidents
 - e. Non-Moving Violations
 2. Traffic Safety Unit
 - a. Major Traffic Crash Investigations
 - b. Personal Injury Traffic Crash Reporting
 - c. High Traffic Crash Locations
 - d. Areas which generate citizen complaints

- e. Village wide
 - f. Non-moving violations
 - g. Disposition of abandoned vehicles
 - h. Liaison to Parking and Traffic Advisory Board
3. Preliminary Investigations
 - a. Criminal and Juvenile Codes
 - b. Intelligence gathering
 - c. Developing Informants
 - d. Assisting other agencies
 4. Community relations activities
 - a. Crisis Intervention
 - b. Counseling
 - c. Personal contacts with the public
 - d. Intelligence gathering
 - e. Community Policing Programs
 - f. Crime Prevention

41.1.3 PATROL DIVISION OBJECTIVES

- A. The objectives for the Patrol Division shall be established yearly during the preparation of the fiscal budget.
- B. The objectives shall be reasonable, attainable, quantifiable, and measurable where possible, yet provide sufficient flexibility to allow for change as needed.

41.1.4 PATROL ORGANIZATIONAL RELATIONSHIPS

- A. The Patrol Division Commander shall conduct both formal and informal meetings periodically with the supervisory staff of the Division to enhance cooperation, communications and to coordinate efforts to attain the goals of the Department. Additional formal and informal meetings are generally held between Lieutenants, Sergeants, and Patrol Officers with considerable frequency for the same purposes.
- B. The exchange of information is also accomplished through:
 1. Watch Summaries
 2. Daily activity logs
 3. Periodic attendance by investigators at roll calls
 4. Attendance by Communications Section personnel at roll calls
 5. Distribution of Crime Analysis Bulletins
 6. Directives, memoranda and General Orders

41.1.5 PATROL RESPONSE PROCEDURES

A. Coverage Policy

The Orland Park Police Department provides 24-hour-a-day police service seven days a week to the Orland Park Community. Emergency calls for service are responded to immediately.

B. Continuous Patrol Coverage at Shift Change

1. The Patrol Division Commander is responsible for establishing procedures that will ensure that continuous patrol coverage is maintained, particularly during shift change.
2. Requests for police service of a non-emergency nature received within 20 minutes of the scheduled starting time of the next shift may be held at the direction of the Shift Commander for assignment to personnel of the next shift.
3. Patrol Officers may be held over beyond their normal duty hours at the direction of the Shift Commander to meet minimum staffing requirements or to meet unforeseen circumstances.

41.1.6 SHIFT SELECTION/ASSIGNMENT PROCEDURE

- A. Patrol Officers are afforded the opportunity to make shift selections based upon department seniority and in accordance with the current labor agreement between the Metropolitan Alliance of Police, Chapter 159 and the Village of Orland Park.
1. The selections process shall be administered by the officers of the Metropolitan Alliance of Police, Chapter 159 during the month of November of each year. The results of the selection process will be forwarded to the Deputy Chief prior to December 1st of each year.
 2. Officers will select permanent shift to be worked for a period of one full calendar year beginning February 1 and ending January 31st of the upcoming year.
 3. The Chief of Police shall retain the right to make adjustments to the shifts selected based on valid operational needs of the Department and to include selections involving officers with specialized training or those holding specialized collateral assignments.

41.1.7 PATROL BEAT DESIGNATORS

- A. In the interest of deploying patrol officers effectively throughout the Village in a manner that will provide efficient response to all calls for police service, the following guidelines shall apply:
1. The Village shall be separated geographically into 8 reporting patrol beats.
 2. Police Headquarters shall be designated as one station/desk beat.
 - a. When deemed appropriate by the Shift Commander, based on an assessment of the workload related to walk-in complaints.
- B. The Patrol Division Commander shall designate the geographic boundaries of each beat based on a comprehensive evaluation of various factors to include, but not be limited to:
1. Population
 2. Call for service trends
 3. Traffic patterns and density
 4. Residential and commercial dominance
 5. Geographic size and highway configurations

41.1.8 PERMANENT BEAT ASSIGNMENT PROCEDURES

- A. The Orland Park Police Department recognizes the importance of continuity of police service to the goals of community oriented policing. To that end, the Patrol Division Commander shall develop and maintain permanent patrol zone assignments for each patrol officer.
1. Each zone shall consist of two patrol beats.
 - a. Zone 1 shall consist of Beats 1 and 3
 - b. Zone 2 shall consist of Beats 2 and 6
 - c. Zone 3 shall consist of Beats 4 and 7
 - d. Zone 4 shall consist of Beats 5 and 8

2. Officers shall be assigned, on a daily basis, by the shift commander to one of the two beats within their respective zones.

41.1.9 PATROL SHIFTS MINIMUM STAFFING

- A. Minimum staffing requirements for each patrol shift are established to provide the best possible police protection and services within budgetary constraints, while affording adequate protection and back-up for fellow officers.
- B. Based on the above, the amount of area to be covered, and the frequency of calls for service the following minimum staffing requirements shall be maintained:
 1. 1st Shift (2300 to 0700 hours)
 - a. One Supervisor (Lieutenant or Sergeant)
 - b. Eight (8) Full-time Officers
 2. 2nd Shift (0700 to 1500)
 - a. One Supervisor (Lieutenant or Sergeant)
 - b. Nine (9) Full-time Officers
 3. 3rd Shift (1500 to 2300 hours)
 - a. Two Supervisors (Lieutenant and Sergeant or two Sergeants)
 - b. Ten (10) Full-time Officers
 4. 4th Shift (1900 to 0300 hours)
 - a. One (1) Full-time Officer

C. Exigent or Emergency Circumstances

1. The above policy concerns minimum strengths and does not restrict Shift Commanders in the field from ordering out personnel that may be required to handle exigent or emergency circumstances.
 2. Shift Commanders confronted by exigent or emergency circumstances must justify the reasonableness of the call out to the Patrol Division Commander
- D. The Chief of Police or his designee may adjust this minimum staffing standard depending upon operational needs at his discretion. In addition, minimum staffing standards may be raised at any time based on a circumstantial basis. Shift staffing strengths are set at a minimum that are expected to provide adequate staffing on an average day.
1. Time off requests may be denied or canceled depending upon any circumstances supervisory personnel feel may cause a shortcoming in the required daily activities and services that must be provided.
 2. Such allocation will be approved by the Patrol Division Commander prior to implementation, excluding exigent circumstances.

41.1.10 PATROL OFFICER SCHEDULING

- A. Patrol officers shall normally be scheduled on a six day on, three day off rotational work cycle. Each work day shall consist of an eight hour day including a one-half hour meal period.
 1. Officers should be easily able to forecast their work days in advance based upon the workday cycle mentioned above. However, the officers work cycle may be changed from time to time by the Patrol Division Commander based on operational needs.
 2. In addition, officers work cycles are subject to changes when officers change their permanent shift selection from one shift to another.
- B. Officers requesting time-off (vacation, holiday, personal day, Compensatory time, etc.) must complete a Request for Leave (RFL) requesting such time off and submit the RFL to their Lieutenant reasonably in advance of the time off requested.

1. All requests shall be subject to seniority and timeliness requirements in accordance with labor agreement.
 2. All completed RFL's shall be time stamped prior to submission to Lieutenant.
- C. Lieutenants shall review and approve or deny any request for time off on a timely basis based upon the following considerations:
1. Minimum staffing strength requirements as set forth in section 9 of this order.
 2. Anticipated preplanned major events or significant conditions that might affect calls for service and ensuring availability of personnel as required.
 3. Coordinating officer attendance at required and elective (approved) training.
 - a. Training schedule shall be provided by the Training, Development and Review Supervisor.

41.1.11 ROLL CALL PROCEDURES

- A. A formal roll call shall be conducted by the Shift Commander (on-going) twenty-five (25) minutes prior to the commencement of each work shift. The roll call will be conducted to:
1. Disseminate necessary information
 2. Assign vehicles (not scheduled for service), vehicle key w/gas keys
 3. Assign patrol beats
 4. Assign appropriate equipment, including:
 - a. radars
 - b. Less lethal equipment
 - c. A.E.D.
 5. Provide direction to patrol officers.
 6. Inspect personnel for appearance, ballistic vest and weapon operation.
 7. Hold roll call training on occasion.
 8. Personally relieve the on-duty shift no later than 5 minutes to the hour via radio.
 9. Collect and inspect ALL vehicle keys w/gas keys, radars and beat books from the shift being relieved.
- B. The on coming Lieutenant/Supervisor will meet with the off going Lieutenant/Supervisor to:
1. Insure a proper transition has been completed.
 2. Review all information that was disseminated.
 3. Cause an inspection to be made of the lock-up area and the entire police facility noting any/all areas of concern then forwarding this information to the Admin/Tech. Services Division Commander.
 4. Inspect and account for all signed out portable radios, radar units, AEDs, PBTs and less lethal equipment. Investigate and report any issues related to missing equipment to the Admin/Tech. Services Division Commander.
- C. Roll Call Procedure
1. Midnight Shift - 2205-0630 hrs.
 2. Day Shift - 0605-1430 hrs.
 3. Afternoon Shift- 1405-2230 hrs.

Patrol Officers hours of work will be established as set forth in section 6 of this order (Permanent shift

- assignments).
- D. Patrol Officers assigned to duty at 0700, 1500, 1900 and 2300 hours will report to roll call in the complete Uniform of the Day not less than 25 minutes prior to the Shift starting time.
1. Officers reporting later than 25 minutes prior to the shift starting time shall be noted by the Lieutenant/Supervisor for appropriate corrective action.
- E. Patrol Officers will be cognizant of all information disseminated and note all information pertaining to their assignment onto their beat assignment sheet.
- F. The Lieutenant/Supervisor will not use more than 25minutes to conduct roll call except under unusual circumstances or with approval from the Chief of Police or his designee.
- G. At the completion of roll call, officers will report to their assigned beats without delay. Officers will not request beat books, shotguns, etc. from the off going shift these items will be issued by the on-coming Supervisor.
- H. Officers going off duty will remain in their designated beat area until properly relieved via radio by the Lieutenant/Supervisor only!
- I. Officers being relieved will return all assigned equipment to the designated equipment room operator and will not transfer possession to the oncoming shift without prior approval.
- J. Officers shall not be relieved from duty, and may not leave the police facility, until they have checked in with the Shift Commander.

41.1.12 SPECIAL PURPOSE VEHICLES

- A. The Orland Park Police Department owns and maintains several vehicles which are designed for special use. Their designations and purposes are as follows:
1. Traffic Safety Unit Cars
 - a. Traffic cars shall be used only by officers assigned to the Traffic Safety Unit unless authorized by the Shift Commander.
 - b. Traffic cars are for daily use, traffic enforcement, and accident investigation.
 - c. Accessories for Traffic cars are delineated in the Traffic Safety Unit General Order.
 2. Police Motorcycles
 - a. Police motorcycles are most typically used for traffic enforcement and special details, but they may be used for general patrol duties with the authorization of a supervisor.
 - b. Police motorcycles are available for use only by those officers who have been properly trained and certified.
 3. Canine Unit Car
 - a. Canine cars will be used only by the canine officer to whom it is assigned. It may be used for general purpose patrol by such canine officer.
 - b. The Canine Unit Cars will generally be equipped as other patrol cars. In addition, the canine unit cars will be specially equipped as set forth in General Order 41.6, Canine Unit Operations.
 4. Prisoner Transport Vehicle
 - a. The prisoner transport vehicle is a limited use vehicle. While it may be used for general patrol, it shall not be used to respond to emergency CODE 2 or CODE 3 calls unless exigent circumstances exist.
 - b. The prisoner vehicle will be equipped with supplemental prisoner restraints such as "Foley" restraints, disposable cuffs, leg hobbles, and a prisoner transport belt.
 5. Mobile Command Center
 - a. The primary use of the Mobile Command Center is to provide a centralized location to coordinate

- and supervise a response to an emergency or large activity.
- b. Any request to utilize the Mobile Command Center for any other specialized use is subject to the approval of the Deputy Chief of Police or his designee.
 - c. The Commander of Administration and Technical Services or his designee is responsible for equipping and maintaining the readiness of the Mobile Command Center.
6. Police All-Terrain Vehicle
 - a. The all-terrain utility vehicle is a limited use vehicle. It is to be used only for special events and for extenuating circumstances warranting off-road assignments.
 - b. The use of the all-terrain utility vehicle requires authorization from a Command Level Supervisor
 7. Bicycle Patrol Vehicles and Bicycles

The Department equips and deploys special use vehicles and bicycles assigned to specially trained officers. A directive governing the operation of all Bicycle Patrol Unit equipment is found in General Order 41.7, Bicycle Patrol Unit.
 8. Mobile Evidence Unit
 - a. The Investigations Division shall maintain a specially equipped van, which may be used during the processing, collection, and preservation of evidence.
 - b. The Commander of Investigations or his designee is responsible for equipping and maintaining the readiness of the Mobile Evidence Unit.
 9. Undercover Vehicles
 - a. Use of these vehicles is limited to authorized Investigations personnel for operational purposes, training, or maintenance. The Investigations Division Commander or the Chief of Police must authorize any other use.
 - b. The qualifications and training required for operation of undercover vehicles includes assignment to Investigations Division
 - c. Equipment kept in or on the vehicles will be at the discretion of the Investigations Division Commander or his designee.
- B. The Commander of Administrative/Technical Services is responsible for the condition and maintenance of all vehicles described in this section.

41.1.13 RADIO IDENTIFICATION AND CODES

A. Radio Identification Designators.

The Orland Park Police Department uses a radio call sign system that includes the unit or beat designator as well as a shift designator. All patrol designators consist of four digits as follows:

- 1. First Digit Designates the Department
 - a. Always the number "1" for Orland Park Police Units.
- 2. Second Digit Designates the Shifts
 - a. "1" for 1st Shift
 - b. "2" for 2nd Shift
 - c. "3" for 3rd Shift
- 3. Third Digit designates the beat assignment
 - a. "1" through "8" corresponding to the officer's beat assignment.
 - 1. Example Beat Three car would have "3" as the third digit.

4. Fourth digit designates primary, secondary officer in the beat.
 - a. "0" designates the primary officer
 - b. "1" designates secondary officer
 - c. "2" designates third officer

5. Example of Typical Patrol Assignment Radio Designator

The call designator of "1320" would indicate the officer is:

- a. An Orland Park Officer
 - b. Working the third shift
 - c. In Beat 2
 - d. And the officer is the primary car in the beat.
6. Patrol Supervisory Team Designators are similar to patrol officers. They are four digits as follows:
 - a. First digit is "1" for Orland Park,
 - b. Second Digit indicates rank,
 1. "8" is a Lieutenant or Senior Sergeant Shift Commander working with two other Sergeants.
 2. "7" is a senior Sergeant who may also serve as watch commander in the absence of a Lieutenant.
 3. "6" is a junior sergeant who may also serve as watch commander in the absence of a senior sergeant and a lieutenant.
 - c. Third digit, usually always a "0" indicates the primary supervisor of that rank
 - d. Third digit indicates shift
 1. "1" is 1st shift
 2. "2" is 2nd shift
 3. "3" is 3rd Shift

7. Traffic Safety Unit Designators are in the 1500 Series.

- a. 1500 is the Traffic Unit Lieutenant
- 1510 Traffic Officer working 1st shift
- 1520 Traffic Officer working 2nd shift
- 1530 Traffic Officer working 3rd shift

8. Patrol Special Unit Designators

The specialized units of the Patrol Division are all assigned the 1900 series and their star number. Therefore, specialized unit officer would use "19" as first two digits and their two digit star number as third and fourth digits.

- a. Example: Officer with star #43 working Bicycle patrol would use a radio designator of "1943."

B. Phonetic Alphabet

The Orland Park Police Department use a phonetic alphabet to ensure understanding and accurate interpretation of names and addresses. The phonetic alphabet is a list of alpha characters followed by common names and words which begin with that letter of the alphabet.

C. 10-Codes

The 10-codes were developed to achieve reliability and speed. Reliability is achieved by the "TEN (10)-" portion of the code wherein the "10-" is an aphonetic alert attesting to the fact that information is about to follow. Speed is achieved by the "code" portion (the number following the 10-), which is a condensation of several words allowing for brevity. Speed is also achieved due to the fact that numbers, because of inflection, are not as easily confused as words, and are also more reliable through noise or other interference. Use of multiple ten-codes in one transmission should be limited to no more than two. Never drop the 10-portion of the message; the complete 10- code should be used. In some situations, plain language may be necessary to avoid confusion. A 10- code is complete in itself; additional words are seldom necessary. However, if there is ever a doubt regarding the understanding of the 10-code on either side of the communication; plain English should always be used!

41.1.14 INTERAGENCY RADIO COMMUNICATION

- A. Emergency radio communication between area departments should be conducted on ISPERN.
 - 1. All communications on ISPERN will be in accordance with the guidelines described in the ISPERN Manual.
- B. Non-Emergency communications between area departments will be conducted via telephone, point-to point radio, or LEADS.
 - 1. All such communications should be for business purposes only.

41.1.15 INCIDENT RESPONSE

- A. One Orland Park Police Unit will generally be dispatched by the Communications Center to handle routine calls for service.
- B. Response to some calls may require several officers to deal effectively and safely with the situation. The type of situation requiring the response of at least two officers include, but are not limited to:
 - 1. Officer calling for emergency assistance
 - 2. Crimes in progress
 - 3. Domestic disturbance
 - 4. Alarms
 - 5. Possibility of or actual use of force
 - 6. Fights
 - 7. At the request of the initial responding officer
 - 8. Any other call where, in the judgment of a supervisor, the need exists for additional units to respond
 - 9. All situations involving an arrest
- B. Telecommunicators shall ensure the dispatch of two officers to all calls listed above. An officer facing a circumstance as listed above will request back-up assistance, if it is not already provided. The two officers assigned to such a call should coordinate a simultaneous arrival, when possible.
- C. In all cases, responses by more than two officers shall be coordinated by the field supervisor.
- D. Additional officers responding to a call for service without authorization or notification may lead to an uneven distribution of patrol assets and cause an unnecessary appearance of an overreaction by the Department.

41.1.16 WALK AND TALK PROGRAM

- A. It is the policy of the Orland Park Police Department to be in continual contact with the businesses, citizens and youth of the community on a one to one, non-confrontational meeting whenever possible during the tour of duty of selected Beat Officers and Command Staff personnel.
- B. General

The success of the program outlined hereafter is incumbent upon the initiative and diligence put forth by all departmental personnel. The Patrol Division schedule will designate the beat on a daily basis which will be assigned to engage in the Walk and Talk Program.

C. Procedure

1. Administration Personnel

- a. The Chief, Deputy Chief and Commanders may be assigned to Walk and Talk duties when feasible. These duties may be in conjunction with patrol supervisors and/or patrol officers when applicable.

2. Patrol Command Personnel

- a. Insure that the scheduled officers for each day, each shift is assigned and completes whenever possible Walk and Talk duties. These duties should be at various locations within the designated beat areas and monitored as assigned. These hours need not be consecutive.
- b. When feasible, assign team supervisors to these duties on a periodic basis.
- c. Cover the beat assignment of the scheduled officer with supervisory personnel if/when necessary.
- d. Prepare and submit a written report to the Patrol Division Commander in those instances when an officer is unable to be assigned to handle this duty based upon exigent or extenuating circumstances. Mere minimum shift strength will not be considered exigent or extenuating circumstance.

3. Patrol Officer

- a. Conduct Walk and Talk duties in the complete uniform of the day if/when assigned by the Supervisor.
- b. Present a favorable impression and conduct yourself in a business-like, professional manner while engaged in your assigned Walk and Talk duties.
- c. Seek out individuals in order to obtain information relative to concerns, questions and comments in reference to the Village at large.
- d. Officers will generate an incident number by going 10-6 at their designated Walk and Talk location and will keep communications advised of any location a community contact(6395) is made insuring that informational notes are added to the narrative/notes of the call for later retrieval. Officers will ensure that the appropriate information is entered into the (New World) call. This information will include:
 1. Officer's name
 2. Location visited (i.e. Schussler Park, Lake View Plaza, etc.) Officers will indicate an address in those cases when they are in a strip mall or subdivision and visit a specific location (i.e. White Hen, 151st St., Avenida del Este).
 3. Date Walk/Talk conducted.
 4. Time of arrival/time of departure
 5. Remarks indicating areas needing special attention (i.e. youths congregating in park after dark, etc.).
- e. Complete and submit to the Patrol Division Commander through the Shift Commander a memorandum containing pertinent information in regard to any concerns expressed by individual's contacted during the Walk and Talk duties.
- f. The Patrol Division Commander will:
 1. Forward the original to the appropriate division for prompt attention.
- g. All department personnel are encouraged to initiate "Community Contacts" (6395) on a daily basis. These contacts can be initiated any time manpower, calls for service, and time allow.

Officers will be called off a community contact in those cases when their presence is required elsewhere.

- h. Officers conducting Walk and Talk, when self assigned, will be required to call in/out of service and provide information to the telecommunicator as required in C.3.d. of this order. These officers will additionally document those circumstances needing special attention as required in C.3.e. of this order.

41.1.17 VACATION WATCH PROGRAM

- A. The Orland Park Police Department established the Vacation Watch Program as part of the Department Community Policing Initiative. The purpose of the program is to give special attention to homes which are vacant when residents are on vacation and to shorten the time of discovery of a crime should a burglary or other offense be committed.

- B. Procedure: Vacation Watch Books

1. There will be two (2) Vacation Watch books. These books will have dividers by beat and will contain all the active vacation watch reports for the beats.
2. One book will be maintained in the patrol supervisor's office and the other in the communications center.
3. It is the responsibility of the shift commander to ensure that each Vacation Watch book is kept up to date and that a copy of each vacation watch form received from officers are placed in each book.

- C. Method of Operation

A citizen wishing to make a request for a Vacation Watch may do so either in person or by phone at any time, day or night.

1. Should the person make the request in person, they will be advised that an officer must contact them at their residence. Vacation forms will not be filled out at the station or by personnel other than a police officer. An officer will be dispatched to the residence to meet with the person requesting a Vacation Watch. Officers will then complete a Vacation Watch form collecting all required information.
2. If the person uses the telephone to make their request and they are at home an officer will be dispatched to their residence to complete the form.
3. The officer taking the report will have an incident number assigned to the Vacation Watch as he would with any other report. There will also be a watch code number assigned by the Communications Center.
4. The officer will complete the form while inspecting the premises.
5. Officers will inform the person (s) requesting this service that their residence will be physically checked 3 times per 24 hour period.
6. Officers will inform the person (s) requesting the service that it is necessary for them to call the Department immediately upon their return, day or night, so that an officer may respond to verify their return in person and avoid any confusion later.
7. After the officer has completed a Vacation Watch report it will be turned into the shift commander. The shift commander will make a copy of the watch for the communications center and place the original in the book maintained in the supervisor's office.
8. The TCO will enter the watch information in CAD including the complete address, watch number, owner/contact info, and phone number; no expiration date will be entered.
9. Once active, the Watch will be conducted on each shift.
10. Officers will create a call for the watch and conduct the premise check. Officers will make notes in the narrative for any information that needs to be reported. The TCO will add information to the comments section regarding anything unusual or noteworthy as requested by the officer. The TCO will use the format as provided in the procedure example.

- D. Cancellation of Vacation Watch

1. Upon the resident's return, an officer shall be dispatched to the residence to verify the resident's return.

2. The officer shall discuss with the resident any information that was reported while they were away.
3. The officer verifying the return shall have the Vacation Watch cancelled and notify the shift commander to remove the watch from the book. The supervisor will submit the original report to records for filing and instruct communications to remove the copy from the Watch book and expire the watch in CAD.
4. There shall be no telephone cancellations.

E. Shift Commanders Responsibility

It is the responsibility of the Shift Commanders to:

1. Insure Vacation Watch checks are performed.
2. Report, in writing to the division commander the failure to perform physical checks as required.
3. Watch cancellation when necessary.

F. Eligibility to Participate in Program

1. The residence must be a single family home.
2. No apartments, condos or townhouses.
3. Resident must be out of town for a minimum of five days.
4. The residence must be unoccupied during this time.
5. The maximum allowable time for the watch to continue is 30 days.
6. Homes that are vacant for the purpose of a possible sale are not eligible for this program.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-2
SUBJECT: PATROL OPERATIONS
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Patrol Division Commander

INDEX AS:

41.2.1 RESPONDING TO CALLS FOR SERVICE
41.2.2 MOTOR VEHICLE PURSUITS
41.2.3 CONDUCTING FIELD INTERVIEWS
41.2.4 MAKING NOTIFICATIONS
41.2.5 MISSING PERSONS PROCEDURES
41.2.6 RADIO ACCESSIBILITY AND PROCEDURE
41.2.7 PATROL - USE OF INFORMANTS

PURPOSE:

The purpose of this order is to establish patrol operational procedures and practices regarding appropriate response to emergency and non-emergency calls for service, preliminary field investigations, field interviews, the use of informants and handling of missing persons reports.

DEFINITIONS:

Preliminary Investigation: Generally, the activity that begins when officers arrive at the scene of a crime or incident. The activity should continue until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation.

ORDER:

41.2.1 RESPONDING TO CALLS FOR SERVICE

- A. Patrol Officers of the Orland Park Police Department are expected to respond to all calls for service without unnecessary delay. The nature of the call shall suggest the reaction and type of response from the assigned officer, assisting officers and the field supervisor. However, regardless of the urgency or emergency nature on any call for service, officers are reminded of the importance of a controlled and safe response, exercising due care for the safety of the motoring public, pedestrians and the officers themselves.
- B. Call Response Classifications.
 1. Routine Calls for Service. (CODE 1)

The vast majority of calls for service received by the patrol officer are considered to be routine in nature. These calls are best characterized by the necessity, or lack of necessity, for a quick police response. When responding to routine calls, a rapid response is not essential for the preservation of life and/or property. The CODE 1 response is appropriate for crimes not in progress where no persons or property remain in jeopardy and no possible offenders remain at the scene or in close proximity of the call.

2. Urgent Incidents (CODE 2)

Urgent incidents are calls for police service where Personal injury to any person or a potential risk of property loss is likely to occur if the response is unnecessarily delayed and prompt police response may avert further injury or loss, reduce the seriousness of the situation, or increase the likelihood that an offender will be apprehended. CODE 2 response is appropriate for most crimes in progress calls, fire calls and ambulance assists.

3. Emergency /Critical Incidents (CODE 3)

Emergency or critical incidents are calls for police service involving in progress forcible felonies, injury accidents and any other life threatening situation. This classification includes officers in need of assistance or calling urgently for help or back-up.

- a. Whenever possible, officers calling for assistance where the need for back-up is not critical should articulate such as the CODE 3 response that may otherwise develop carries inherent risks for those officers responding.

C. Responding to Calls for Police Service

1. Routine Calls for Service. (CODE 1)

When responding to any calls of this nature, all police units will be operated in accordance with all traffic regulations. Emergency equipment will not be used unless the nature of the incident changes, or the equipment is required for visibility at the scene.

2. Urgent Incidents (CODE 2)

When responding to urgent calls officers should proceed in the most direct geographic route not exceeding posted speed limits. Emergency equipment (lights and siren or air horn) will be activated when disregarding traffic control devices and/or signals to facilitate movement through traffic.

- a. Officers are prohibited from the "flashing" of emergency equipment from on to off to clear through traffic or to get through an intersection. This practice tends to confuse the motoring public and creates a hazardous situation for all involved.

3. Emergency/Critical Incidents (CODE 3)

When responding to these types of calls for police service officers must ensure that emergency lighting, siren and flashing headlights are activated during the response, with the exception of brief deactivation of siren to facilitate proper radio communication. Speed limits may be exceeded as conditions such as, traffic, weather and time of day reasonably permit. Emergency equipment should not be deactivated until arrival at the scene.

- a. While it is clear that certain in progress calls suggest limiting the sounds of a police response when in close proximity of the call, deactivating equipment should only be done in a safe manner that will not cause unreasonable risk to the officer (s) or surrounding motorists.

- b. Unmarked police vehicles will not operate in CODE 3 unless a flashing light and siren are in full operation during the response. Officers operating unmarked vehicles will use extra caution in view of the fact that unmarked vehicles are more difficult than marked vehicles for other drivers to identify.

4. It is impractical to list all the types of calls for service that officers may encounter and prescribe the manner of response within this order. Therefore, officers are directed to use the descriptions found within to determine the appropriate response classification to the incident to which they are assigned.

D. Traffic Regulations/Safety

1. Pursuant to the Illinois Vehicle Code 625 ILCS 5/11-205, Public Officers and Employees to Obey Act - Exceptions, when responding to an emergency call, an officer may, if necessary:

- a. Park or stand, irrespective of the provisions of the Illinois statute,
- b. Proceed past a red or stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation.
- c. Exceed the maximum speed limits so long as not to endanger life or property.

- d. Disregard regulations governing direction of movement or turning in specified directions.
- 2. Note: The foregoing provisions do not relieve the driver of an authorized emergency vehicle from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of reckless disregard for the safety of others.
- 3. When responding to an urgent or emergency incident, officers should remember that the use of emergency lights and siren does not guarantee the safe use of the right of way.
- 4. When responding to any assignment, the officer shall drive at a speed and in a manner that will enable them to maintain full control of their vehicle at all times and under all conditions.

41.2.2 MOTOR VEHICLE PURSUITS

- A. A written directive regarding Pursuits is found in General Order 41.5, Motor Vehicle Pursuits.

41.2.3 CONDUCTING FIELD INTERVIEWS

- A. A written directive governing provisions for conducting field interviews is found in General Order 41.11, Field Interviews and Pat-Down searches.

41.2.4 MAKING NOTIFICATIONS

- A. Notification to Administrative Division

1. Purpose

To establish guidelines for the timely reporting of certain incidents and major case incidents to the Chief of Police.

2. Policy

It is the policy of the Orland Park Police Department that the Commanding Officer of certain incidents or major cases as described within will insure immediate notification is made to the Chief of Police, his designee, or, in descending order Administrative command personnel.

- a. This notification will contain as much information as possible to insure that a proper evaluation of the incident can be made by the recipient of this notification.

3. Procedure for Incidents Requiring Verbal Communication

Upon the occurrence of the following type incidents, the Commanding Officer will insure that immediate verbal contact is made as prescribed above.

- a. Any natural or man made disaster where fatality or the likelihood of injury may occur, i.e. tornado, plane crash, major HazMat incident, flooding, etc.

- b. Injury to Police Department personnel where hospitalization or critical injuries are sustained.

- c. Any type of shooting incident, at or by police

- d. For SSERT response, approval or request

- e. Any kidnapping, barricaded or hostage type incident

- f. Homicides, reckless homicides or incidents where death is probable and charges to be lodged or pursued.

- g. Armed robberies

- h. Incidents involving prisoners that are life threatening or involve significant injuries. (Excluding communicable diseases, AIDS, etc.).

- i. Any incident involving the Mayor, Trustees, appointed Village officials or their family members.

- j. Any incident the Shift Supervisor feels is of a magnitude that notification should be made.

4. Procedure for Incidents Requiring Written Communication

Upon the occurrence of the following type incidents, the Shift Commander will insure that immediate

written contact is conveyed to the Chief of Police, Deputy Chief and affected Division Commanders via e-mail. This written message will be completed and sent by the end of the shift.

- a. First report of injury reports
- b. Accidents involving police vehicles
- c. Incidents on/or involving Village property (typed)
- d. Burglaries when loss value exceeds \$25,000
- e. Suicides/Suspicious death
- f. Incidents involving department personnel where an internal investigation is likely
- g. Search warrants served by outside agencies
- h. Any incident classified as heinous or those of a sexual nature
- i. Any incident the Shift Supervisor feels notification should be made
- j. Major drug arrests

If occurring on day shift, notification to Administration must be made immediately.

B. Office of the Medical Examiner

The Shift Commander shall ensure that notification to the Office of the Cook County Medical Examiner is made in accordance with General Order 42.3, Death Investigation Protocol.

C. Public Utilities

Whenever circumstances in the field require the response of public utility companies the Field Supervisor shall direct the Communication Center Staff to make the appropriate contacts.

- 1. Commonwealth Edison
- 2. NICOR
- 3. SBC
- 4. Comcast Cable Services
- 5. Village of Orland Park Water Department

D. Streets and Highway Authorities

- 1. Village of Orland Park Public Services
 - a. After business hours contact the on-call Foreman through call out schedule provided by the Public Services Department
- 2. Illinois Department of Transportation
- 3. Cook County Highway Department

E. News Media

- 1. All news media contacts shall be initiated exclusively by the authorized press release officer of this Department, the Commander of Criminal Investigations, unless specifically authorized by the Chief of Police.

41.2.5 MISSING PERSONS REPORTS

- A. A written directive regarding missing persons reports is found in General Order 41.12, Missing Person Report Procedures.

41.2.6 RADIO ACCESSIBILITY AND PROCEDURE

- A. All patrol personnel engaged in a field assignment shall carry with them a portable radio for the purpose of

exchanging information, requesting assistance, transmitting orders or instructions and responding to calls for service.

- B. A written directive that sets forth policy and procedure for various radio communications of the Department is found in General Order 81.2., Communications, section 5, Communications Procedures.

41.2.7 PATROL USE OF INFORMANTS

- A. A written directive governing the use of confidential informants by all sworn members of this Department is found in General Order 42.6, Confidential Informant Procedures.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-3
SUBJECT: PATROL EQUIPMENT
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Patrol Division Commander

INDEX AS:

- 41.3.1 PATROL VEHICLE MARKINGS
- 41.3.2 UNMARKED VEHICLE EMERGENCY EQUIPMENT
- 41.3.3 PATROL VEHICLE EQUIPMENT
- 41.3.4 SAFETY RESTRAINT DEVICES
- 41.3.5 PERSONAL EQUIPMENT
- 41.3.6 SOFT BODY ARMOR POLICY
- 41.3.7 VEHICLE MAINTENANCE PROCEDURES
- 41.3.8 EQUIPMENT MAINTENANCE PROCEDURES
- 41.3.9 VEHICLE AND EQUIPMENT INSPECTIONS

PURPOSE:

The purpose of this order is to establish standards for equipping patrol vehicles with the necessary emergency and support equipment that will allow safe and effective operation of the patrol vehicle while responding to various types of emergency calls for service. In addition, this order shall provide policy and procedure for the use and maintenance of various types of equipment utilized largely by Patrol Division personnel.

ORDER:

41.3.1 PATROL VEHICLE MARKINGS

- A. All patrol vehicles, with the exception of tactical vehicles, shall be conspicuously marked as a police vehicle in order to provide a highly visible presence within the community at all times. It is believed that high visibility of patrol vehicles provides the following positive consequences:
 - 1. A deterrent to crime,
 - 2. Provide a sense of safety and security to the people of the community,
 - 3. Provide for increased safety for patrol officers, especially while responding to emergency calls for Service.
- B. The markings on all Orland Park Police patrol vehicles shall include, but not be limited to:
 - 1. Orland Park Police in large reflective, highly visible lettering,
 - 2. The emergency telephone number "911."
 - 3. The unit number on sides and on roof.

4. Overhead emergency light bar,
5. Distinct color with highly visible contrasting striping on each side.

41.3.2 UNMARKED VEHICLE EMERGENCY EQUIPMENT

- A. Any unmarked patrol tactical vehicle that will be used in the field by the tactical unit in making vehicle stops etc. shall be equipped to include, but not be limited to, the following emergency equipment:
 1. Covert lighting system, siren and public address system
- B. Officers deployed in tactical unit vehicles are reminded that the emergency equipment in these vehicles is not intended to be as visible as a fully marked patrol vehicle. Officers are directed to exercise due care when operating the vehicle with this equipment as visibility may, at times, be limited.
- C. The ability to maintain constant communication is the responsibility of the officers deployed in unmarked vehicles. Constant communication can be achieved through the use of one or more of the following:
 1. Department issued fixed or portable radio,
 2. Cell phone,
 3. A mobile data terminal or
 4. Other similar communication device.

41.3.3 PATROL VEHICLE EQUIPMENT AND ACCESSORIES

- A. All patrol vehicles will be equipped so as to maximize their effectiveness. The equipment will include, at a minimum:
 1. Red and Blue overhead emergency lights
 2. Siren and public address system
 3. Exterior spot, alley and take down lighting.
 4. Radio transceivers capable of operating on at least the following frequencies to allow the operator to maintain constant communication:
 - a. Orland Park Police
 - b. I.S.P.E.R.N.
 - c. Orland Park Public Services
 5. A mobile data terminal
 6. In-Car Video System
 7. A locking rack to secure a long gun
 - a. Not in supervisor vehicles
 8. A cage or screen separating the front driver and front passenger area from rear passenger area to facilitate safe transport of prisoners
 - a. Not in supervisor vehicles
- B. Accessories
 1. In order to enable officers to respond adequately to accidents or other emergencies, every patrol vehicle will be furnished with the following accessories:
 - a. A blood borne pathogen emergency kit
 - b. Fire Extinguisher
 - c. Adequate supply of flares

- d. Emergency response guidebook
 - e. A rechargeable flashlight charger
 - f. Rescue Disc
2. At the beginning of their assigned tour of duty, officers shall inspect their vehicle to ensure that the equipment and accessories are functional and that supplies are adequate.
- a. Any damaged or missing equipment, defects or malfunctions should be immediately reported to the supervisor.
 - b. Any officer losing or damaging any police vehicle or equipment shall report the matter to their immediate supervisor without unnecessary delay.

41.3.4 SAFETY RESTRAINING DEVICES

- A. All employees, operating or as a passenger in a village owned, leased, rented, borrowed, or personal vehicle being used for village business, shall wear a properly adjusted and fastened safety belt. The operating employee shall ensure that all passengers are secured in a properly adjusted and fastened safety belt, in compliance with 625 ILCS 5/12-603.1, except in the event of a tactical situation, in the interest of officer safety, permitted by 625 ILCS 5/12-603.1.10
- B. All employees of the Orland Park Police Department, while operating a department vehicle shall also comply with 625 ILCS ACT 25 Child Passenger Protection Act. Specifically, no employee of this Department shall transport a child in a Department vehicle for any reason unless the following requirements are satisfied:
 - 1. Any child under age eight (8) years shall be properly secured in a child restraint system as defined within the Act (625 ILCS 25/4).
 - 2. Any child age eight (8) or older, but under age sixteen (16) years shall be secured in either a child restraint system or a properly secured seat belt (625 ILCS 25/4a).
 - 3. The Commander of Administrative/Technical Services shall ensure that ample supplies of child restraint devices are available for use in Department vehicles. The field supervisor shall arrange for the delivery of a child restraint system when advised by an employee of the Department of a need to transport a child.

C. Vehicle Air Bag On-Off Switch

- 1. Due to the placement of laptop computers and on dash radar equipment in department vehicles, on-off switches are being installed in vehicles equipped with front passenger air bags.
- 2. If so equipped, whenever a passenger/subject is in the front passenger seat, it is required the air bag on-off switch be placed in the "ON" position.
- 3. Whenever a passenger/subject is in the front passenger seat, it is required that all objects such as radars, radar brackets, emergency lighting, etc. be removed from the dashboard area before the airbag switch is placed into the "ON" position.
- 4. If the driver is the only person in the front seat, the passenger air bag on-off switch will be placed in the "OFF" position.
- 5. The normal position of the air bag on-off switch is in the "OFF" position.
- 6. One (1) on-off switch key will remain in the switch and a spare key will be carried on the vehicle key ring.
- 7. A label advising of the shut-off device will be affixed in a position visible to the passenger.

41.3.5 PERSONAL EQUIPMENT

- A. A written directive regarding personal equipment issued by the Department and equipment authorized for use at officer expense is found in General Order 41.4, Personal Equipment and Police Uniforms.

41.3.6 SOFT BODY ARMOR POLICY

- A. A written directive governing soft body armor is found in General Order 41.4, Personal Equipment and Police Uniforms.

41.3.7 DEPARTMENT VEHICLES MAINTENANCE PROCEDURE

- A. All maintenance and preventative maintenance of Department vehicles shall be performed by the Village of Orland Park Public Services Vehicle Maintenance Section. All such maintenance shall be scheduled through the office of the Commander of Administration/Technical Services.
- B. Normal preventative maintenance shall routinely be scheduled by the Commander, or his designee, with the PS Vehicle Maintenance Supervisor.
- C. All employees assigned a Department vehicle shall assume responsibility to ensure that any malfunctions or mechanical problems with the assigned vehicle are promptly reported to the supervisor.
- D. Any employee experiencing difficulties with any vehicle of this Department during their tour of duty, that would obviously cause additional damage to the unit shall discontinue its use, and immediately notify the field supervisor of such problem.
 - 1. The field supervisor upon any such notification shall evaluate the problem with the vehicle and determine the appropriate course of action for the vehicle.
- E. All requests for maintenance work to be done on Department vehicles shall be entered into the PD Info Board and in a manner as prescribed by the Commander of Administration/Technical Services.

41.3.8 EQUIPMENT MAINTENANCE PROCEDURE

- A. Maintenance and servicing of all Department equipment shall be scheduled through the office of the Commander of Administration/Technical Services.
- B. Any employee experiencing a malfunction or failure of any equipment of the Department shall report the problem to their immediate supervisor without unnecessary delay.
- C. All requests for maintenance work to be done on Department equipment shall be entered into the PD Info Board and in a manner as prescribed by the Commander of Administration/Technical Services.
- D. Each employee of this Department is responsible to ensure that any personal use equipment issued by the Department is kept in good repair and working order.
- E. Personal equipment obtained at the expense of the employee shall be maintained and repaired at the employee's expense.

41.3.9 VEHICLE AND EQUIPMENT INSPECTIONS

- A. A written directive regarding the inspection of Department vehicles and equipment is found in General Order 53.1 Line Inspections.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-4
SUBJECT: PERSONAL EQUIPMENT AND UNIFORMS
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Patrol Division Commander

INDEX AS:

41.4.1 UNIFORM REGULATIONS

41.4.2 UNIFORMS/DEPARTMENT ISSUE

41.4.3 UNIFORMS/EMPLOYEE EXPENSE

41.4.4 PERSONAL EQUIPMENT

41.4.5 UNIFORM/DUTY DRESS ACCESSORIES

41.4.6 RANK/INSIGNIA DESIGNATIONS

41.4.7 ISSUE AND REPLACEMENT OF UNIFORMS AND EQUIPMENT

41.4.8 PURCHASE PROCUREMENT OF WALLET/FLAT BADGE

PURPOSE:

The purpose of this order is to establish the standards of uniform dress and authorized equipment for sworn officers and uniformed civilian personnel.

DEFINITIONS:

Sworn Officer: For the purpose of this directive, the term "sworn officer" refers to all ranks of actual police officers.

Uniformed Civilian: For purpose of this directive, the term "uniformed civilian" includes all uniformed Community Service Officers, Communications and Records Personnel, Division Secretarial Staffs, Evidence Control Officer and Crossing Guards.

ORDER:

41.4.1 UNIFORM REGULATIONS

All sworn and uniformed civilian personnel of the Orland Park Police Department are governed by this order.

All sworn officers shall have available at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

All uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use.

A. The uniform, or any part thereof, will not be worn:

1. While on vacation (except for court appearance or other required police business.).
2. While off-duty (except while traveling directly to and from, or authorized special details.)

3. During a period of suspension.

41.4.2 UNIFORMS/DEPARTMENT ISSUE

A. Headgear

1. There are four types of headgear authorized by the Department.
 - a. The "5 Star" uniform hat with solid fabric top, blue in color. This hat is allowed year round.
 - b. The "trooper" style fur cap with vinyl top. This cap is allowed during winter when wearing a jacket or sweater.
 - c. The black knit watch cap with white lettering, "O.P.P.D." This cap is allowed during winter when wearing a jacket or sweater.
 - d. The "Riot" helmet with face shield and chin strap. A helmet is distributed to each officer and will be stored in manner that makes it quickly available while on-duty. The helmet is allowed during appropriate circumstances as determined by the Watch Commander or Field Supervisor.
2. The wearing of the appropriate uniform hat is mandatory:
 - a. At traffic control assignments and details.
 - b. As determined by the supervisor-in-charge in those situations in which immediate recognition is necessary for officer safety.
 - c. As determined by a supervisor when circumstances are such that wearing headgear is appropriate.

B. Shirts

1. Shirt pockets will not present a bulging appearance.
2. All buttons will be buttoned, except the top button, when a short sleeve shirt is worn.
3. Also see section 6 of this order, Rank/Insignia Designations.

C. Ties.

1. Ties worn by all uniformed employees shall be Departmental issued "clip-on" type tie except for uniformed female civilian employees who may wear a cross over tie.
2. Ties are worn from October 1 to May 1 and only with the long sleeve shirt when not wearing an outer vest cover.

D. Tie Bars.

1. The issued Departmental tie bar will be the only tie bars permitted to be worn. The tie bar will be worn at a point on the tie parallel to the top of the shirt pocket.
2. Non-supervisory personnel shall wear issued silver tie bar. Supervisors shall wear gold tie- bar.

E. Trousers.

1. All trousers will be worn at a length that allows the bottom of the trouser to touch the top of the shoe at the shoe laces.
2. Trousers will be clean and pressed at all times and will not be worn if showing any signs of wear.

F. Sweater.

1. The "V" neck, navy blue type sweater with shoulder epaulets shall be issued with appropriate patches and emblems affixed.
2. This sweater may only be worn as an outer garment provided all patches and emblems, name tag and badge are affixed.

G. Jackets.

1. When worn, the badge and nameplate must be properly affixed to the jacket.

2. Sleeve emblems will be securely sewn on.
 3. Buttons will be worn in the places provided for them.
- H. Raincoat/raincap.
1. When issued, all uniformed employees shall use the Departmental issued orange/black nylon reversible rain wear and rain hat cover as weather conditions require (when raining).

41.4.3 UNIFORMS/EMPLOYEE EXPENSE

The following items are authorized at employee expense:

- A. Footwear
1. All footwear shall be kept clean, shined and in good repair.
 2. All footwear will be black and laced.
 3. Trousers shall not be worn bloused or tucked into boots except in inclement weather.
- B. "Johnny Coat" Sweater
1. The navy blue "Johnny Coat" type zipper front sweater may be worn as an outer garment provided all patches, emblems and badge are appropriately affixed.
 2. The "Johnny Coat" sweater may be worn under a coat, or other outer garment without emblems or badge.
- C. Undergarments.
1. Undershirts that are worn with the uniform and exposed to view shall be white or navy blue in color.
- D. Scarf.
1. Field personnel may wear a navy blue or black scarf with a jacket.
 2. When worn, a scarf shall always be tucked into jacket and not allowed to hang or dangle from the neck.
- E. Gloves.
1. Gloves may be worn as seasonal conditions require and they shall be black or navy blue in color.
- F. Socks.
1. All uniformed employee shall wear black or navy blue socks (with no designs) when wearing low quarter shoes. Insulated or color socks are authorized with boots as long as they are not visible.
- G. Watch Cap
1. A black knit watch cap with embroidered lettering "O.P.P.D." may be worn during the cold weather months when the officer is wearing a coat.

41.4.4 PERSONAL EQUIPMENT

- A. Body Armor
1. All uniformed sworn officers and sworn supervisors assigned to field duty are required to wear the Department issued soft body armor at all times while on-duty.
 2. Non-Uniformed tactical officers shall wear the Department issued soft body armor any time they are working in the field.
 3. Non-Uniformed Investigators and Investigations Supervisors shall wear Department issued soft body armor when performing tactical or other hazardous duties such as stake-out, felony arrests, search and arrest warrants or other patrol functions.

4. Exceptions to the wearing of soft body armor may be granted due to extreme weather conditions, but only with the express permission of the Watch Commander.
- B. Ammunition.
1. Authorized ammunition regulations are found in General Order 1.4, Weapons Policy.
- C. Firearm.
1. Authorized firearm regulations are found in General Order 1.4, Weapons Policy.
- D. Oleoresin Capsicum (OC) Canister and Case.
1. Authorized OC regulations are found in General Order 1.5, OC Restraint Spray Program.
 2. The basket weave leather Department issued OC case will be worn on the uniformed officer's equipment belt.
 3. Tactical and Community Service Officers shall wear the appropriate issued basket weave case on their trouser belt.
- E. Handcuffs/handcuff case
1. All sworn officers assigned to field duties are required to carry at least one set of handcuffs while on-duty.
 2. Any issued basket weave handcuff case for uniformed sworn officers assigned to field duty shall be worn on the equipment belt containing a set of handcuffs.
- F. Expandable Baton
1. Authorized baton regulations are found in General Order 1.3, Use of Force.
 2. The issued Departmental expandable baton will be worn on the uniformed officer's equipment belt if worn.
- G. Reflective Traffic Vest
1. The issued high visibility reflective traffic vest (ANSI 107-2004 or ANSI 207-2006) will be worn by all uniformed employees when directing traffic, investigating crashes, and handling lane closures, obstructed roadways, and disasters within the right-of-way of any roadway.
 2. Also see General Order 61.3, Traffic Direction and Control.
- H. Radio and Radio Mic Cord
1. All sworn officers are issued a portable radio and charger with external mic cord attached. Officer shall ensure radio batteries are fully charged before use and that radio is kept in good working order.
 2. Malfunctioning or inoperable radios shall be reported to the supervisor immediately and written up for service are required. Watch commander shall issue temporary replacement radio from the pool based on availability.
 3. No items, such as pins, pagers etc. shall be attached to the radio strap unless approved by the Chief of Police, or his designee.
- I. Belts.
1. The issued 2 1/4" wide belt will be the main equipment belt worn by all uniformed sworn field officers. The issued 1 3/4" wide pants belt will be worn under the equipment belt with the four keepers attached, if necessary. All belts will be basket weave.
 2. Uniformed sworn officers assigned to staff duties or Lieutenants may wear the issued 1 3/4" wide pant belt with or without the equipment belt.
- J. Holster.
1. All uniformed sworn officers will wear the appropriate duty security holster, issued by the Department, on the strong hand side.

2. Non-uniformed sworn officers will wear the appropriate, Department issued holster, on the strong hand side.
3. Lieutenants may elect to wear a holster on the 1 3/4" pants belt in lieu of the equipment belt.

K. Magazine Case.

1. The issued magazine case shall be worn containing two full magazines of ammunition in an easily accessible location on the equipment belt, consistent with Department training procedure.

L. Secondary handcuff case/handcuffs (employee expense).

1. Sworn officers may carry a second basket weave handcuff case with handcuffs on their equipment belt.
2. The second handcuff case must match the issued handcuff case already carried on the equipment belt.

M. Flashlight/Flashlight holder

1. All Department vehicles are equipped with Rechargeable flashlights for duty use.
2. Extra flashlights are available through the patrol equipment room.
3. Any flashlight holder or pouch worn on the equipment belt must be black leather or similar with or without metal ring.

N. Disposable Latex Gloves and Carrier

1. All field personnel shall be issued protective latex gloves and may be carried in a basket weave pouch on the belt, in a similar case or within a pocket on their person.

O. Vest Carrier

1. Sworn officers may wear an issued vest carrier.
2. Vest carriers will be black in color and manufactured to department specifications.
 - a. Specifications include:
 - 1) Badge and name identification mounted on the front.
 - 2) Molly mounting system positioned horizontally across the front midriff area of the carrier.
 - 3) Two breast pockets and two midriff pockets.
 - 4) Officers will properly secure their ballistic vest inside the carrier using the shoulder straps mounted to the ballistic vest.
 - b. The following items may be mounted to the vest:
 - 1) Car camera microphone
 - 2) Taser holster
 - 3) Sheath (utility tools case), matching the color of the carrier
 - 4) Case for cell phone, matching the color of the carrier

P. Prohibited Equipment

1. The following equipment is prohibited from being carried or used by all employees:
 - a. Electric stun devices, other than the Department issued taser,
 - b. Weighted gloves,
 - c. Finger less gloves,
 - d. Saps,

- e. Chemical mace,
- f. Nun-chucks.
- 2. No other personal equipment of any kind, that is not issued, or indicated in this order, may be carried and/or used unless specifically authorized by the Chief of Police, or his designee.
- 3. There will be no substitutions of issued or authorized equipment without the express approval of the Chief of Police, or his designee.
 - a. Exceptions may be made to accommodate officers with written medical recommendations by a doctor.
- 4. Civilian employees are prohibited from carrying restraint, disabling or defensive devices unless specifically trained in the use of the device and specific authorization is provided by the Chief of Police, or his designee.

41.4.5 UNIFORM/DUTY DRESS ACCESSORIES

A. Sunglasses.

When in uniform, employees may wear, when needed, conservative, military style sunglasses. Mirrored glasses, sunglasses with pastel or "bright" colors and sunglass "ropes" are prohibited.

- 1. When approaching the public during duty time, such as traffic stops, walk and talk etc. sunglasses should be removed until the personal contact is ended.

B. Miscellaneous Accessories.

When in uniform, employees are prohibited from wearing any pins, patches or other ornamental/informational accessories not specifically authorized by the Chief of Police, or his designee.

C. Necklaces/neck chains.

When in uniform necklaces and neck chains of any kind must be completely concealed.

D. Rings.

When in uniform, rings may only be worn on one finger of each hand.

E. Bracelets/wristwatches.

When in uniform, no bracelets may be worn except a wristwatch and/or medic alert, I.D. or P.O.W. bracelet. Wristwatches shall be conservative in style

F. Pagers.

All pagers shall be worn only on the waistband.

G. Military Pins.

- 1. Sworn officers wishing to wear a button or pin evidencing their military service, shall wear such button or pin centered on the right front pocket flap of the uniform shirt or jacket, beneath the name plate.
- 2. Any buttons or pins shall be obtained at the officer's expense and shall be subject to approval by the Chief of Police for appropriateness or conformance to community standards.

41.4.6 RANK/INSIGNIA DESIGNATIONS

A. Shoulder emblems.

- 1. With the exception of raincoats, all outer garments and shirts of the authorized uniform will have shoulder emblems affixed as follows:
 - a. an official "Orland Park Police" shoulder patch affixed to the left sleeve (side of the wearer).
 - b. An American Flag patch affixed to the right sleeve (side of the wearer).
- 2. Additionally, "rocker panels" shall be affixed directly above the Department patch on those uniforms of employees as follows:

- a. "ADMINISTRATION" - Administrative Division
- b. "SUPPORT SERVICES"- Communications and Records personnel
- c. "COMMUNITY SERVICE OFFICER"- All CSOs.

B. Uniforms.

- 1. All Supervisory Personnel
 - a. White Shirt
 - b. Dark Blue Trousers
- 2. Police Officer
 - a. Dark Blue Shirt
 - b. Dark Blue Trousers
- 3. Support Services, CSOs, Evidence Control Officer, Detention Aides and Crossing Guards:
 - a. Light Blue Shirt
 - b. Dark Blue trouser

C. Name Plates.

- 1. All uniformed employees shall wear a name plate with the first initial and full last name engraved upon it. Name plates shall be worn on all uniform shirts, jackets and "wooley-pulley" sweaters.
- 2. Uniformed civilian and police officers will wear a brushed silver name plate, while the rank of uniformed civilian supervisor, sergeant and above shall wear a brushed gold nameplate.
- 3. Police officers and sergeants that have been trained and are actively involved in one of the following specialty activities may include the name of the specialty on a separate name plate affixed to the uniform directly above the name plate.
 - a. Field Training Officer
 - b. Juvenile Officer
 - c. Truck Enforcement Officer
 - d. Traffic Officer
 - e. Firearms Instructor
 - f. Canine Officer
 - g. DARE Officer

D. Service Stripes.

- 1. When applicable, sworn officers will be required to wear service stripes on the lower left sleeve of all long sleeve shirts and jackets. Each stripe will denote the completion of three years of police service.

E. Badge/Shield

- 1. Police Officers and uniformed civilians are issued one silver five point star, one silver six point star and one silver hat shield. Supervisors are issued two gold shields and one gold hat shield.
- 2. The appropriate badge shall be worn through the badge tabs on the uniform shirt and if worn, the jacket, at all times while on duty.
 - a. Officers shall wear the five point star on the outer garment and the six point star on the shirt if a jacket or sweater is worn.
 - b. All supervisors shall wear identical shields on both garments as appropriate.

3. All sworn officers in civilian attire conducting enforcement actions, which dictates the wearing of a department issued badge, shall display the badge in the chest area utilizing a neck lanyard or similar device.
4. The hat shield shall be properly worn on the hat or cap while on duty.
5. All police officers will wear a black elastic band around their badge to commemorate a police officer killed in the line of duty and during Police Memorial Week to honor all police officers who have given their lives protecting their communities.
 - a. The band shall be worn from the day the officer dies through the day of the funeral.
 - b. The band shall be worn from the beginning until the end of Police Memorial Week
 - c. Jacket buttons.
 1. Police officers and uniformed civilians have silver buttons, while the rank of sergeant and above have gold buttons.

F. Designations of rank/insignia.

1. Sergeants.

Sergeants shall wear gold chevrons on the uniform shirt collar. Sergeants shall also wear three stripe chevrons on each sleeve of all uniform shirts and jackets.

2. Lieutenants.

Lieutenants shall wear a single polished gold bar affixed to each side of the uniform shirt collar. The front edge of the bar shall be 3/4" from and parallel to, the front edge of the collar. On the dress blouse and shoulder of the jacket, a single bar shall be placed with the outer edge 5/8" above the sleeve seam. The bars shall be centered over the shoulder seam and shall be parallel to the sleeve seam.

3. Commander.

Commanders shall wear one polished gold star affixed to each side of the uniform shirt collar. The star shall be centered between the top and bottom edges of the collar and the center of the star shall be 1/2" from the front edge of the collar. On the dress blouse and on the jacket, one star shall be worn on each shoulder. The center of the star shall be one inch above the sleeve seam and the star shall be centered directly over the shoulder seam.

4. Deputy Chief.

The Deputy Chief shall wear two polished gold stars affixed to each side of the uniform shirt collar. The stars shall be centered between the top and bottom edges of the collar and the center of the stars shall be 1/2" from the front edge of the collar. On the dress blouse and on the jacket, two stars shall be worn on each shoulder. The center of the stars shall be one inch above the sleeve seam and the stars shall be centered directly over the shoulder seam.

5. Chief of Police.

The Chief of Police shall wear three polished gold stars affixed to each side of the uniform shirt collar. The stars shall be centered between the top and bottom edges of the collar and the center of the front star shall be 1/2" from the front edge of the collar. On the dress blouse and on the jacket, three stars shall be worn on each shoulder. The center of the outside star shall be one inch above the sleeve seam and the three stars shall be centered directly over the shoulder seam.

41.4.7 ISSUE AND REPLACEMENT OF UNIFORMS AND EQUIPMENT

- A. Uniforms and equipment issued to employees for their exclusive wear and use will be coordinated through the Department Quartermaster Program. The Quartermaster Program is maintained through the Administrative/Technical Services Division and managed by the Division Commander.
- B. A listing of uniforms and equipment issued to employees is found on the "Police Uniform Specifications Document." The specification details for these items are available through the Administrative/Technical Services Division and will be maintained by the Division Commander.

- C. All uniforms and equipment items furnished to police employees through the Quartermaster Program shall remain in the custody of the employee. Employees are responsible for the care and cleaning of all uniform and equipment they are issued. Upon separation from employment, all clothing and equipment must be turned into the employee's Division Commander.
- D. The Department will replace uniforms and equipment damaged beyond repair or worn through normal use, except in instances when negligence of the employee is involved. In cases of negligence, the employee shall be held accountable for the replacement costs.
 - 1. Any request for uniform purchase/replacement shall be approved by the employee's supervisor and submitted through the Department Quartermaster Program.

E. Uniform Repair and Alterations

All uniforms purchased shall be ordered sized from the appropriate vendor. In most cases alterations of uniforms should not be necessary and will not be permitted, unless at the expense of the employee. Any employee requesting alteration to any uniform will receive approval in advance from their Division Commander.

- 1. Alterations that are approved will be processed through the Quartermaster Program. Any invoice for approved alteration will be timely submitted by the employee within five (5) days of the alteration. Employees not following these guidelines will not be reimbursed for any alterations.

41.4.8 PURCHASE/PROCUREMENT OF FLAT/WALLET BADGE

The purchase/procurement of the regulation flat badge shall require written approval from the Chief of Police.

All Department regulation flat badges, whether purchased at Department or employee expense, shall remain the property of the Orland Park Police Department.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-5
SUBJECT: MOTOR VEHICLE PURSUITS
EFFECTIVE DATE: November 21, 1997
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2016
REVIEWER: Patrol Division Commander

INDEX AS:

- 41.5.1. POLICY STATEMENT
- 41.5.2. INITIATION, CONTINUANCE, AND TERMINATION OF PURSUITS
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- 41.5.6. COMMUNICATION'S RESPONSIBILITIES
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- 41.5.10. INTER AND INTRA JURISDICTIONAL PURSUITS
- 41.5.11. REPORTING REQUIREMENTS AND REVIEW OF PURSUITS
- 41.5.12. REVIEW OF DIRECTIVE

PURPOSE:

The purpose of this order is to establish policy guidelines for the pursuit of motor vehicles. The goal of this order is to keep the potential for injuries and/or deaths related to such incidents to a minimum. The guidelines found within this order are intended to give Orland Park Police Officers clear-cut policy and procedures to help them understand when and how to conduct a pursuit. This directive should assist in maintaining the basic police mission to enforce the law and protect life and property, while limiting liability in accidents that may occur during pursuits.

DEFINITIONS:

Emergency warning devices: oscillating lights, rotating lights, flashing lights, siren or any combination thereof located on or within police vehicles.

Fleeing or eluding: any driver of a motor vehicle who, having been given a visual or audible signal by an officer directing such driver to bring their vehicle to a stop:

- willfully fails to obey such direction,
- increases speed,
- extinguishes lights or,

- otherwise flees or attempts to elude the officer.

Motor Vehicle Pursuit: Pursuit shall mean an active attempt by a sworn officer operating a department vehicle to apprehend an operator of a motor vehicle who, having been given a visible and audible signal by the officer directing such operation to bring the vehicle to a stop, fails to obey such direction and either increases the vehicle's speed, extinguishes the vehicle's lights, or makes some other overt action designed to avoid apprehension.

Officer: For the purpose of this directive, the term "officer" refers to all ranks of sworn police officers.

Primary Unit: the police vehicle initiating a pursuit or another police vehicle, which takes the lead vehicle position.

Secondary Unit: the police vehicle which becomes involved in a pursuit immediately following the primary unit and acting as the primary unit's backup.

Pursuit Termination Devices: devices which contain numerous hollow spikes and when driven over, deflate a vehicle's tires at a rapid but controlled rate, (See section 9 of this directive regarding the use of these devices.)

41.5.1. POLICY STATEMENT

The Orland Park Police Department:

- A. will make every effort to ensure the safety of the public as well as department members at all times, and authorize emergency use of department police vehicles when the necessity of immediate response or apprehension of offenders outweighs the level of inherent danger.
- B. recognizes the objective of a motor vehicle pursuit is to maintain police contact with a fleeing driver, without unnecessary endangerment to human life and property, until the individual can be apprehended. Officers and/or their supervisors will continually evaluate the nature of the pursuit with respect to its danger and make judgment whenever necessary to terminate the pursuit.
- C. will not initiate or become involved in pursuits for traffic offenses, property crimes, whether felony or misdemeanor, or when the suspect flees for unknown reasons except as outlined below in D.
- D. will initiate a motor vehicle pursuit only when an officer has an articulable reason to believe the occupant (s) of a fleeing vehicle have committed or attempted to commit a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates they will endanger human life or inflict great bodily harm unless arrested without delay. All officers involved in a pursuit must, at all times, be able to justify their reason for the pursuit.

41.5.2. INITIATION, CONTINUANCE, AND TERMINATION OF PURSUITS

A. Decision to initiate a motor vehicle pursuit

1. Whenever possible, officers should consider alternative methods of apprehending suspects when it is likely that a vehicle pursuit may occur. The discretionary decision to initiate and continue a pursuit should be based upon:
 - a. Danger the suspect (s) poses to the community if allowed to escape.
 - b. Probability of later apprehension
 - c. Volume of vehicular and/or pedestrian traffic
 - d. Time of the day
 - e. Location and geographical area that the pursuit is likely to occur in or extend into
 - f. Speeds involved.
 - g. Performance capabilities of pursuit vehicle
 - h. Weather and road conditions
2. Officers must always consider waiting for additional back-up police vehicles to assist prior to activating emergency equipment when encountering a suspect vehicle that may pose a risk of attempting to elude as additional police vehicles may cause the suspect (s) to feel as if there is no chance of escape and thus fruitless to attempt to elude.

B. Decision to Continue a Motor Vehicle Pursuit

The decision to pursue is reversible and officers must continually evaluate their judgment in continuing the pursuit. A pursuit may be terminated at any point the officer or supervisor feels that it is too dangerous to continue.

C. When to Terminate a Motor Vehicle Pursuit

Pursuing officers shall immediately terminate their involvement in the pursuit if any of the following events or conditions occur:

1. It becomes evident that the risks to life and property outweigh the benefit derived from the immediate apprehension of or continued pursuit of the suspect.
2. Upon the order of a supervisor or commander.
3. Their pursuit vehicle experiences equipment failure or malfunction involving lights, siren, radio, brakes, steering, engine or other essential equipment.
4. The suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer any need for immediate apprehension.
5. An exception to this rule occurs when an officer is in pursuit of a known and extremely dangerous fleeing felon (s) who, if allowed to escape, could create a substantial risk of another person being killed or seriously injured.
6. The environmental conditions (i.e., traffic congestion, condition of roadway) indicate the futility of continued pursuit.

D. State Statute and Legal Authority

1. All officers shall be familiar with the following sections of the Illinois Vehicle Code (625 ILCS) and shall adhere to their requirements:
 - a. 5/11-205 Public officers and employees to obey Act - Exceptions
 - b. 5/11-907 Failure to yield to authorized emergency vehicle.
 - c. 5/12-216 Operation of oscillating, rotating, or flashing lights
 - d. 5/11-204(a) Fleeing or attempting to elude police officer
 - e. 5/11-204.1 Aggravated fleeing or attempting to elude police officer.
 - f. 5/12-601(b) Horns and warning devices
2. Officers involved in a pursuit may do the following with due care:
 - a. Park or stand, irrespective of the provisions of Illinois statute.
 - b. Proceed past a red or stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation.
 - c. Exceed the maximum speed limits so long as not to endanger life or property.
 - d. Disregard regulation governing direction of movement or turning in specified directions.

41.5.3. PROHIBITED AND RESTRICTED MOTOR VEHICLE PURSUITS

A. Unmarked Police Vehicles and Restricted Police Vehicles

1. Unmarked police vehicles, four-wheel drive, or truck chassis police vehicles shall not be driven in a pursuit of other vehicles unless:
 - a. The occupants of the pursued vehicle pose a serious threat to the community, and
 - b. No other viable means of apprehension exist, and
 - c. Supervisor approval is obtained, and

- d. The vehicle is equipped with emergency audio and visual equipment.
- 2. Pursuit by unmarked or restricted police vehicles shall be terminated:
 - a. Upon supervisory order.
 - b. When and if a marked vehicle can safely assume the pursuit.
 - c. If in the judgment of the officer(s) involved the risks to themselves and/or to others outweigh the benefits of apprehension.

41.5.4. PRIMARY UNIT RESPONSIBILITIES

- A. The officer (s) making the decision to initiate a motor vehicle pursuit shall be considered the primary unit. Upon initiating the pursuit the primary unit shall be responsible for the following:
 - 1. Activate all emergency equipment.
 - 2. Maintain sufficient space between police vehicle and vehicle being pursued so that offender is not forced to continue to drive unsafely due to the close proximity of the police vehicle and to allow the pursued vehicle to stop safely at all times.

- B. Relaying Information

When an officer initiates a pursuit, he shall notify Communications immediately and, if appropriate, the Illinois State Police (via I.S.P.E.R.N.) and relay, as soon as practicable, all information and relevant facts about the pursuit such as:

- 1. Location
- 2. Direction of travel
- 3. Description of vehicle
- 4. Number of occupants
- 5. Reason for pursuit
- 6. Speed
- 7. Other relevant factors
- 8. Any other information requested by the supervisor, communications or ISPERN.

- C. Passengers

- 1. Whenever two officers are in one vehicle, the driver is responsible for the operation of the vehicle and all emergency equipment in the vehicle.
- 2. The second officer (passenger) in the vehicle shall assume the responsibility for radio communications throughout the duration of the pursuit.
- 3. Police units that have prisoners or any other civilian aboard shall not become engaged in pursuits.

41.5.5. SECONDARY UNIT RESPONSIBILITY

- A. Generally, only two marked police units should be directly involved in a pursuit. Directly involved, as used here, means a police unit is following behind the pursued vehicle and in close proximity. When the secondary unit engages the pursuit, he will:
 - 1. Activate all emergency equipment.
 - 2. Advise Communications that two police units are involved.
 - 3. Call out the route of the pursuit over ISPERN radio.
 - 4. Space the unit appropriately and drive to allow for reaction time and distance in order to reduce the possibility of colliding with the other police unit or the vehicle being pursued.

B. Non-involved police units.

All other police units will stay clear of the pursuit, but will remain alert to its progress and location in the event they are needed to assist with traffic direction, accident investigation, foot pursuit, perimeter security, etc.

C. Additional assistance

Any supervisor, or in their absence the officer initiating the pursuit, may direct additional police units to participate in the pursuit if it appears that two marked police units are not sufficient to safely apprehend the suspect (s).

D. Secondary Unit Reporting Responsibility

All Officers involved in a motor vehicle pursuit as secondary units will submit a supplemental case report outlining their role in the pursuit.

41.5.6. COMMUNICATION'S RESPONSIBILITIES

A. Orland Park Emergency Communications Center

1. Upon receiving the specific information from officers that they are in pursuit, the telecommunicator will activate alert tone #1 (steady tone). The telecommunicator will then advise all other non-emergency radio traffic to stand by, give the pursuing officer and responding units priority use of the radio, and then notify the field supervisor.
2. At the discretion of the Shift Commander or Field Supervisor request Air support.
3. The police telecommunicator shall serve as the controller for all messages relevant to the pursuit and shall immediately broadcast all available information relating to the pursuit.
4. The police telecommunicator shall document the progress of the pursuit and, if possible, record all information furnished by the officer during the pursuit.
5. When a pursuit has ended, the police telecommunicator shall broadcast the termination of the pursuit and notify surrounding jurisdictions when appropriate.

B. Illinois State Police Emergency Radio Network

1. When an officer uses the I.S.P.E.R.N. frequency to advise of a "pursuit," he shall follow the procedures established by the I.S.P.E.R.N. governing board.
2. A copy of the I.S.P.E.R.N. Manual is available in the Orland Park Police Resource Manual. Pursuit procedures regarding I.S.P.E.R.N. are found on pages 53-60 of the I.S.P.E.R.N. Manual.

41.5.7. SUPERVISOR RESPONSIBILITIES

A. Monitoring Involvement

1. It shall be the responsibility of the shift commander or, if unavailable, the next closest field supervisor to review the information given by the pursuing officer and to make an independent judgment if the pursuit should be continued.
2. Based on all information available, the field supervisor will order the termination of the pursuit if, in his opinion, the dangers created by the pursuit outweigh the need for an immediate apprehension of the offender.

B. Response to Termination Scene

1. A field supervisor will respond to the termination scene of any pursuit initiated by an Orland Park police officer, including outside the Orland Park village limits.
2. A field supervisor will respond to the termination scene of any pursuit initiated by another agency which ends within the Orland Park village limits.
3. In the event that only one supervisor is on duty, the Shift Commander and on up through the chain of command will be notified, until the next available supervisor is contacted, to insure appropriate field supervision in the absence of the field supervisor responding to the conclusion of a pursuit.

4. A field supervisor will insure all appropriate administration reports and other requirements are completed per Section 11 of this General Order.

41.5.8. FORCIBLE STOPPING TECHNIQUES

A. Prohibited Tactics

1. Officers shall not attempt to deliberately collide with, nor shall they use the police unit to force any other vehicle off a roadway.
 - a. An exception to this rule occurs when an officer is in pursuit of a known and extremely dangerous fleeing felon (s), or an offender (s) who otherwise indicates they will endanger human life or inflict great bodily harm unless arrested without delay and who, if allowed to escape, could create a substantial risk of another person being killed or seriously injured.

B. Use of Roadblocks Involving Vehicle Pursuits

1. The use of a fixed roadblock MUST be authorized by a supervisor. A fixed roadblock will be used ONLY when all other attempts to terminate the pursuit have failed and the officer is in pursuit of a known and extremely dangerous fleeing felon (s) who, if allowed to escape, could create a substantial risk of another person being killed or seriously injured.
 - a. Once a fixed roadblock has been established and a police unit has been stationed as part of the roadblock, no one shall remain in the vehicle.
 - b. The police unit (s) will activate their emergency lights when engaged in a fixed roadblock and flares will be set when appropriate and time permits.
 - c. Police units establishing a fixed roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop.
 - d. Police units establishing a fixed roadblock will notify the pursuing police unit (s) of the location of the roadblock on the primary radio frequency utilized during the pursuit.
 - e. Privately owned vehicles will not be used to establish a fixed roadblock, except as a last resort and ONLY when other attempts to terminate the pursuit have failed.

41.5.9. DEPLOYING PURSUIT TERMINATION DEVICES

A. Pursuit termination devices, otherwise known as "Stop Sticks," are designed to be used against vehicles having at least four tires. Its use against motorcycles and three-wheeled vehicles substantially increases risk of bodily injury or death to the vehicle's operator and passengers. Under no circumstances will "Stop Sticks" be used against a motorcycle or three-wheeled vehicle unless the use of deadly force is legally justified.

B. Special Cautions

1. Unless a substantial risk to the public is imminent and apparent by not terminating a pursuit, "Stop Sticks" will not be used against:
 - a. Buses transporting passengers,
 - b. Truck transporting explosives or other hazardous materials,
 - c. Vans transporting passengers,
 - d. Any vehicle that could reasonably be expected to be above normal risk of causing serious damage or injury.
2. Every reasonable effort will be made to avoid using "Stop Sticks" on road surfaces which:
 - a. Have standing water,
 - b. Have ice or snow,
 - c. Have exceptionally rough pavement,
 - d. Are unpaved.

C. Deployment

1. Officers deploying "Stop Sticks" will notify the Orland Park Communications Center of the location where the "Stop Sticks" will be deployed for relay to the pursuing units.

41.5.10. INTER AND INTRA JURISDICTIONAL PURSUITS

A. Inter-jurisdictional pursuits

Pursuits initiated by an outside agency traveling through the Orland Park village limits will be the responsibility of the initiating agency. Any decisions to involve Orland Park Police units shall be based upon the requirements of this directive and only with the approval of the field supervisor.

1. Only marked police units from the Orland Park Police Department will become directly involved in the pursuit, and then only upon approval by an Orland Park supervisor.
2. Orland Park Communications, or the Orland Park primary assisting unit, will advise the reason for the pursuit, when known.
3. The Orland Park primary assisting unit will immediately advise Communications of the following information:
 - a. Number of police units involved.
 - b. Location
 - c. Direction
 - d. Description of suspect vehicle
 - e. Number of suspects and descriptions, if possible
 - f. Speed

4. Based upon the available information, any supervisor or the officer assisting the pursuit will determine if additional units are required or if the Orland Park unit should abandon the pursuit.
5. If the pursuit leaves the Orland Park village limits, and more than one police unit from another jurisdiction is involved, the Orland Park unit will abandon the pursuit, unless otherwise directed by a supervisor.

B. Intra-jurisdictional Pursuits

Pursuits initiated by an outside agency within the Orland Park village limits will be the responsibility of the initiating agency.

1. Procedures to be followed by Orland Park officers are the same as those regarding inter-jurisdictional pursuits.

41.5.11 COMMAND AND CONTROL OF THE SCENE AND REPORTING REQUIREMENTS

A. The field supervisor on the scene will be responsible for controlling police actions at the termination of a pursuit and insuring that the appropriate officer (s) prepares a case report and supplemental report (s), as required, for all pursuits. The report (s) will address the following:

1. Number of personnel involved.
2. Number of units involved and the degree of participation
3. Reason for initiation of the pursuit
4. Speed/violations
5. Traffic conditions
6. Tactics used.
7. Other details as directed by a supervisor.

B. The Shift Commander shall review all documents and reports related to any motor vehicle pursuit. The

Shift Commander shall use this review of documents as well as any observations made or other information received to make an assessment with respect to actions of officer involved and their conformance to Department policy.

1. If in the judgment of the Shift Commander, any employee of the Department was responsible for any violation of policy, either by act or omission, the Shift Commander shall advise the Patrol Division Commander in writing.
 2. The Patrol Division Commander shall review any such finding of the Shift Commander and, if he concurs, notify the Chief of Police make the appropriate referral to cause an internal investigation into the incident.
- C. The Patrol Division Commander shall in all cases complete an independent review of all motor vehicle pursuits.

41.5.12 REVIEW OF DIRECTIVE

- A. This directive shall be reviewed, in its entirety, within all operational subcomponents of each division of the department. Division Commanders shall develop a specific review procedure to be followed that will ensure that all personnel that hold responsibility with respect to the guidelines of this directive review this directive at least twice annually.
- B. Reviews of this directive shall be conducted at least twice annually, once during the month of January and once during the month of July.
- C. Division Commanders shall ensure that a record of these reviews is developed and that all such records are forwarded to the Training, Development and Review Office for filing.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-6
SUBJECT: CANINE UNIT OPERATIONS
EFFECTIVE DATE: June 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2016
REVIEWER: Patrol Division Commander

REFERENCE CALEA: 41.1.4

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PURPOSE:

The purpose of this order is to establish a uniform policy and to provide guidelines for the management of the department's Canine (K-9) Unit and use of a police K-9 Unit in field operations.

DEFINITION:

The Canine (K-9) Unit: The K-9 Unit is a support unit consisting of an officer/handler(s) and their trained police canine that are assigned to the Patrol Division and will be utilized as such.

ORDER:

41.6.1 POLICY STATEMENT

- A. K-9 Unit(s) will be assigned regular patrol duties in addition to their primary K-9 function as defined within this order.

41.6.2 OWNERSHIP OF ASSIGNED CANINE(S)

The dog(s) assigned to the K-9 Unit is the property of the Orland Park Police Department.

- A. The dog(s) commissioned in the program will not be used for purposes other than in their official police duties.
- B. No dog(s) will be used for "stud" purposes without prior approval granted by the Chief of Police.
- C. Any/all registrations into K-9 organizations or societies will be requested in writing for approval by the Chief of Police.
- D. Should the officer retire, become injured, be reassigned, or be relieved from the program for any reason or the canine is retired, injured or relieved of duty for any reason, the canine may be reassigned, removed from duty or ownership may be transferred to the handler or otherwise disposed of at the discretion of the Chief of Police.

41.6.3 CANINE UTILIZATION PROCEDURE

- A. The police K-9 Unit is available on a village wide basis and subject to call-out 24-hours a day, 7 days a week.
- B. The police K-9 Unit is available for outside agency utilization subject to the provisions as outlined under "Mutual Assistance Canine Policy." (Section 6.4)
- C. The primary function of the Canine Unit is, but not limited to the following:
 - 1. Building searches for offenders in hiding.
 - 2. Assist in arrest or prevention of escape of serious or violent offenders.
 - 3. Protect officers and/others from death or serious injury.
 - 4. Field searches and tracking suspects.
 - 5. Locate lost or missing persons when applicable.
 - 6. Recover evidence of a crime.
 - 7. Detect the presence of concealed narcotics.
 - 8. Crowd control as specified in this General Order.
 - 9. Public relation demonstrations as assigned by the Chief of Police or his designee.
- D. Any use of a K-9 Unit, contrary to or in direct violation of this policy, may result in disciplinary action against the handler to include but not limited to reassignment.
- E. K-9 Unit (s) may engage in assignments not listed above with the approval of the Shift Supervisor.
- F. K-9 handlers will call out/in service on any situation utilizing both the handler and canine unit/star numbers.
- G. K-9 handlers are responsible for determining the appropriate tactical measures that should be taken and whether the deployment of the dog is appropriate based upon the situation at hand.
 - 1. Police canines shall not be handled, taunted, teased or given commands by any department personnel other than the assigned handler.
 - 2. No person will touch or pet the canine without the approval and in the presence of the canine handler.
- H. Use of Canine Unit should be considered in the event of an arrest, to conduct a search of an involved vehicle when the arrestee has a recent or long term narcotic history

41.6.4 REQUEST FOR CANINE UNIT SERVICE

- A. On-Duty K-9 Unit
 - 1. Requests for assistance by Orland Park Police personnel for the on-duty K-9 Unit will be made via Communications subject to approval by the On-Duty Shift Supervisor.
- B. Departmental Call-Out - K-9 Unit
 - 1. Call-Out of the K-9 Unit must be approved by the on-duty Shift Supervisor.

2. Communications will telephone or if needed, page the on-call K-9 Unit and explain the situation and request an ETA.
 3. Communications will notify the on-duty Supervisor of the ETA.
 4. Based upon the situation and the ETA the Supervisor may choose to cancel the call-out.
- C. Call-Out, Mutual Assistance Canine Policy
1. EMERGENCY SITUATION
- When the canine unit is on duty and with the approval of the shift commander, available canine unit (s) will respond to assist in the investigation of a forcible felony or other emergency, (lost children, crimes in progress, etc.), within a ten (10) mile limit of the Village of Orland Park. The requesting agency will accept responsibility for any injury, damage and/or replacement of the canine or related equipment; any off-duty court compensation due the handler as the result of the investigation; and providing an equitable share of any seizure made as a result of the canine unit's assistance.
- a. If no canine unit is on duty, in addition to the above, the requesting agency will be responsible for the call-out pay of the responding officer (two hour minimum).
2. NON-EMERGENCY SITUATION
- Response to requests for assistance for non- emergency situations, (i.e., "drug sniffs," tracking of non-forcible felony suspects, etc.) will be limited to the communities adjacent to the borders of Orland Park unless prior administrative approval has been granted. Any department requesting assistance for non-emergency situations will also be billed for the responding handler's time, (on-duty one hour minimum/off duty-two hour minimum).
3. The canine unit and any other personnel from this department who may deploy outside the Village under the Mutual Assistance Canine Policy will strictly abide by this general order for use of the canine and all other general orders and policies of the Orland Park Police Department.
 4. Anytime a K-9 unit is assigned to assist an outside agency, the K-9 unit officer will be responsible to complete a case report and all required K-9 reports prior to going "off" duty.
- D. All requests will be handled on a case by case basis with approval being at the discretion of the on-duty supervisor. Such assistance will not drastically impede the protection or services of the Orland Park Police Department.
- E. Public Relations Demonstrations
1. The Canine Unit may be deployed and used for public demonstrations such as at block parties and DARE only with the approval of the Chief of Police or his designee and with the concurrence of the canine unit officer that the situation does not pose a threat to the public or the canine unit.
 2. The canine officer must carefully evaluate each request for a public demonstration to insure that the dog is never put in a position to become a risk to the health or safety of the public or the animal.
 3. At no time will the police canine be left alone with department or civilian personnel without the handler being present.
- F. The K-9 handler will insure that in all situations the required paperwork is completed and submitted for approval prior to going "off" duty.
- G. Mutual Assistance Order of Request
- In the event it is determined by the Shift Commander and/or Canine Unit Officer that it is necessary to request mutual-aid assistance from a canine handler or another agency, such request will be made to other agencies in the following order of succession;
1. Cook County Sheriff's Police Canine
 - a. Contact may be made with the Cook County Canine Officer through Cook County Police Communications by calling (708) 458-1000. Cook County Canine Teams are available for narcotics detection, tracking, and building and area searches. Additionally, the Sheriff's Police Bomb Unit Canines are available for bomb, firearms and ammunition searches.
 2. Will County Sheriff's Police Department Canine

- a. Contact may be made with the Will County Canine Handler through Will County Communications Center by calling (815) 727-8575.
3. Oak Forest Police Canine.
 - a. Contact may be made with the Oak Forest Canine Handler through the Oak Forest Police Department by calling (708) 687-1376.
4. Tinley Park Police Canine Unit
 - a. Contact may be made with the Tinley Park Canine Unit through the Tinley Park Police Department by calling (708) 532-9111.
5. DuPage County Sheriff's Police Department
 - a. DuPage County Sheriff's Police can be reached at (630) 682-7256

41.6.5 SITUATIONAL DEPLOYMENT OF THE K-9 UNIT.

A. Building Searches for Subjects in Hiding.

The primary use of the K-9 is for locating suspects in buildings or related structures where search by officers would create an unnecessary risk. The following shall be adhered to:

1. The building perimeter shall immediately be secured by patrol personnel to prevent the suspect from fleeing.
2. If possible, contact building owner to determine where there may be tenants, janitors or others in building and to ascertain the layout of building.
3. When a K-9 building search is anticipated, a preliminary search of the building by officers should not be conducted as this will interfere with the K-9's ability to discriminate scents.
4. The on-scene supervisor shall also take the following steps in preparation for the canine search:
 - a. Evacuate all tenants, workers or others from the facility.
 - b. Request that all air conditioning, heating or other air blowing systems be shut off so as not to interfere with the K-9 scent.
5. Upon entrance to the building, all exits should be secured and communications limited to those involved in the search.
6. The canine should not be used to search facilities that contain substances potentially harmful to the animal unless overriding risk to human life is present.
7. Before commencing the search, the handler shall loudly announce and repeat the statement that there are police officers on the premises and that a trained police K-9 will be released if the individual does not surrender. A reasonable amount of time shall be allowed for the suspect (s) to respond. This warning shall be repeated on each level of all multi-level structures. This does not apply in a South Suburban Emergency Response Team (SSERT) operation.
8. When apprehending suspects in these or related circumstances, K-9 shall be commanded to disengage as soon as the suspect is subdued or readily complies with officer direction.
9. All building searches are to be conducted off lead unless there is an imminent risk of injury.
10. Any roof top search conducted by K-9 team will be conducted on lead as to prevent injury to canine.
11. The K-9 unit will not be used under normal circumstances on a domestic disturbance inside a residence.

B. Field Searches and Tracking

Police canines are available with supervisory approval to track missing persons or suspects, or to locate evidence that has been abandoned or hidden in a specific open area. Such searches are subject to the following conditions and limitations.

1. When officers are pursuing suspects and contact with the suspect is lost, the officer, prior to summoning a K-9 team, shall:
 - a. Shut off vehicles in the area, if possible and radio a direction of travel with physical clothing descriptions.
 - b. Avoid all traffic (human and vehicular) in the area where the suspect (s) was/were last seen and set up a preliminary perimeter and allowing no further human or vehicular contamination into the area.
 - c. Field searches are to be conducted on or off lead at the handler's discretion, as each situation is unique. This assures that the handler trains both on and off lead field searches; and his records reflect such training.
 - d. In the event of a "track," the officers utilized by the handler in a back-up or cover capacity, will:
 - 1.refrain from watching the canine work, staying alert for ambush or injury,
 - 2.refrain from unnecessary talking,
 - 3.refrain from illuminating the area in front of the canine.
2. K-9 Units should not be used to apprehend anyone suspected to be under the influence of drugs or alcohol if no other crime is involved, or the mentally disturbed, if no crime is involved unless extenuating circumstances exist.
3. On-scene supervisory personnel shall:
 - a. Immediately secure the perimeter and the area to be searched.
 - b. Secure the integrity of the area to be searched by keeping all personnel out of the area; and
 - c. Protect all items of clothing that will be used for scent from being handled.

C. Crowd Control.

K-9 teams may be utilized for crowd control upon approval of a supervisor. In those situations K-9's shall:

1. Act as backup team only. K-9 teams should not be utilized in the "front line."
2. Be leashed at all times unless no other means are available to protect an officer or individual from serious injury; and
3. Not initiate any offensive action, other than those actions necessary to guard against imminent loss of life or injury.

D. Narcotics Detection.

Use of the police K-9 team in a drug detection capacity is authorized in the following situations and under the following conditions:

1. The K-9 handler and department shall maintain accurate records that document the use and the proficiency of individual K-9's in drug detection. This documentation shall be readily available to K-9 officers and others who may need it when seeking warrants.
2. Random exploratory sniffing of luggage, packages or other inanimate objects may be conducted in public facilities as authorized by the on-duty Supervisor.
 - a. Exploratory sniffing shall be confined solely to those areas open to the general public and, whenever possible, with advance knowledge and consent of the appropriate facility manager.
3. The use of drug detection K-9's in public schools is permitted only when:
 - a. The school's principal or designated authority requests or approves use of the K-9.
 - b. There is reasonable suspicion to believe that illegal narcotics are being distributed and/or consumed on the premises such that the interest of the school are being compromised and,

- c. The search is limited to inanimate objects in public areas and the exterior of student lockers unless reasonable suspicion exists to gain admission to lockers and related areas where there is a reasonable expectation of privacy.
- 4. Sniffs of the exterior of residences alone are not permitted to establish probable cause to obtain a search warrant.
- 5. Drug sniffing K-9's may be used to sniff motor vehicles when:
 - a. Reasonable suspicion exists to believe the operator or passengers are in possession of illegal narcotics.

E. Canine Unit and Vehicle Pursuits

The canine unit will not be the primary unit involved in any pursuit.

- 1. In the event a pursuit is conducted within department guidelines and the K-9 unit is on duty, the unit should be assigned by the on-duty Shift Supervisor to assist as a back-up unit in the event it turns into a foot pursuit needing a field search.
- 2. The K-9 Unit will not be directly involved in the pursuit; however, the unit will follow at a safe speed and distance.

41.6.6 INCAPACITATED HANDLER OTHER CANINE EMERGENCIES

A. Canine Handler Killed or Injured.

In the event the Canine Handler is killed or injured and it becomes necessary to remove the canine from the scene, the Shift Supervisor will evaluate the situation and determine the best method of removing the canine.

- 1. The safety of the handler, other officers and the public will be the prime consideration in the method and timeliness of removing the canine.
 - a. Immediately contact another Orland Park Police Department officer trained in K9 handling.
 - b. Contact the designated officer who has trained with the K-9 Unit as listed in CAD or the Will County Sheriff's
 - c. Canine Team.
 - d. Contact the department authorized veterinarian for assistance as listed in CAD.
 - e. Contact other Mutual Assistance Canine department handler in the order as listed in CAD.
 - f. Contact an immediate family member of the handler.
- 2. Any attempt to remove the Police K-9 that could result in the animal being harmed or destroyed should be considered only as a last resort.

B. Injury to Police K-9

In the event of injury to any police canine of this department being on duty, or off duty, the following will be adhered to:

- 1. Contact immediate supervisor advising him/her of nature and extent to injury.
- 2. Provide immediate first aid to animal.
- 3. Immobilize and muzzle animal and immediately transport to departmentally approved veterinarian for treatment.
- 4. On duty supervisor is to initiate emergency call out procedure for veterinarian via OPPD telecommunications. Note: Numbers are entered in CAD.
- 5. K-9 handler will complete report forms as required to include a First Report of Injury.
- 6. If an offender was the direct cause of inflicting the injury on the Police K-9, criminal charges shall be initiated.

C. Canine Bites and Injuries.

In all situations where a K-9 Unit is confronted by an individual having been bitten or in any way injured by the department canine, whether or not in the line of duty, the handler will:

1. If possible, render medical attention to the person bitten or injured.
2. Examine the affected area to determine the extent of injury.
3. Obtain emergency medical treatment for the person.
4. Notify the on-duty supervisor.
5. Whenever possible, take color photographs of the affected area immediately following medical treatment.
6. Arrest the person bitten or injured if/when appropriate.
7. Complete K-9 Incident Report whenever it has been alleged that a K-9 has bitten or otherwise injured an individual.
8. Complete the Cook/Will County Animal Bite Report if/when appropriate.
9. The Police Canine is exempt from a veterinary exam and the check dates as mandated by Cook County Department of Animal Control.
10. Report the health of the biting animal to the Cook County Department of Animal and Rabies Control on the first (1) and tenth (10) days following the bite.
11. Forward copies of all reports to the Chief of Police prior to the end of your tour of duty.

41.6.7 SUPERVISORS RESPONSIBILITIES

A. The responsibilities of the on-duty shift supervisor as related to the Canine Unit operations are as follows:

1. Direction of the on-duty K-9 unit will be under the immediate supervision of the on-duty Shift Supervisor.
2. Provide field supervision and direction as required.
3. Encourage and facilitate the acceptance and utilization of the Canine Unit.
4. Take part in evaluating the Canine Program and make recommendations for change and enhancement.
5. Insure responsibilities outlined in each of the searching procedures are implemented and followed.
6. Insure all paperwork is completed with an approved copy of the report (s) submitted to the Chief of Police prior to going "off" duty.

41.6.8 CANINE CARE, MAINTENANCE AND TRAINING

A. K-9 handlers are personally responsible for the daily care and feeding of their animal, to include:

1. Maintenance and cleaning of the kennel and yard area where the canine is housed.
2. Provision of food, water and general diet maintenance as prescribed by the departmentally authorized veterinarian.
3. Grooming on a daily basis.
4. Daily exercise, and
5. General medical attention and maintenance of health care records. To include periodic check- ups with department veterinarian.
6. Maintain written records regarding the activity, use, veterinary care and training associated with their dog.

- B. Where the handler is unable to perform these and related duties due to illness, injury, vacation or special leave:
 - 1. Another pre-selected canine handler may be assigned to temporarily care for the dog; or
 - 2. The canine may be housed in a departmentally approved kennel when the handler is unavailable.
 - 3. At no time will the handler take the dog away from home other than on duty or call out.
- C. Teasing, agitating or rough-housing with the police canine is strictly prohibited unless performed as part of a training exercise.
- D. Handlers shall not permit anyone to pet or hug their canine without their permission and immediate supervision. Should a civilian express a desire to do so, he should be informed that the police canines are serious working dogs and are trained to protect their handler and that they can be dangerous if improperly approached.
- E. The dog will be primarily housed in the issued outside chain link kennel. The handler may, at their discretion, house the animal inside their residence during times of inclement weather.
- F. Handlers should make every effort to socialize their dog with department and family members and are reminded to exercise due regard for the safety of all persons during these times.
- G. Training of Canine Unit.
 - 1. Development of a maintenance training program that consists of a minimum of 16 hours per month.
 - 2. Training of all Department Personnel in regard to the required procedures when the canine is utilized.
 - 3. In-service training shall be conducted by the canine handler as an on-going procedure to ensure the ability of the canine to perform to the standards and proficiency set forth by the Orland Park Police Department.
 - 4. Request for additional training will be forwarded to the Chief of Police for approval.
 - 5. Maintain training records for any/all training attended or performed.

41.6.9 CANINE UNIT EQUIPMENT AND UNIFORM

- A. Canine Unit Equipment
 - 1. The K-9 unit will be issued all necessary equipment for the proper care, handling and housing of the assigned canine.
 - 2. The handler will maintain equipment in good condition conducting periodic checks of all issued equipment for serviceability or replacement.
 - 3. The handler will notify the Patrol Division Commander of any needed replacement equipment.
- B. Canine Assigned Vehicle
 - 1. The canine handler will be assigned a marked patrol unit equipped to ensure safe transportation of the canine and safety for personnel and citizens.
 - 2. K-9 Unit vehicle (s) will only be operated by the handler unless an officer is requested to move the vehicle when the canine is not present in the vehicle.
 - 3. The K-9 unit will not be used to transport prisoners.
 - 4. Transportation of, or the placement of non-arrested persons in the vehicle is permitted if there is no threat of violence to the handler, canine or other person (s). The decision to transport will remain with the handler.
 - 5. The K-9 vehicle may be used for departmental business only and may not be used a personal vehicle by the handler.
- C. Canine Unit - Uniform of the Day.
 - 1. The uniform worn by the K-9 unit will be prescribed by the Chief of Police as deemed necessary.

2. The K-9 handler will be in the prescribed uniform at all times while on-duty or in the event of a call-out.

41.6.10 CANINE USE/INCIDENT REPORTING

- A. The canine handler will submit full written reports documenting canine unit use for any such use or incident under the following guidelines:
 1. In all cases when the K-9 unit is utilized by an outside agency.
 2. Subsequent to all interdepartmental usages when a case report is generated by the initiating officer.
 3. In the event of a K-9 originated arrest.
- B. In the case of a canine search with no case report generated by either the initiating officer or the K-9 handler, an incident number entered into the K-9 log book by the handler will serve as sufficient documentation for such an incident.
- C. Permission to search forms are to be completed by the initiating officer whenever a K-9 search is requested.
- D. All reports/records of canine usage and medical history are the responsibility of the K-9 handler. All documents related to canine usage shall be submitted to the normal report review process by the handler.

41.6.11 CANINE UNIT OPERATION FORMS

- A. Department forms utilized in the administration and operation of the Department Canine Unit are as follows:
 1. Canine Deployment Report
 2. Canine Demonstration Report
 3. Consent- to Search Form

41.6.12 CANINE TRAINING MATERIALS PROGRAM

- A. As part of continual training to maintain proficiency of the K-9 unit, the Orland Park Police Department, upon approval of the Chief of Police or his designee, may request controlled substances and cannabis (canine training materials) from the Drug Enforcement Agency (DEA). The following procedure must be adhered to obtain certified controlled substances and cannabis from the DEA:
 1. The K-9 handler must first obtain a Controlled Substance License, Local Government from the State of Illinois Department of Financial and Professional Regulation.
 2. Follow the instructions outlined in the DEA, Special Testing and Research Laboratory memorandum to request training materials. Updated copies of the memorandum are available through the DEA's Chicago Field Office.
- B. Training
 1. Only DEA certified and obtained controlled substances and cannabis will be used for department in-house training.
 2. Any controlled substance or cannabis obtained from the DEA for training shall be secured in a permanent locked storage locker within the Orland Park Police Department when not deployed for training in accordance with Code of Federal Regulations Section 1301.75.
 3. The lock box located in the trunk of the Department K-9 vehicle shall be used when transporting any controlled substance or cannabis for training.
 - a. The lock box is a temporary secured storage location for transportation only.
 4. Upon completion of any training, the controlled substances and/or cannabis shall be returned to the permanent locked storage locker.
- C. Record Keeping, Maintenance of Records and Inventory
 1. As outlined in Code of Federal Regulations Section 1304, the Orland Park Police Department must maintain records and inventory of all DEA issued controlled substances and cannabis used for training. The K9 handler shall be responsible for recording the following information in the Canine Training Materials logbook:

- a. The name, address, DEA registration number and the type of DEA registration of the registrant;
 - b. The initial date that the controlled substances and cannabis were obtained from the DEA;
 - c. The type and quantity of the scheduled drug obtained from the DEA;
 - d. The date and time the controlled substance or cannabis was removed from the permanent storage locker;
 - e. A detailed reason for the removal and the corresponding incident number and;
 - f. The date and time that the controlled substance or cannabis was returned to the permanent storage locker.
2. All records must be kept, in accordance with the Code of Federal Regulations, and made available for inspection and review by the DEA for at least two years.

D. Quarterly Inspections

1. The Lieutenant of Training, Development and Review shall conduct quarterly inspections of the property storage locations, logbook and the DEA certified controlled substances and cannabis to ensure:
 - a. That the proper guidelines are being met.
 - b. That the property storage locations are being maintained in a clean and orderly fashion.
 - c. That the provisions of Code of Federal Regulations and Department directives concerning the proper record keeping and inventorying are followed.
 - d. That training materials are being protected from damage, loss, and/or deterioration.
 - e. That proper accountability is being maintained.
2. The results of a quarterly inspection shall be documented in writing to the Chief of Police or his designee. The Chief of Police will review the report and forward it to the Training, Development and Review for filing.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-7
SUBJECT: BICYCLE PATROL UNIT
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Bicycle Patrol Unit Supervisor

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41.7.8 RESPONSIBILITIES

PURPOSE:

The purpose of this order is to establish the Bicycle Patrol Unit of the Orland Park Police Department and to set forth guidelines from which this unit shall operate. The Bike Patrol Unit (BPU) is a volunteer unit of the Orland Park Police Department which is designed to utilize alternative patrol techniques to address all types of criminal activity within the village and enhance the community policing efforts of this department.

DEFINITION:

Severe Weather Conditions: Those environmental weather conditions that affect the delivery or continuation of BPU services. Severe weather conditions include:

- Lightening,
- Hail,
- Heavy Rainfall,
- Strong Winds,
- Tornado Warnings
- Temperatures that fall below 40 degrees F. or,
- any other conditions deemed hazardous to operate by on-duty Shift Commander.

41.7.1 PROGRAM OBJECTIVES

A. The Bicycle Patrol Unit (BPU) is developed with the following primary objectives:

1. Patrol of areas generally inaccessible to a patrol vehicle such as bicycle paths, jogging paths, parks and sports complexes to enforce all state statutes, traffic laws and village ordinances.
2. Enhance the community policing efforts of this department by promoting positive contacts with the public in an informal setting that will enhance communications and lead to problem solving.
3. Promote bicycle safety education with the public and in our schools.

4. Areas of concern as identified by the Chief of Police and/or the Patrol Division Commander.

41.7.2 SELECTION OF BPU OFFICER

- A. The Bike Patrol Unit is a volunteer unit of the Orland Park Police Department. Officers will be required to work flexible schedules and hours.
- B. Bike Patrol Unit vacancies will be advertised department-wide by the Chief of Police.
- C. Bike Patrol Unit officers will be appointed by the Chief of Police based upon the following criteria:
 1. Experience
 2. Performance
 3. Evaluations
 4. Physical fitness
 5. Communication skills
 6. Demonstrated ability and desire to help members of the community.
- D. Bike Patrol Unit Officers will serve at the pleasure of the Chief of Police for a three year term which may be extended by the Chief of Police.

41.7.3 BIKE PATROL UNIT SUPERVISOR (BPUS)

- A. The Bike Patrol Unit Supervisor is appointed by the Chief of Police to coordinate, manage and direct the following BPU activities:
 1. Staffing of BPU.
 2. Training of officers selected for BPU assignment.
 3. Evaluation of BPU officers for continued assignment to BPU.
 4. Requisition, repair, maintenance and record keeping for all BPU equipment and uniforms.
 5. Liaison with Patrol Division Commander on BPU operations.

41.7.4 BPU OFFICER TRAINING

- A. Officers assigned to the BPU on a full-time basis will successfully complete the NEMRT bicycle patrol class or an equivalent class approved by the Bicycle Patrol Unit Supervisor (BPUS).
- B. Officers assigned to the BPU on a full-time basis are required to successfully complete sixteen (16) hours of in-service training with an experienced Bicycle Patrol Unit Officer (BPUO).
- C. Officers assigned to the BPU on a part-time basis are required to successfully complete twenty-four (24) hours of in-service training with an experienced BPUO.
- D. Officers assigned to the BPU will qualify at the pistol range while wearing their summer or winter gloves as they may alter their grip on the firearm.

41.7.5 BICYCLE PATROL UNIT EQUIPMENT

- A. The following equipment will be provided to officers assigned full time to the BPU:
 1. Patrol mountain bike with water bottle and saddlebags.
 2. Waterproof jacket and pants.
 3. Approved bicycle helmet.
 4. Nylon gun belt with department issued weapon and accessories.
 5. Night bicycle light system.
 6. Biking shorts.

7. Biking shirts.
 8. Protective eyewear.
 9. Protective gloves.
 10. Lightweight tactical ballistic vest.
- B. Additional equipment may be purchased with the approval of the BPUS and Chief of Police.
- C. The following accessories and equipment are specifically prohibited:
1. Anything that is "Dayglow" or neon in color.
 2. Clip on handlebars, full circle style.
 3. Suspension system requiring frame modification.
 4. Sirens or red/blue light giving the indication of an emergency vehicle.
 5. Clipless pedal systems, i.e. Lock, Shimano, etc.
 6. Decals/stickers other than factory issued.
 7. Tires other than department issued style.
 8. Colored seat covers other than black.
- D. The maintenance and/or repair of the patrol mountain bikes will be coordinated through the BPUS who will, if practical, appoint one officer to the position of "Bike Master" to be a trained mechanic and authorized to work on department issued bicycles.
- E. In the absence of a "Bike Master" the BPUS will insure that the patrol mountain bikes receive an annual inspection and maintenance by a qualified mechanic to insure the safety of the patrol mountain bikes. The BPUS or Bike Master will keep accurate records for each patrol mountain bike and keep a maintenance log listing the dates of inspections, maintenance and repair.
- F. Issued patrol mountain bikes will not be altered without the permission of the BPUS. Alterations will be limited to items considered practical or necessary for operation of the patrol mountain bike.
- G. The Bike Master or BPUS is authorized to request to purchase the following equipment through the chain of command:
1. Truing stand and spoke wrenches
 2. Chain breaker tool with replacement chains and pins.
 3. 3/8" drive metric socket set.
 4. Metric wrenches.
 5. Replacement brake pads.
 6. Replacement brake and shifter cables.
 7. Replacement batteries for night bicycle light system.
 8. Other items as approved by the BPUS and Chief of Police.
- H. Officers assigned to the BPU will be assigned a numbered patrol mountain bike by the BPUS.
- I. Officers assigned to the BPU will be responsible for the daily inspection of their bikes in the same manner that they would inspect their patrol cars for damage and items in need of repair. Damaged items and missing items will be reported to the BPUS and written documentation will be made as deemed necessary.
1. Daily inspection of the patrol mountain bikes should include, but is not limited to the following items:
 - a. Skewers
 - b. Tire pressure

- c. Brakes
 - d. Seat
 - e. Bars and forks
 - f. Chain
 - g. Spoke
 - h. Pedals
 - i. Nuts and bolts
 - j. Accessories
 - k. Cleanliness of bike
 - l. Post Ride Clean-Up
2. Officers should allow 10 minutes at the end of each shift for cleaning the bikes. If necessary, bikes should be washed, rinsed and wiped down. Chains should be lightly oiled at least once a month.

41.7.6 BICYCLE PATROL UNIT UNIFORMS

- A. Officers assigned to the BPU will only wear the BPU uniform while assigned to BPU operations and the team members will always wear identical uniforms while on patrol.
- B. The BPUS will authorize the wearing of the summer or winter uniform based upon current weather conditions.
- C. Officers will not apply pins, badges, name tags or any other unauthorized equipment to their BPU uniform.
- D. Officers with the approval of the BPUS will select a uniform combination best suited for the type of patrol operations to be conducted.
- E. Summer Uniform:
 - 1. Shirt: Issued blue or white short sleeve polo-type shirt with the embroidered badge and officer's name and number on the front and Orland Park Police Department on the back.
 - 2. Pants: Issued navy blue bicycle style pants with belt loops. Full lycra bike pants are prohibited other than under the issued bike pants and must be of the same color as the pants.
 - 3. Shoes: Black leather type mountain bike shoe or similar type black low cut athletic shoe.
 - 4. Gloves: Summer glove, black or blue in color with padding are recommended to prevent injury to the hands.
 - 5. Eye Protection: Smoked gray, amber, gray, brown and black lenses are authorized for summer use. Frames will be black. Dayglow and neon are prohibited. Straps must be black or navy in color. Glasses with a mirror exterior finish are prohibited.
 - 6. Socks: Socks will be solid white or navy blue to match the shirt, be at least ankle height and not extend higher than mid calf.
 - 7. Gun belts: Full time BPU officers will be issued and use the light, waterproof nylon gun belts and accessories.
- F. Winter Uniform:
 - 1. Jacket: Issued blue jacket manufactured by J. Marcel with "POLICE" on the back.
 - 2. Pants: Issued blue pants manufactured by J. Marcel.
 - 3. Shirts: Officers are authorized to wear either a navy blue or white turtleneck under their regulation long sleeve uniform shirt.
 - 4. Shoes: Black leather type mountain bike shoe or similar black low cut athletic shoe.

5. Apparel Accessories: Officer may wear cold weather accessories provided that they are black or navy blue in color. Some examples are: ear warmers, winter gloves, etc.
6. Winter Gloves: Black or navy blue. Officers should select a winter glove that allows them to draw and fire their weapons without removing the glove.

G. BPU officers will wear all issued protective items (helmet, eye protection, gloves) while on patrol.

41.7.7 BICYCLE PATROL UNIT OPERATIONS

- A. The BPU is a unit of the Patrol Division and thus under the command of the Patrol Division Commander or his designee. The BPU shall operate under the following guidelines:
1. The BPU officer will work flexible hours on either a six on, three off or five on, two off schedule as directed by the Patrol Division Commander.
 2. BPU officers' daily work schedule will be varied to address day to day operational needs.
 3. BPU officers will ride in pairs as they face a greater likelihood of encountering situations that are in areas where backup may not be readily available.
 4. BPU officers who are grounded due to severe weather conditions will have the patrol uniform of the day available as they will be assigned either to patrol cars or as a tactical unit for the duration of their shift at the discretion of the Shift Commander.
 5. BPU officers will attend roll call if their patrol hours coincide with our regularly established shifts, or insure that the Shift Commander is advised of their patrol area or special assignment and the location of the Bike Patrol Vehicle if it is parked on a village street.
 6. Special Details such as block parties, parades or other special assignments will be approved and assigned in advance by the Patrol Division Commander with notification to the appropriate Shift Commander.
 7. The BPU officers are under the direct command of the Shift Commander and will patrol as directed unless otherwise assigned.
 8. Any conflict in regard to BPU patrol operations will be immediately addressed through the chain of command by the Shift Commander.
 9. BPU officers will be assigned and utilize the 1900 series for radio identification followed by their appropriate two digit star number.
 10. BPU officers are responsible for educating the public on traffic laws governing the use of bikes. Therefore, it is important that on-duty riding habits should be an example of safety and courtesy and officers are required to follow the "Rules of the Road." The only exception to this rule should be during the necessary performance of law enforcement duties, and then, only in accordance with established department procedure and State law.

41.7.8 PERSONNEL RESPONSIBILITIES

A. Telecommunicators

Telecommunicators shall have the following responsibilities during periods of operation of the BPU:

1. Will insure that all BPU officers are assigned in the computer with the 1900 series and the last two digits of their star number while on bike patrol.
2. TCO's will note the general patrol area of each Bike Patrol Unit that is on duty.
3. TCO's will note the location of the Bike Patrol Vehicle if it is left on a village street during patrol operations by BPU's.
4. TCO's will assign a backup unit to the BPU's in the event of an arrest to provide assistance, and/or transportation for offenders, victims or witnesses to the station.

B. Shift Commander

Shift Commanders must be cognizant of the fact that BPU officers are an integral part of our community policing effort and as such, Bike Patrol Units are often following up on problems that they have identified in conjunction with our residents and business people. The responsibilities of the Shift Commander shall include, but not be limited to the following:

1. Shift Commanders are in direct command of the BPU's and will designate their area of patrol unless they are otherwise assigned by Administration.
2. Shift Commander will be aware of the patrol area of the BPU's and insure communications is aware of same.
3. Shift Commander will reassign BPU's to patrol or tactical duties in the event of severe weather.
4. Shift Commander must ensure that backup units are assigned to the BPU in the event of an arrest for assistance and transportation of offenders, victims or witnesses to the station.
5. Shift Commanders will be advised in advance by the Patrol Division Commander in regard to any Special Details such as block parties, parades or other events.
6. Any conflict in regard to BPU patrol operations will be immediately addressed through the chain of command.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-9
SUBJECT: DOMESTIC VIOLENCE PROCEDURES
EFFECTIVE DATE: March 15, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER DATE: Patrol Division Commander

INDEX AS:

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41.9.2 DOMESTIC VIOLENCE RESPONSE PROCEDURES
41.9.3 RESPONDING OFFICER RESPONSIBILITIES
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41.9.5 DOMESTIC VIOLENCE ARRESTS
41.9.6 ORDERS OF PROTECTION
41.9.7 REPORTING AND DOCUMENTATION
41.9.8 VICTIM ASSISTANCE/SERVICES

PURPOSE:

The purpose of this order is to establish guidelines, responsibilities and procedures for domestic violence intervention in accordance with Department policy and the Illinois Domestic Violence Act.

DEFINITIONS:

As defined in the 750 ILCS ACT 60/103 (1) through (14) of the Illinois Domestic Violence Act.

ORDER:

41.9.1 POLICY STATEMENT

- A. The policy of the Orland Park Police Department is to view domestic violence as a serious crime. Therefore, this Department shall take a pro-active response to safeguard victims' rights, provide victim assistance and utilize arrest as a deterrent to future violence.
- B. The goals of this policy are:
 1. Reduce the number of domestic violence incidents and victim injuries.
 2. Reduce the number of repeat calls for domestic incidents.
 3. Obtain more prosecutions in domestic violence cases.
 4. Provide increased sensitivity, assistance and protection to the victims of domestic violence and their children.
 5. Increase cooperative efforts with the courts, prosecutors and victim service agencies in achieving a reduction in domestic violence.

6. Reduce civil liability.

41.9.2 DOMESTIC VIOLENCE RESPONSE PROCEDURES

A. Telecommunicator Responsibilities

Because the Telecommunicators are likely to be the first to receive the call, they are the key in determining the type of response.

1. The Telecommunicator shall immediately assign a primary unit, a secondary unit and a supervisor to the call once it has been identified to be a domestic violence matter and the location of the incident determined. The Telecommunicator should seek the following information and maintain telephone contact until the officer arrives:
 - a. Name of caller, complainant and/or victim location of incident.
 - b. Is the incident or crime in progress? (An emergency response will be required by assigned units.)
 - c. Are there any weapons involved? (Advise responding units.)
 - d. Are there any injuries? (If so, dispatch ambulance.)
 - e. Whereabouts of offender to include a physical description, vehicle description, last known direction of travel, destination if known or perceived and elapsed time of departure.
 - f. Were alcohol or drugs involved?
 - g. Has there been a previous history of reports or incidents among these people at this location?
2. Listen for background noises that assist in evaluating the threat level (screams, shouts, threats, breaking glass and furniture). These sounds will raise the potential danger level and can help provide the probable cause required.
3. Maintain telephone contact until the officers arrive in order to monitor the incident and provide support to the victim. Advise the victim of the intended department response. Use crisis intervention skills.
4. The Telecommunicator shall provide the responding officers with as much information as possible to identify the victim or suspect at the scene.
5. Assigning priority of call:
 - a. All domestic violence calls shall be assigned a priority no lower than the same standard for response to an alleged incident of abuse or applied like any offense involving strangers.
 - b. A minimum of two officers will be assigned to all domestic violence calls.
 - c. The on duty field supervisor will be notified immediately of all dispatched calls of domestic violence.
 - d. Dispatch a paramedic unit in any case where injuries are reported to have been inflicted, advising paramedics that officers are on the scene and to stand-by until their entry is cleared by those officers.

41.9.3 RESPONDING OFFICERS' RESPONSIBILITIES

A. Response to call:

Priority of response to domestic violence calls shall be no less than if the calls involved strangers. Emergency response shall be applied when the caller indicates that the crime is in progress or that violence has occurred or is imminent. Obtain as much information as possible from the Telecommunicator before arriving at the scene.

1. Approaching the scene:

- a. Emergency lights and sirens shall be used. Avoid use of sirens and emergency lights in the immediate vicinity of the scene, if conditions permit or absent an emergency.
- b. Do not park the police unit directly in front of the residence if conditions permit or absent an emergency.

- c. Persons encountered while approaching the scene shall be briefly questioned about the incident and parties involved. Remain alert for offender leaving the scene.
 - d. Observe the location of the dispute before contacting the complainant, or victim.
 - e. Consider the surroundings before knocking on the door; listen and check the interior through nearby windows to obtain information about the situation (layout of the house, number of people involved and their location in the residence, weapons, etc.).
 - f. Officers shall be concerned for their own safety as well as that of the disputants. To minimize the possibility of injury, officers should position themselves to the side of the doorway to preclude the chance of injury when knocking and awaiting a response.
2. Initial contact with occupants:
- a. Identification: Officers should verbally identify themselves as police officers, giving their names and an explanation for their presence at the scene. The officers should request permission to enter the residence, when conditions permit.
3. Consent search:
- Officers may enter and conduct a search of the residence if consent has been given to do so. Although a consent search eliminates the need for a search warrant and probable cause, such consent must be freely and voluntarily given. If two people have joint ownership of a place or thing, either one may give a valid consent. A spouse can consent to the search of the premises used jointly by both the husband and wife. This is also true if a man and woman are only cohabitants; however, if one of them exercises sole control over part of the premises, the other cannot give valid consent to search that part.
4. Refused entry:
- When refused entry to a residence, officers shall be persistent, explaining that a complaint was received and must be verified. If entry is still denied, request that the Telecommunicator call the residence and establish contact with the victim. If still refused entry, officers shall advise their Shift Commander and request his/her presence at the scene. The Shift Commander shall decide if the officers should remain at the scene or leave. If officers remain at the scene, they shall move to public property and continue to observe the scene. Officers shall move to a position that affords maximum visibility of the scene without exposing them to risk from the occupants.
5. Forced entry:
- There may be times when enough probable cause exists to indicate that a crime is occurring, has occurred, or that a life is in danger. In these cases, if entry has been refused, or there is no reply from the premises, forced entry may be necessary to protect life or make an arrest. Circumstances that can provide probable cause for forced entry; include cries for help, the display of weapons, obvious signs that a struggle occurred, and/or an eyewitness account that a crime occurred and the victim is still on the premises. Officers shall evaluate the following elements when considering a forced, warrantless entry:
- a. The degree of urgency involved and the time required to get a warrant;
 - b. The possibility of danger to others, including police officers left to guard the site;
 - c. Whether the suspected offense involved violence;
 - d. Whether the officers reasonably believe that persons may be armed.
 - e. In those incidents where a weapon is displayed or inferred and the individual has in essence barricaded themselves and refuses police entry, the South Suburban Emergency Response Team (SSERT) will be utilized for the safety of all individuals concerned.
6. Once inside, establish control by:
- a. Inquiring about the nature of the dispute.
 - b. Identifying the disputants.

- c. Being aware of potential weapons in surroundings.
 - d. Determining if persons are in other rooms and the extent of their injuries, if any. These persons should be separated from parties involved and kept out of hearing range (to avoid compromising their witness status).
 - e. Listen for statements from the parties which would support or indicate their participation in the incident. These statements may be admissible as evidence if they are part of the offense committed against the victim.
7. Protecting the victim.
- a. Officers shall protect the victim from further abuse. Separate from the assailant, administer first-aid and arrange for medical attention if the victim is hurt.
 - b. A victim can sustain internal injuries to the stomach, breast area and portions of the head covered by hair and the back. Pregnant women are often hit or kicked in the stomach. The absence of external injury does not mean the victim has not been assaulted.
 - c. If the victim appears injured and yet refuses medical attention, carefully document any observed injuries, as well as the refusal of medical assistance.
8. Interviewing the disputants.
- a. Ensure safety and privacy by interviewing victim in a separate area away from the assailant, witnesses and bystanders.
 - b. Critical to the success of the interview is the police officer's manner. Officers must show interest through effective listening and remain aware of non-verbal communication signals.
 - c. Officers shall attempt a low key approach in domestic violence cases, projecting the role of mediator/helper, rather than that of authoritarian. Maintain good eye contact through natural, spontaneous glances. (Fixed gazes or staring increases the fear and hostility.) A relaxed stance, along with appropriate facial and head movements, demonstrates interest and encourages the victim to continue speaking.
 - d. Allow the parties to describe the incident individually without interruption at the beginning of the interview. Expect the parties to ventilate their emotions to relieve tension.
 - e. After the parties ventilate their emotions, and while still separated, the officer (s) should ask about the details of points for clarification and summarize the stated accounts, allowing the parties to point out anything that may be misrepresented.
9. Interviewing witnesses.
- a. Witnesses to the incident - children, other family members and neighbors - shall be interviewed as soon as possible.
 - b. These witnesses may also be in significant emotional crisis.
 - c. If witnesses provide information about prior assaults, document the incidents to help establish a pattern.
 - d. Children of disputants should be interviewed with care and kindness. Sit, kneel, or otherwise be at their level when speaking to them. Signs of trauma and apparent healing of abuse wounds should be noted.
10. Officers shall provide information and assistance to abused parties as required by the VICTIM ASSISTANCE/SERVICES section of this order.
11. Gathering Evidence.
- a. Physical evidence takes three forms in domestic violence cases; injuries of victim, evidentiary articles that substantiate the attack and the crime scene itself.
 - b. Victim's account of injuries sustained can be corroborated by medical examination.
 - c. The investigating officer shall see that photographs are taken of visible injuries on the victim and make those photographs available for prosecution. In some cases photographs may be needed to

show no signs of injury. It may occur that a victim will have to be re-photographed at a later date due to undetected injuries such as bruising that may develop over time.

- d. The investigating officer shall make a written description of the crime scene to show that a struggle occurred. If warranted, the scene shall be photographed.
- e. All articles of evidence should be collected as in other investigations.
- f. The investigating officer shall indicate on the written report if children are present on the scene, including age(s). Repeated (numerous) domestic complaints at a residence where children are present may constitute notification to DCFS (Department of Children and Family Services) for a "Risk of Harm" complaint. In addition it is to be documented if alcohol and/or drugs have been consumed or ingested by either party involved.

41.9.4 SUPERVISORS RESPONSIBILITIES

- A. Respond to the scene of all reports of a domestic disturbance or reported domestic violence incident.
- B. Insure that all procedures are followed to include victim assistance, arrest of offender and documentation of all information relevant to the case.
- C. Insure all paperwork is turned in for review prior to the completion of the Shift.

41.9.5 DOMESTIC VIOLENCE ARRESTS

A. Arrest Decisions.

Officers shall effect an arrest based upon PROBABLE CAUSE and supported by the statement of the victim or witness of abusers in domestic situations in the following circumstances:

- 1. Where a crime has been committed.
 - 2. Where the officer is aware of a past history of assaults committed by the abuser and there is probable cause to believe that another assault has occurred.
 - 3. Where a physical assault has occurred and there is evidence of either alcohol or drug abuse.
 - 4. Where any weapon was used to inflict injury or was used to intimidate or threaten the victim.
 - 5. Where an assault has occurred and, if the officer takes no action, there is strong likelihood that further violence or injury may result.
- B. Victim's intention not to prosecute or sign complaint shall have no effect upon the officer's decision to arrest.
 - C. Upon investigation of a domestic violence situation, the officer shall evaluate the circumstances surrounding the incident and determine if probable cause exists to initiate an arrest. Arrest is the preferred response, although not the only alternative, to family violence because arrest offers the greatest potential for ending the violence.
 - D. Officers shall effect an arrest and will charge the offender with all the violations that were committed, to include violations of Order of Protection, if any evidence of the following circumstances exist:
 - 1. Domestic Battery
 - 2. Abuse of a Child
 - 3. Threats and/or assaults.
 - 4. Sexual Abuse/Assault
 - 5. Unlawful Restraint
 - 6. Violation of any provision indicated on Orders of Protection (Criminal or Civil).
 - 7. Violation of stalking law.
 - E. Refusal of the victim to sign an official complaint against the offender shall not prevent, nor shall it be a consideration, in a law enforcement officer's decision to arrest. The officer of record will initiate and sign the complaint and insure the victim is subpoenaed for all the court hearings.

F. Once the decision to make an arrest is made, officers should proceed with caution and ensure that the victim and offender are segregated as this can be a time when emotion and temper could flare. This is usually a moment of potential danger for officers any they should take steps to control both the offender and the victim carefully.

G. Identifying the offender

1. When an officer (s) makes an arrest they are not required to arrest all parties involved in an incident when all parties claim to be victims. The arresting officer shall attempt to identify and ARREST the party he believes to be the PRIMARY PHYSICAL AGGRESSOR. The term, "Primary Physical Aggressor" is defined as the most significant, rather than the first, aggressor. If the primary physical aggressor is absent when the officer arrives at the scene, the crime shall be investigated as per current departmental procedures.
2. Cross complaints will not be authorized under normal circumstances. If the officer feels cross complaints are warranted the felony review ASA will be contacted for advice.
3. Under normal circumstances parties of domestic violence should not be advised to contact the ASA's office for criminal complaint approval. The officer under normal circumstances has full discretion in misdemeanor cases. A refusal by the officer not to arrest should be reviewed by the on duty supervisor. If necessary, the parties involved in a domestic violence case can be sent to the ASA's office if/when approved by the on duty supervisor. A supplemental report will be completed as to why the parties are being referred to this office.
4. Under no circumstances shall a law enforcement officer of this department use the threat to arrest all parties involved for the purpose of discouraging requests for law enforcement intervention.

H. Processing and Bonding the Offender

1. A criminal history check will be conducted to determine if the individual arrested has previously been convicted of domestic battery pursuant to 720 ILCS 5/12-3.2.
 - a. If the individual has been previously convicted the individual should be charged as a Class 4 felony for a second or subsequent offense.
 - b. Felony review procedures will be initiated.
 - c. The ASA assigned will interview all parties involved to include witnesses IN PERSON.
2. Individuals arrested in any domestic violence case or violation of any Order of Protection will normally be held pending a bond hearing. It is the policy of the 5th. District that the conditions of bond on domestic violence or violations of an Order of Protection be imposed by the Presiding Judge.
3. Where a defendant has been arrested and charged with a qualifying offense and the bond court has closed for the day the defendant will be held and brought to the normal bond court the next day.
4. If there are any problems or questions, contact should be made with the felony review ASA for assistance.

41.9.6 ORDERS OF PROTECTION (O.O.P.)

- A. When a person advises an officer that an order of protection pertaining to the offender has been issued, the officer shall attempt to determine if the order is on file with the Department, if the Order was issued by the criminal or by civil court action.
- B. Orders of Protection are filed in the Communications/Records Division and/or through L.E.A.D.S. available to the officer through the Telecommunicator and mobile data terminals. Officers shall check to determine that a copy of the order is on file and that the order has not expired and what the exact terms of the order are for a particular individual at a particular location. Officers will also check with the victim involved to determine if an Order of Protection has been issued and not logged in the system at the time of the incident and if a copy is available.
- C. Officers shall arrest when there is probable cause to believe that the subject of the O.O.P. has violated any provision indicated on Civil or Criminal Orders of Protection.
- D. Violators shall be arrested for any violation of the terms of the order which may include criminal trespass or any other violations charged. This violation should be charged even if other charges are lodged or pending.
- E. If an order of protection has not yet been served or cannot be verified to have been served:

1. The incident shall be handled per this General Order.
 2. The officer will follow the "Short Form Notification" procedure provided by statute (725ILCS 5/112A-22.10) when applicable.
 3. The officer shall serve a copy of the order to the offender (if at the scene) and document in the report that the Order has been served.
- F. If an Order of Protection has not been issued, the officer will recommend the issuance of an order and will further advise the victim that an arrest for the criminal act must take place.

1. Criminal Order of Protection

If probable cause exists for an arrest, the officer shall have the victim sign the appropriate criminal complaint and attempt to make contact with the offender for arrest. If the officer is unable to locate the offender, the officer should prepare an arrest warrant, complete the appropriate paperwork and proceed to the 5th District (Bridgeview) Court House, with the victim, to obtain the arrest warrant. Monday through Friday a warrant may be obtained in the Domestic Violence Courtroom #204. Saturdays and holidays a warrant may be obtained in the Bond Hearing Courtroom #103.

2. Civil Order of Protection

If there is no allegation of a criminal act which would qualify for a Criminal Order of Protection and the victim requests an Order of Protection based on past experience with the subject, a Civil Order of Protection may be recommended. The officer will complete a case report and have the victim proceed to the 5th District (Bridgeview) Court House, with a copy of the case report. The victim will proceed to Room 062 (Unified Family Court) to speak with court personnel to determine whether the victim qualifies for a Civil Order of Protection.

G. Full Faith and Credit Requirements

The Violence Against Women Act of 1994 (18 U.S.C. 2265) directs jurisdictions to give full faith and credit to valid orders of protection issued by other jurisdictions. Therefore, if an order of protection is valid in the issuing jurisdictions, it must be enforced in every other jurisdiction.

1. Orland Park Police officers shall enforce valid orders of protection to protect victims of domestic violence, when a violation occurs within the Village of Orland Park, regardless of where the order was issued.
2. The order of protection is presumed valid if it has the correct names of the parties, has not expired, and is signed by an issuing authority. Orders of protection shall be enforced pursuant to this policy and the laws of the State of Illinois.
3. The pamphlet, "PROTECTING VICTIMS OF DOMESTIC VIOLENCE," issued by the United States Attorney General and The International Association of Chiefs of Police was distributed to all sworn officers. This pamphlet provides resource material with respect to issues of domestic violence and the full faith and credit requirements of the VAWA. All officers are to review this material and become familiar with these requirements.
 - a. A copy of this pamphlet may also be found in the Operational Resource Manual which is distributed throughout the police facility, including the Department library.

41.9.7 REPORTING AND DOCUMENTATION

A. Documenting the incident.

1. When an officer is dispatched to a call of domestic violence or any type of domestic disturbance, a report is required.
2. The following minimum information must be included:
 - a. Facts and circumstances of the incident, including any complaint or signs of injury.
 - b. Victim's statement in regards to the number of prior calls for assistance.
 - c. Victim's statement in regards to the frequency and severity of prior incidents of abuse.

- d. Document assistance provided to the victim or any assistance declined.
- e. Document computer check to establish number of prior calls and frequency of responses involving the identified parties.
- f. Disposition of investigation.
- g. Statement of defendant including Miranda warnings.

B. Domestic Violence Supplemental Report

The documentation of all incidents of Domestic Violence shall include the Domestic Violence Supplemental Report form.

- 1. Copies of this document may be found in the forms storage room in the briefing room.

41.9.8 VICTIM ASSISTANCE/SERVICES

An officer shall make reasonable effort to inform victims of services for their protection and welfare by:

- A. Securing medical treatment for the victim.
- B. Insuring safety of children.
- C. Giving the victim an information sheet explaining legal rights, court options, and how to obtain a protective order (Illinois Domestic Violence Act sheet).
- D. Give the victim an information sheet including the telephone numbers of shelters, advocacy groups, batterers' groups and crime victims compensation (also on sheet).
- E. Arrange for or provide transportation to a shelter or safe place.
- F. Give the victim information concerning Stalking Law, if applicable.
- G. Always document all information and/or services offered and any information or assistance that is accepted or declined.
- H. Provide for notification to the victim of the Illinois Crime Victims Compensation Act as required by law and Department Policy (G.O.55.1.1.D).

41.9.9 Will County Domestic Violence Procedures

Generally this policy shall be followed for all domestic violence related arrests regardless of the county of prosecution. Will County documentation procedures and forms may differ from that of Cook County. Officers should insure that the required reports, forms and documents related to the county of occurrence are completed.

Will County Forms:

Domestic Violence Victim Information Form

Complaint of Domestic Violence Victim Form (Spanish)

Domestic Violence Report Checklist

Domestic Violence Addendum (Front)

Complaint of Domestic Violence Victim Form

Domestic Violence Addendum (Back)



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-10
SUBJECT: ANIMAL CONTROL
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Commander Administrative/Technical Services

INDEX AS:

41.10.1 RESPONSIBILITY AND AUTHORITY
41.10.2 DOMESTIC ANIMAL CALLS
41.10.3 IMPOUNDING ANIMALS
41.10.4 DISPOSAL OF ANIMAL CARCASSES
41.10.5 WILD ANIMALS CALLS
41.10.6 ANIMAL BITES

PURPOSE:

The purpose of this order is to provide direction for the handling of calls for service involving domestic and wild animals, and to ensure that all incidents involving animals are handled in compliance with state, county, and village laws and ordinances. Additionally, this order shall implement the policy of the Village of Orland Park in regard to the handling of wild animal complaints and provide all personnel with guidelines to handle these matters safely and efficiently.

DEFINITIONS:

Animal: Means any live vertebrate create with the exception of a human being.

Animal Bite: Means a seizure of a person with the jaws or teeth of any cat, dog or other animal capable of transmitting rabies so that the person so seized has been wounded or pierced and further includes contact of saliva of cat, dog or other animal with any break or abrasion of the skin.

Animal Control Officer (ACO): A civilian employee authorized to enforce the provisions of Village of Orland Park Ordinances including Ordinance Number 2870, "AN ORDINANCE PERTAINING TO THE CONTROL, REGULATION, AND LICENSING OF ANIMALS" which sets forth procedures for the handling of animal complaints including impoundment, redemption, and disposal of animals.

Emergency Wild Animal Calls: Calls involving a wild animal that pose a clear and imminent threat to the health and safety of a citizen or resident.

Non-Emergency Wild Animal Call: Calls involving a wild animal that do not pose a clear and imminent threat to the health and safety of a citizen or resident.

Wild Animal: All naturally wild animals native to the State of Illinois.

ORDER:

41.10.1 RESPONSIBILITY AND AUTHORITY

- A. The Orland Park Police Department is responsible for enforcing laws relating to animal control as required and authorized by state law, Cook and Will County laws, and applicable ordinances of the Village of Orland Park.
 - 1. Patrol Supervisors are responsible for providing direction and assistance as needed for the Animal Control Officer in the enforcement of the provisions of laws and ordinances regarding animal control.
- B. When available, the Animal Control Officer has primary responsibility for animal control and will be responsible for the provisions of this order:
 - 1. In the absence of the Animal Control Officer, the responsibilities of this order will be assumed by the Community Service Officer and then (in their absence) by the primary beat officer or any other officer assigned by the Communications Center with the approval of the field supervisor.

41.10.2 DOMESTIC ANIMALS CALLS

- A. The Animal Control Officer will respond, without unnecessary delay, to domestic animal calls dispatched by the Communications Center.
 - 1. Whenever the ACO is significantly delayed in responding to an animal call, for any reason, the ACO shall inform the field supervisor immediately.
 - 2. The field supervisor shall determine whether the animal call will be held or redirected to the Community Service Officer or primary beat officer.
- B. All domestic animal calls that are dispatched shall receive an incident number.
- C. All incidents involving domestic animals which require follow- up shall be brought to the attention of the field supervisor. Appropriate assignment for the follow-up activity shall be made by the supervisor.
- D. The Animal Control Officer shall submit any completed reports involving animal incidents following normal department procedures.

41.10.3 IMPOUNDING ANIMALS

- A. The Animal Control Officer shall adhere to the Village ordinances which relate to impounding dogs and cats.
- B. Any domestic animal impounded shall be transported to the Animal Welfare League facility in Chicago Ridge.
 - 1. Impounded cats and dogs may be held for a limited time, secured in the Department parking garage, with the approval of the Shift Commander.
- C. Dogs and cats impounded under Village ordinances will be released to their owners at Animal Welfare. Receipts for animals impounded at Animal Welfare will be submitted to the Records Section of the Police Department. Appropriate citations for ordinance violations will be issued after the animal is redeemed from the Animal Welfare League to the owner.
- D. The owner of the impounded animal shall be responsible for any impoundment fees that accrued and must make such payment at the Animal Welfare facility.

41.10.4 DISPOSAL OF ANIMAL CARCASSES

- A. The Orland Park Department of Public Services will be responsible for the removal of deceased wildlife and domestic animals from the roadway and shoulder on Village streets. Removal from state and county roadways will be transferred to the appropriate jurisdiction.
 - 1. If the carcass presents a traffic hazard, it should be pulled off to the side of the road.
 - 2. If possible, attempts to notify the owner of any deceased domestic animal will be made through the use of tags, if present, or the checking of lost animal reports.
- B. Disposal of deceased domestic animals is the responsibility of the animal owner.
- C. Police officers will handle deceased animals only when necessary to ensure public safety.

41.10.5 WILD ANIMALS CALLS

- A. Policy Statement

1. Private Property.

The Village of Orland Park provides limited animal control services for non-emergency and emergency wild animal calls on private property.

- a. Emergency wild animal calls on private property will be referred to The Animal Control Officer on a 24 hour basis.
- b. The Animal Control Officer will use discretion and safety when deciding to handle calls involving animals that require climbing on rooftops (i.e. rain, snow, ice, wind, or steepness (pitch) on the roof in question) or other potentially hazardous activities. The Animal Control Officer will only inspect attics and crawl spaces from the point of entry and under no circumstances physically enter said areas.
- c. When deemed appropriate and subsequent to a review by the Animal Control Officer, these calls may be referred to a private trapper, at the property owners expense.

2. Public Property.

Emergency and non-emergency wild animal calls on public property will be referred to the The Animal Control Officer. a. When deemed appropriate and subsequent to a review by the Animal Control, these calls may be referred to a private trapper, by the Animal Control Officer.

B. Telecommunications/Clerical Responsibilities

1. Telecommunicators will immediately dispatch a police officer and notify The Animal Control Officer, of any emergency wild animal calls on public or private property.
2. If requested, telecommunicators and clerical staff will provide residents with the names and telephone numbers of the State Licensed Private Wildlife Services.

C. Patrol Officer Responsibilities.

1. Patrol Officers dispatched to emergency wild animal calls will take all measures to insure the safety of citizens or residents who are threatened by wild animals.
2. Patrol Officers will determine whether the call is an emergency or non-emergency call on public or private property and take appropriate action as outlined in this General Order.
3. Police officers are not trained to capture wild animals, but will take whatever measures possible to isolate and secure the wild animal pending arrival of the Animal Control Officer or other trained animal control personnel.

D. CSO Responsibilities.

1. CSO's who may be dispatched to wild animal calls will take all measures to insure the safety of citizens or residents who are threatened by wild animals with whatever means they have at their disposal.
2. CSO's will determine whether the call is an emergency or non-emergency call on public or private property and take appropriate action as outlined in this General Order.
3. CSO's are not trained to capture wild animals, but will take whatever measures possible to isolate and secure the wild animal pending arrival of the Animal Control Officer or other trained animal control personnel.

41.10.6 ANIMAL BITES - PROCEDURES

This section is intended to establish the correct procedure for the reporting and filing of the appropriate County Animal Bite Report and to insure compliance with Village Code, Title 8 Chapter 4 entitled "Animals."

Upon receipt of a call for service reporting the bite of an animal upon a human victim, the following Department personnel shall accept the indicated duties:

A. Patrol Officer.

1. Respond to the call as set forth in department policies and procedures.
2. Assist injured person (s) as needed, requesting assistance if and when needed (i.e. ambulance, animal control).

- Illinois Citizens Animal Welfare League, Chicago Ridge - 708-636-8586
 - Groen Trapping -219-678-2816
 - Wildlife Police - 1-630-789-9453
 - Cook County Animal Control – 708-974-6140
 - Will County Animal Control – 1-815-462-5633
3. Obtain all pertinent information for completion of a Cook/Will County Bite Report and an Orland Park General Case Report.
 4. Insure that the animal owner is notified reference Title 8, Chapter 4, Section 6, of the Orland Park Village Code requiring confinement for biting animals and insure compliance with same.
 - a. All biting animals must be examined by a veterinarian within twenty four hours of the bite.
 - b. In the event that the animal does not have a current rabies inoculation, the animal must be impounded at a veterinarian clinic by a licensed veterinarian for a period of ten (10) days.
 - c. If the animal has current rabies inoculations, and subsequent to an examination, by a licensed veterinarian within twenty-four (24) hours of the bite, the animal must be confined at home for the duration of the ten (10) day rabies observation period.
 - d. The veterinarian will notify Cook County or Will County Animal Control after ten days in writing on the final disposition of the animal.
 - e. The officer will document in the incident notes, or in a case report in the event of severe injury, the location of the confinement of the animal and the treating veterinarian.
 - f. Owners of caged rabbits, hamsters, guinea pigs, gerbils and registered guard dogs are only required to call the Cook County or Will County Department of Animal and Rabies Control on the 1st and 10th day after the bite and report the health of the biting animal.
 5. Issue appropriate citation when applicable (i.e. running at large, no current dog tag, etc.)
 6. If an animal owner is unknown, take necessary steps to insure the animal is captured and impounded with Animal Welfare as prescribed by law.
 7. Complete the Cook County or Will County Animal Bite Report completely and accurately at the scene and give the bottom half of the bite report card to the owner of the biting animal, and verbally inform the owner of impound or rabies observation procedures.
 8. Fax a copy of the bite report to Cook County or Will County Animal Control and give completed bite report to Records Clerk to type and file prior to the end of shift.
 9. Complete a General Case Report on all bites, maulings, or in the event, the animal is still at large.
 10. Forward the completed applicable paperwork to the Animal Control Officer for follow-up.

B. On-Duty Clerk/TCO

1. Upon receipt, type Cook/Will County Bite Report (hard copy) completely and accurately.
2. Insure that Cook/Will County Report (hard copy) is submitted for mailing within 24 hours of bite report.
3. Return Orland Park report to Shift Commander for approval and filing.

C. Supervisor

1. Insure that the following documentation and prompt reporting is completed.

D. General

1. While a biting animal is under quarantine the owner will not:
 - a. Sell, give away or otherwise dispose of animal.

- b. Have animal euthanized.
 - c. Have animal inoculated against rabies.
 - d. Fail to follow impound instructions.
 - e. Allow animal to run at large.
2. Any officer observing any violations of these quarantine directives will immediately contact Cook or Will County Animal Control, depending on the location of the incident, for enforcement action.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-11
SUBJECT: FIELD INTERVIEWS AND PAT-DOWN SEARCHES
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

41.11.1 POLICY STATEMENT
41.11.2 CONDUCTING FIELD INTERVIEWS
41.11.3 CONDUCTING PAT-DOWN SEARCHES
41.11.4 DOCUMENTING FIELD INTERVIEWS AND PAT-DOWN SEARCHES
41.11.5 TRAFFIC AND PEDESTRIAN STOP STATISTICAL STUDY

PURPOSE:

The purpose of this policy is to assist Orland Park Police Officers in determining when field interviews and pat-down searches are warranted and the manner in which they must be conducted and documented.

DEFINITIONS:

Detention: For purposes of the Uniform Pedestrian Stop Card, a detention is all frisks, searches, summons, and arrests performed on a pedestrian in a public place (625 ILCS 5/11-212).

Field Interview: The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.

Pat-Down Search: A "frisk" or external feeling of the outer garments of an individual for weapons only.

Pedestrian: Any person afoot or wearing in-line speed skates, including a person with a physical, hearing, or visual disability (625 ILCS 5/1-158).

Public Place: Any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways, and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities, and shops (720 ILCS 5/12C-60).

Reasonable Suspicion: Articulated facts that, within the totality of the circumstances, lead an officer to reasonably suspect that criminal activity has been, is being, or is about to be committed.

41.11.1 POLICY STATEMENT

The field interview is an important point of contact for officers in preventing and investigating criminal activity. But even when conducted with respect for involved citizens and in strict conformance with the law, it can be perceived by some as a means of police harassment or intimidation conducted in a discriminatory manner against groups or individuals. In order to maintain the effectiveness and legitimacy of this practice and to protect the safety of officers in approaching suspicious individuals, Orland Park Police officers shall conduct field interviews and perform pat-down searches in conformance with procedures set forth in this policy.

41.11.2 CONDUCTING FIELD INTERVIEWS

A. Justification for Conducting a Field Interview.

Orland Park Police Officers may stop individuals for the purpose of conducting field interviews only where reasonable suspicion is present. Reasonable suspicion must be more than a hunch or a feeling, but need not meet the test for probable cause sufficient to make an arrest. In justifying the stop, the officer must be able to point to specific facts that, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to the following:

1. The appearance or demeanor of an individual suggests that he is part of a criminal enterprise or is engaged in criminal activity.
2. The actions of the suspect suggest that he is engaged in criminal activity.
3. The hour of the day or night is inappropriate for the suspect's presence in the area.
4. The suspect's presence or location in a neighborhood or location is inappropriate.
5. The suspect is carrying a suspicious object.
6. The suspect's clothing bulges in a manner that suggests he is carrying a weapon.
 - a. Note that pursuant to the Firearm Concealed Carry Act (430 ILCS 66/ et seq.), private citizens, under certain conditions, with the required training, will be allowed to carry a concealed or partially concealed firearm within the State of Illinois.
7. The suspect is located in proximate time and place to the alleged crime.
8. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.

B. Procedures for Initiating a Field Interview.

Based on observance of suspicious circumstances or upon information from investigation, Orland Park Police Officers may initiate the stop of a suspect if they have articulable, reasonable suspicion to do so. The following guidelines shall be followed when making an authorized stop to conduct a field interview:

1. When approaching the suspect, the officers shall identify themselves as an Orland Park Police Officer, if not in full uniform, by announcing their identity and displaying Orland Park Police identification.
2. Officers shall be courteous at all times during the contact but maintain caution and vigilance for furtive movements to retrieve weapons, conceal or discard contraband, or other suspicious actions.
3. Before approaching more than one suspect, individual officers should determine whether the circumstances warrant a request for backup assistance and whether the contact can be delayed until such assistance arrives.
4. Officers shall confine their questions to those concerning the suspect's identity, place of residence and other inquiries necessary to resolve the officer's suspicions. However, in no instance shall an officer detain a suspect longer than is reasonably necessary to make these limited inquiries.
5. Officers are not required to give suspects Miranda Warnings in order to conduct field interviews unless the person is in custody and about to be interrogated.
6. Suspects are not required, nor can they be compelled, to answer any questions posed during field interviews. Failure to respond to an officer's inquiries is not, in and of itself, sufficient grounds to make an arrest although it may provide sufficient justification for additional observation and investigation.

41.11.3 CONDUCTING PAT-DOWN SEARCHES

- A. An Orland Park Police Officer has the right to perform a pat-down search of the outer garments of suspects for weapons if the suspect is legitimately stopped with reasonable suspicion and only when the officers have a reasonable fear for their own or another person's safety. Clearly, not every field interview poses sufficient justification for conducting a pat-down search. Following are some criteria that may form the basis for establishing justification for performing a pat-down search. Officers should note that these factors are not all inclusive. There are other factors that could or should be considered. The existence of more than one of these factors may be required in order to support reasonable suspicion for the pat-down search.

1. The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.
2. Where more than one suspect must be handled by a single officer.
3. The hour of the day and location or neighborhood where the stop takes place.

4. Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons.
5. The appearance and demeanor of the suspect.
6. Visual indicators that suggest that the suspect is carrying a firearm or other deadly weapon.
7. The age and gender of the suspect. Whenever possible, pat-down searches should be performed by officers of the same sex.

B. Procedures for Performing a Pat-Down Search.

When reasonable suspicion exists to perform a pat-down search, it should be performed with due caution, restraint and sensitivity. These searches are only justified and may only be performed to protect the safety of officers and others and may never be used to shake-down individuals or groups of individuals or as a pretext for obtaining evidence. Under these circumstances, pat-down searches should be conducted in the following manner.

1. The suspect should be asked if he is in possession of a weapon.
2. Whenever possible, pat-down searches should be conducted by at least two officers, one of whom performs the search while the other provides protective cover.
3. Because pat-down searches are cursory in nature, they should be performed with the suspect in a standing position or with hands and feet spread apart. Should a weapon be visually observed, however, a more secure position may be used, such as the prone position.
4. In a pat-down search, officers are permitted only to externally feel the outer clothing of the suspect. Officers may not place their hands in pockets unless they feel an object that could reasonably be a weapon, such as a firearm, knife, club or other item.
5. If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack or other item that may conceal a weapon, the officer should not open the item but instead place it out of the suspect's reach.
6. If the external feeling of the suspect's clothing fails to disclose evidence of a weapon, no further search may be made. If evidence of a weapon is present, an officer may retrieve that item only. If the item is a weapon the possession of which is a crime, the officer may make an arrest of the suspect and complete a full-custody search of the suspect.

41.11.4 DOCUMENTING FIELD INTERVIEWS

- A. If after conducting a field interview there is no basis for making an arrest, the officer should add the person to the incident and record the facts of the interview into the CAD System or on a Field Interview Card (F.I. Card). Once complete, officers shall submit F.I. Cards through the normal report review process.
- B. In the event a field interview results in the establishment of probable cause for an arrest, all of the facts related to the initiation of the field interview and any pat-down search shall be clearly articulated within the resulting case report filed by the arresting officer.

41.11.5 TRAFFIC AND PEDESTRIAN STOP STATISTICAL STUDY

- A. Effective January 1, 2016, the Orland Park Police Department will collect data in accordance with 625 ILCS 5/11-212. Employees shall collect appropriate data within the following guidelines;
 1. Any pedestrian stop in a public place with a detention requires documentation on a Uniform Pedestrian Stop Card.
 - a. Upon completion of any stop of a pedestrian in a public place involving a frisk or search, and unless impractical, impossible, or under exigent circumstances, the officer shall provide the person with a stop receipt which provides the reason for the stop and contains the officer's name and badge number (725 ILCS107-14(b)).
 - 1) The tendering of a stop receipt (frisk or search only with a release; no summons or arrest)) to the pedestrian shall be documented in the notes of the incident.
 - b. The completion of a Uniform Pedestrian Stop Card on any pedestrian stop in a public place resulting in a summons or arrest shall also be documented in the narrative of the appropriate written report.

B. Data Collection Procedures

1. Officers will provide for data collection by completing the Uniform Pedestrian Stop Card.
2. Records clerks will record the appropriate information during record entries into the Police Records Management System. Clerks will make these entries through appropriate computer protocol.
3. The Support Services Manager shall develop the computer entry protocol where data from this statistical study will be processed.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-12
SUBJECT: MISSING PERSONS REPORTS – PROCEDURES
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

41.12.1 POLICY STATEMENT

41.12.2 REPORTING/CLASSIFICATION OF MISSING PERSONS

41.12.3 INITIAL REPORT TAKING

41.12.4 PRELIMINARY INVESTIGATION

41.12.5 ONGOING INVESTIGATION

41.12.6 RECOVERY OF MISSING PERSON AND CASE CLOSURE

41.12.7 A.M.B.E.R. ALERT NOTIFICATION

PURPOSE:

The purpose of this order is to establish responsibilities and set forth guidelines for the investigation of reported missing persons.

41.12.1 POLICY STATEMENT

- A. Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they may be considered at risk. The role of the call taker and the initial responding officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk. Therefore, it is the policy of this Department that:
 1. All reports of missing persons be given full consideration and attention by all members of this Department to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy, and
 2. That particular care is exercised in instances involving missing children and those who may be mentally or physically impaired or others who are insufficiently prepared to take care of themselves.

41.12.2 REPORTING/CLASSIFICATION OF MISSING PERSONS

- A. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person or by telephone in conformance with the criteria of this policy and the criticality of the incident.
- B. A person may be declared "missing" when his/her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.

- C. An individual may be considered "missing-critical" who meets the foregoing criteria and who, among other possible circumstances:
 - 1. Appear to be missing under circumstances that suggest they may be the subject of foul play,
 - 2. Because of his/her age (young or old), may be unable to properly safeguard or care for himself/herself,
 - 3. Suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended,
 - 4. Is a patient of a mental institution and is considered potentially dangerous to himself /herself or others,
 - 5. Has demonstrated the potential for suicide; or
 - 6. May have been involved in a boating, swimming or other sporting accident or natural disaster.
- D. Reports of juveniles who have voluntarily left home (i.e. "Runaways") should be classified as such only after thorough investigation.
- E. Based on the outcome of initial inquiries, a decision may be made concerning the potential danger posed to the missing person and the police response.

41.12.3 INITIAL REPORT TAKING

- A. The initial call taker must gather as much pertinent information as possible in order to properly classify a missing person report and initiate a proper response. This includes the following information:
 - 1. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
 - 2. Time and place of last known location and the identity of anyone accompanying the subject
 - 3. The extent of any search for the subject
 - 4. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 - 5. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises, demonstrated unusual, uncharacteristic or bizarre behavior, is dependent on drugs or alcohol or has a history of mental illness.
 - 6. The current physical condition of the subject and whether the person is currently on prescription medication.
 - 7. If the missing child is less than 18 years of age, the officer will provide the person reporting information regarding the National Center for Missing and Exploited Children and the National Runaway Safeline. (See Attachment A)
- B. If the missing person is a child, inquiry should also determine if the child:
 - 1. Is or may be with any adult who could cause him or her harm
 - 2. May have been the subject of a parental abduction
 - 3. Has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended period of time.
- C. Additionally, if the missing person is a child, especially a young child missing from the home or near the home, every effort should be made by initial responding units to make a thorough search of the child's home, garage, shed or any other area of the premise. If possible, neighbors' residences should also be checked as sometimes young children may secret themselves and fall asleep in an unknown location.
- D. The field supervisor shall be notified immediately upon classification of a report as "missing critical."

41.12.4 PRELIMINARY INVESTIGATION

- A. The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and location of the missing person. This includes gathering the following types of information and materials:
1. Complete description of the subject and a recent photograph,
 2. Details of any physical or emotional problems identified in 41.12.3 of this order.
 3. Identity of the last person (s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
 4. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance
 5. Indications of missing personal belongings, particularly money or other valuables.
 6. Any suggestions of foul play or accident
 7. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as:
 - a. the presence of behavioral problems;
 - b. past instances of running away;
 - c. Signs of an abusive home environment or dysfunctional family situation;
 - d. Whether the child is believed to be with adults who may pose a danger; and
 - e. The name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
- B. When possible, officers should gain permission to search a missing child's home and school locker as appropriate.
- C. Upon verification of a missing person, a missing person report shall be completed by the assigned officer. For purposes of LEADS and other database entries the officer shall classify the missing person in accordance with LEADS standards and have the reporting person sign both the waiver form.
- D. Communications personnel shall use the information available from the reporting officer and make the appropriate computer database entries (i.e. LEADS, NCIC etc.)
- E. In the case of a person being designated as "missing- critical" the Watch Commander shall;
1. Contact the on-call Investigations Supervisor,
 2. Make notification to the Patrol Division Commander, and
 3. Direct available information regarding the subject be broadcast over to all officers on-duty and via LEADS message to other area jurisdictions.
 4. Ensure that an ISPERN dispatch is broadcast.
 5. Summon Canine Officer if ground searches are indicated.
 6. Activate a Mutual Aid Request, in accordance with General Order 2.1., if the preliminary investigation information suggests that there is a need for additional resources and time is critical.
 7. Request assistance from the appropriate fire protection district to deploy available resources to aid in the search
 8. Request the use of the Department's small Unmanned Aircraft System (sUAS) if it meets the criterion listed in 41.21.3 DEPLOYMENT PROCEDURES and 41.21.4 FEDERAL AVIATION ADMINISTRATION (FAA) OPERATIONAL LIMITATIONS.

41.12.5 ONGOING INVESTIGATION

- A. Ongoing investigations of missing persons shall include, but not be limited to the following activities:
1. Request release of dental records and any available fingerprints

2. Contact hospitals and the Office of the Medical Examiner as appropriate for injured or deceased persons.
3. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
4. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
5. Provide identification and related information to all units of this Department, the Illinois State Police Missing Person's Unit, neighboring police departments and, if parental or stranger-to-stranger abduction is suspected, the FBI.
6. Decisions to use local media to help locate missing persons shall be made with the approval of the Chief of Police and only after consultation with the missing person's family.
7. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

41.12.6 RECOVERY OF MISSING PERSON AND CASE CLOSURE

- A. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
 1. Advise them that they are the subject of a missing person investigation;
 2. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 3. Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
- B. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
- C. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- D. In cases involving juveniles, officers shall ensure that:
 1. The juvenile receives medical attention if necessary, in a timely manner;
 2. Initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributory factor; and
 3. That parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
- E. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.
- F. The missing person shall be removed from LEADS
- G. Where indicated, follow-up action shall include filing of an abuse and neglect report with the Illinois Department of Children and Family Services.
- H. The case report shall include a complete report on the whereabouts, actions and activities of children while missing.
 - I. Where indicated, criminal charges shall be filed with the State Attorney's Office.

41.12.7 A.M.B.E.R. ALERT NOTIFICATION

- A. A.M.B.E.R. (America's Missing Broadcast Emergency Response) is a nationwide system designed to quickly inform the public of specific information regarding the abduction of a child whose life may be in

danger. The plan provides information about the child's alleged abductor(s) and possible vehicle description to the public through and Emergency Alert System, that provides for the broadcasting of this information over radio and television stations. The media message instructs the public to contact law enforcement agencies with any information identifying possible leads for sightings of the child and/or the abductor(s).

- B. The Illinois State Police - Springfield Area Communications will serve as the point of contact between the Department and the Illinois Emergency Management Agency (IEMA) for the initial child abduction call. After the initial eight (8) hours of abduction have elapsed, the Illinois State Clearinghouse for Missing and Exploited Children will assume the role as point of contact. IEMA will be the liaison with the media for AMBER Alert notifications.

- C. AMBER Alerts will only be activated if:

1. Law enforcement must confirm a child has been abducted; AND
2. The child is under the age of 16 years or has a proven mental or physical disability; AND
3. The investigating officer believes the child is in danger of serious bodily harm or death; AND
4. There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.
5. A supervisor approves the activation.

- D. To activate the AMBER Alert Notification Plan, officers shall;

1. Complete the AMBER Alert Packet (<http://amber.illinois.gov/Law%20Enforcement>) and fax it to the Illinois State Police Springfield Area Communications (217-786-7191) and confirm receipt of the packet by calling the ISP SAC (217-786-6677).
 2. Obtain a current photograph of the child, scan, and e-mail the photo along with all abduction details/summaries to the Illinois State Clearinghouse for Missing and Exploited Children (missing@isp.state.il.us)
- E. Timely entry of the above information into the AMBER Alert System is important in aiding with the location of the child and/or the abductor(s). When appropriate, all personnel are to make every effort to activate the plan as soon as possible.



LISA MADIGAN
ILLINOIS ATTORNEY GENERAL

Report a Minor Missing

If you've reported a minor missing, you can contact the National Center for Missing and Exploited Children and the National Runaway Safeline for more information. Following is more information about these 24-hour hotlines and the services they provide.

National Center for Missing and Exploited Children



The National Center for Missing & Exploited Children® (NCMEC) is a non-profit 501(c)(3) corporation whose mission is to help find missing children, reduce child sexual exploitation, and prevent child victimization. Since 1984, NCMEC has served as the national clearinghouse and resource center for families, victims, private organizations, law enforcement and the public on issues relating to missing and sexually exploited children.

National Runaway Safeline
1-800-RUNAWAY or
1-800-786-2929



The mission of the National Runaway Safeline (NRS) is to help keep America's runaway, homeless and at-risk youth safe and off the streets. Through 1-800-RUNAWAY and 1800RUNAWAY.org, NRS provides 24/7/365 trauma sensitive solution-focused crisis interventions, information and referral via our nearly 7,000 resource database and runaway education and prevention services.

Information from <http://www.missingkids.org/> and <https://www.1800RUNAWAY.org>.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-13
SUBJECT: EMERGENCY WEATHER WARNINGS
EFFECTIVE DATE: 1 July 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Deputy Chief of Police and E.S.D.A. Coordinator

INDEX AS:

41.13.1 WEATHER WATCHING/SPOTTING PROCEDURES
41.13.2 WEATHER WARNING SIREN LOCATIONS AND MAINTENANCE
41.13.3 WEATHER WARNING SIREN TESTING PROCEDURES
41.13.4 WEATHER WARNING SIREN ACTIVATION POLICY
41.13.5 EVACUATIONS

PURPOSE:

The Severe Weather Procedure has been developed to assist all emergency, non-emergency and telecommunicators in the event of an approaching severe weather front. This procedure identifies and gives direction regarding the necessary steps needed in order to effectively handle those emergencies that may arise during a severe storm. In order for this procedure to work properly, it must be applied early in the WEATHER WATCH mode. This is only a severe weather procedure that could be upgraded into a Disaster Response Plan as weather conditions warrant.

DEFINITIONS:

Forecast: This is a prediction of what events are expected to occur. The range of predictability for hydro meteorological hazards extends from the short-term forecasts for one to two hours out to climatologically forecasts for trends up to a year in advance.

Statement: Detailed follow-up information to warnings, advisories, watches, and outlooks is provided.

Outlook: The potential for a hazard exists, though the exact timing and severity is uncertain. A readiness status is usually designated by the National Weather Service upon the issuance of a Severe Weather Outlook.

Watch: Conditions are favorable for occurrence (development or movement) of the hazard. The National Weather Service will issue a Severe Weather/Tornado Watch, which requires a heightened awareness of responsible authority and the public should stay alert.

Advisory: An event, which is occurring or is imminent, is less severe than a warning. It may cause inconvenience, but is not expected to be life threatening, if normal precautions are taken.

A heightened readiness status is usually implemented by Cook County Emergency Management and Orland Park E.S.D.A. upon the issuance of a Severe Storm Warning by the National Weather Service. This will usually occur when the threat of severe weather is expected to affect the Village of Orland Park and/or southern Cook County or northern Will County within a period of one hour.

Warning: The hazardous event is occurring or is imminent. The issuance of a Tornado Warning by the National Weather Service will be issued when the threat of a tornado is expected to affect the Village of Orland Park and/or surrounding area within a certain time period. Issuance of a Tornado Warning may also require the activation of the Orland Park Emergency Weather Warning Siren System.

Flood Watch: High flow or overflow of water from a river is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas. These watches are generally issued for flooding that is expected to occur at least 6 hours after heavy rains have ended.

Flood Warning: Flooding conditions are actually occurring or are imminent in the warned area.

Flash Flood Watch: Flash flooding is possible in or close to the watch area. Flash Flood Watches are generally issued for flooding that is expected to occur within 6 hours after heavy rains have ended.

Flash Flood Warning: Flash flooding is actually occurring or imminent in the warned area. It can be issued as a result of torrential rains, a dam failure, or ice jam.

Funnel Cloud: This is a violently rotating column of air. It will appear as a funnel shaped tail that may be dipping up and down and spinning rapidly, but has not touched the ground.

Severe Weather / Tornado Watch: A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A WATCH is a statement that severe weather / tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations.

Severe Weather Warning / Tornado Warning: A warning means that a severe thunderstorm or tornado is imminent or is already occurring. When warnings are issued for the area, residents should be encouraged to take immediate action.

Severe Thunderstorm: Any thunderstorm possessing one or more of the following: winds greater than 50 knots (50m.p.h.), hail 3/4 inches in diameter or larger, or a tornado.

Wall Cloud: This is the lowering of a cloud on the southwest rain free base of a thunderstorm. It is from a wall cloud that a funnel or tornado will develop.

Tornado: A violently rotating column of air associated with a parent cumulonimbus cloud and is in contact with the ground. Tornados usually rotate counter-clockwise in the Northern Hemisphere and may not always have a visible funnel.

Blizzard Warning: Heavy snow and strong winds will produce a blinding snow, near zero visibility, deep drifts and life-threatening wind chill.

Freezing rain: Rain that freezes when it hits the ground, creating a coating of ice on roads and walkways.

Frost/Freeze Warning: Below freezing temperatures are expected.

Sleet: Rain that turns to ice pellets before reaching the ground. Sleet also causes roads to freeze and become slippery.

Winter Storm Warning: Severe winter conditions have begun or will begin very soon.

Winter Storm Watch: Severe weather such as heavy snow or ice is possible in the next day or two.

Winter Weather Advisory: Cold, ice and snow are expected.

TDD: Telephone Device for the Deaf.

ORDER:

41.13.1 WEATHER WATCHING / SPOTTING PROCEDURES

A. Responsibility

The primary responsibility for the training, deployment and reporting of all official severe weather spotters of the Village of Orland Park shall rest with the Coordinator of the Emergency Services and Disaster Agency (E.S.D.A.) of the Orland Park Police Department, or his designee.

1. All official weather spotters deployed by the Orland Park E.S.D.A. shall receive the requisite training for such responsibilities in conformance with the guidelines established by the National Weather Service.

B. Activation Notification and Deployment

If threatening weather is approaching by sight, notification by IEAM, LEADS, weather tones, or by monitoring television and/or radio, the on-duty shift commander has the responsibility to immediately notify the ESDA Coordinator of the threatening weather conditions.

If/when the weather related information is received by the ESDA Coordinator or designee, they will in turn notify the on-duty shift commander. Notifications, if warranted, will proceed up through the chain of command to include the Village Manager to insure a proper response to the weather conditions will be met in a timely manner.

1. The ESDA Coordinator will register with the National Weather Service to receive notification regarding Severe Weather Conferences. The ESDA Coordinator will participate in teleconferences and disseminate severe weather information effecting Orland Park in a timely manner to the following:
 - a. Police Shift Commander
 - b. Police Command Staff
 - c. Fire Districts (Orland, Palos and Mokena)
 - d. Public Works

C. Notification

1. Severe / Tornado Watch
 - a. Whenever the NWS issues a SEVERE WEATHER /TORNANDO WATCH, (conditions are favorable for occurrence) the E.S.D.A. Coordinator, or designee, shall monitor the National Weather Service (NWS) reports for continual weather condition updates.
 - b. The Coordinator shall also place the E.S.D.A. staff and/or weather spotters on alert.
 - c. The ESDA Coordinator will then make notification to the Chief of Police or designee who in turn will notify the Village Manager advising of the Severe Weather Watch, and the likely weather conditions.
2. Severe Weather Advisory / Tornado Advisory
 - a. In the event that weather conditions continue to develop and the NWS detects an increasing amount of weather data indicating a probability that severe weather is imminent, the NWS will issue a SEVERE WEATHER TORNADO ADVISORY.
 - b. If an Advisory is issued, the E.S.D.A. Coordinator will activate all the ESDA staff to report to the Orland Park Emergency Operations Center (EOC). If deemed necessary, weather spotters will be deployed to the area where the storm is developing.
 1. Weather spotters shall position themselves at a distance of at least two miles outside the village limits in the area of the developing storm to provide sufficient warning of a tornado, funnel cloud, or severe winds causing structural damage.
 - c. The ESDA Coordinator will also make notification to the Chief of Police or designee who in turn will notify the Village Manager regarding the continued development of severe weather and the issuance of a Severe Weather Advisory.
3. Severe Weather Warning
 - a. Should weather conditions continue to deteriorate and a hazardous storm is occurring or is imminent that will likely affect the Village of Orland Park and/or Southern Cook and/or Northern Will County, the NWS will issue a SEVERE WEATHER WARNING.
 - b. When this status is reached, the E.S.D.A. Coordinator and if necessary the Shift Supervisor shall deploy weather spotters outside the boundaries of the Village of Orland Park to include:
 - 1) Route 6 and Parker Rd,
 - 2) 159th St. and Parker Rd. and
 - 3) 143rd St and Parker Rd.
 - c. Once deployed, weather spotters shall report directly to their assignments and maintain radio contact with the OPPD communication center or the EOC if manned.

- d. Spotters will report any and all weather related developments based upon their training and observations.
 - e. The E.S.D.A. Coordinator, or designee will continue to monitor the weather radar as it may provide valuable data in the prediction of developing severe weather conditions.
 - f. The ESDA Coordinator will make notification to the Chief of Police or designee who in turn will notify the Village Manager regarding the possible development of severe weather and the issuance of a Severe Weather Warning.
4. Tornado Warning
- a. In the event that weather conditions are developing that produce a high probability that a tornado may develop within the immediate area, the NWS will usually issue a TORNADO WARNING.
 - b. Upon the issuance of a TORNADO WARNING or during a severe weather incident, the Emergency Warning Siren System should be activated in the event of one of the following:
 - i. A CONFIRMED sighting of a tornado, or funnel cloud aloft by a trained weather spotter within five (5) miles of the village.
 - 1. This five-mile perimeter should be extended geographically around the perimeter of the village from the farthest northern, southern, eastern and western borders at a minimum.
 - 2. Towns within this five-mile perimeter include Oak Lawn, Hickory Hills, Chicago Ridge, Worth, Palos Hills, Palos Park, Palos Heights, Alsip, Midlothian, Oak Forest, Markham, Crestwood, Country Club Hills, Matteson, Tinley Park, Frankfort, Mokena, New Lenox, Lockport Lemont & portion of unincorporated Will County & Cook County
 - ii. A CONFIRMED sighting by a trained weather spotter of severe winds causing structural damage within five (5) miles of the village.
 - iii. A CONFIRMATION of severe winds in excess of 70 miles per hour within the village.
 - iv. The receipt of a tornado warning, issued by the National Weather Service, indicating that Orland Park is in the direct path of the oncoming tornado.
 - c. The Shift Supervisor will notify the Chief of Police or designee who in turn will notify the Village Manager regarding the activation of the Emergency Weather Warning Siren System.
 - d. At any time when the Emergency Weather Warning siren system is activated, other than for testing, the TCO activating the Emergency Weather Warning will create an incident indicating why the siren was activated and under who's authority.
 - e. The on-duty back-up TCO will contact the National Weather Service (Chicago) at 1-800-681-2972 or 815-834-0666 and advise them of any or all of the following:
 - i. A CONFIRMED sighting of a tornado, or funnel cloud aloft by a trained weather spotter within five (5) miles of the village,
 - ii. A CONFIRMED sighting by a trained weather spotter of severe winds causing structural damage within five (5) miles of the village and/or
 - iii. A CONFIRMATION of severe winds in excess of 58 miles per hour within the village.
 - iv. Storm Damage meeting any of the criteria:
 - (1) Damage to structures (roof, siding, windows, etc),
 - (2) Damage to vehicles (hail or wind),
 - (3) Trees or large limbs down,
 - (4) Power/telephone poles or lines down,
 - (5) Flooding that impacts roads, homes, or businesses or

- (6) Hail quarter size or larger.
- f. The on-duty back-up TCO, clerical staff member, available Detention Aide or CSO will be assigned the responsibility to notify the below dispatch centers, via telephone and/or LEADS, informing them of our siren system activation.
- i. Tinley Park P.D.
 - ii. Oak Forest P.D.
 - iii. Southwest Central Dispatch
 - iv. Laraway Dispatch
 - v. Cook County Sheriff's Police
 - vi. Will County Sheriff's Police
- This will insure that surrounding towns are aware of a potential threat to their communities.
- g. Callers requesting information regarding the activation of the Emergency Weather Warning System will be transferred to the designated voice mail box # 5999.
- i. The Supervisor of Support Services or designee will record the message that citizens will receive when they call inquire as to why the Emergency Weather Warning Siren was activated.
 - ii. The recorded message will advise them to take immediate action to protect their families, stay indoors and monitor radio or television for emergency broadcast information. The message will also advise them that Orland Park DOES NOT issue an "all clear" by activating the sirens and/or any other reason as to why the siren system was activated.

5. Disaster Plan Activation

- a. In the event of an actual Tornado or severe weather related damage within the village, the Mayor may activate the Village of Orland Park Disaster Plan.
- b. Upon activation of the Disaster Plan, all Department Directors will immediately report to the EOC.

41.13.2 WEATHER WARNING SIREN LOCATIONS AND MAINTENANCE

- A. The E.S.D.A. Coordinator shall plan and provide for the appropriate maintenance of the Village of Orland Park Emergency Warning Siren System.
- 1. Contract, preventative and repair maintenance services shall be arranged and budgeted for through a competent vendor, upon the approval of the Chief of Police.
- B. A complete listing of all Emergency Warning Siren Locations may be found in Attachment "A" of this order.

41.13.3 WEATHER WARNING SYSTEMS TESTING PROCEDURES

A. Warning Siren Testing

Emergency Weather Warning Siren System shall be activated for testing purposes on the first Tuesday of each month at 1000 hours.

B. TDD Warning Pager System

The Emergency Weather Warning TDD Pager System shall be activated for testing purposes on the first Tuesday of each month immediately following the siren test at 1000 hours.

1. Procedure

- a. Dial appropriate telephone number.
- b. When the tones sound (three beeps) dial the test code activation numbers - 888.
- c. Hang up the telephone.

2. Should the Communications Center receive notice from a resident that the test was not received by a TDD pager, or if the pager is in need of repair, the resident should be directed to call the TDD Relay Center at (800) 526-0844 for a referral to the Village Hall.

C. Responsibility

1. Weather Warning Siren and TDD Testing

The Telecommunicator assigned to the "Backup" position on the day of a test shall be responsible to ensure that these weather warning test directives are carried out on a timely basis.

41.13.4 EMERGENCY WEATHER WARNING SIREN AND TDD PAGER ACTIVATION POLICY

A. Authority

Emergency Weather Sirens and TDD Pagers may be activated within the following policy and under the authority of any of the following personnel:

1. Chief of Police, or designee
2. Shift Commander
3. E.S.D.A. Coordinator, his designee or officer in charge.
4. Village President
5. Village Board Member
6. Village Manager, or Assistant Village Manager
7. Any Department Head
8. Any Fire Protection District Chief, Deputy Chief or Battalion Chief.

B. Procedure - Siren Activation

1. The telecommunicator shall activate the siren by executing the following procedure;
 - a. Select Public Works channel;
 - b. Punch "ALERT/SIGNAL TALK" - sirens will activate and automatically de-activate.

C. Procedure - TDD Pager System

1. System Activation

The TDD Pager System will be activated by dialing the appropriate number. Upon hearing the pager tones the operator will dispatch the appropriate weather warning by depressing the numbers on the telephone touch pad as follow;

- 111 Tornado Watch
- 222 Tornado Warning
- 333 Flood Warning
- 444 Winter Storm Warning/Blizzard Conditions
- 2. 911 Service Codes
- 555 911 Service Interrupted
- 666 911 Service Restored

D. Documentation

Telecommunicators shall create an incident in the CAD System indicating the date, time and authority authorizing the activation of siren system.

E. Responsibility - Weather Warning Siren and TDD Activation

The Telecommunicator assigned to the "Backup" position on the day of an activation shall be responsible to ensure that these weather warning activation directives are carried out on a timely basis.

41.13.5 EVACUATIONS

A. Responsibilities

- a. The Mayor is the official responsible, within the Village of Orland Park, for recommending the implementation of a general evacuation of the village.
- b. The Mayor must sign a Disaster Declaration thereby authorizing the evacuation of any citizen within the Village.
- c. The Mayor will confer with the Chief of Police, Fire Chief and ESDA Coordinator or their designees, prior to issuing an evacuation recommendation. A limited evacuation may be recommended by the Police Chief, Fire Chief, or ESDA Coordinator in the case of a structural fire, hazmat spill or crime scene.
- d. The ESDA Coordinator will be responsible for notification of the American Red Cross for coordination with the host areas.
- e. The Police Chief shall be responsible for traffic control during evacuation that will include access control, law enforcement and security in the evacuated area.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-14

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) OPERATION AND
ADMINISTRATION

EFFECTIVE DATE: June 15, 2000

AUTHORITY: Timothy J McCarthy

REVIEW DATE: March 1, 2023

REVIEWER: EMS Coordinator

INDEX AS:

41.14.1 DEPARTMENT EMS COORDINATOR
41.14.2 AED EQUIPMENT TRAINING REQUIREMENTS
41.14.3 AED OPERATION
41.14.4 REPORTING REQUIREMENTS
41.14.5 TRANSPORT AND CARE OF AED UNITS

PURPOSE:

This purpose of this order is to provide for guidelines and policy for the operation and administration of the Department authorized Automated External Defibrillator (AED) by employees of this Department.

POLICY:

The Orland Park Police Department is committed to providing services that enhance the safety of the citizens visiting and residing in the village of Orland Park. In doing so, the Department has established a program that provides for Automated External Defibrillators to be made available for use by specially trained employees of this Department. This program is intended to enhance the emergency response of Department personnel to victims in need of medical attention and offer assistance prior to the arrival of Fire District Emergency Services (EMS) personnel.

ORDER:

41.14.1 DEPARTMENT EMS COORDINATOR

A. The administration of this program shall include an EMS Coordinator who is appointed by the Chief of Police or his designee on an annual basis.

1. Qualifications

The EMS Coordinator shall be certified as Basic Life Support Instructor through the American Heart Association.

2. Responsibility

The Department EMS Coordinator shall be responsible for the following:

a. The training of Department personnel and others, as directed by the Chief of Police or his designee in the operation of Department authorized AED equipment.

- b. The maintenance and the records of the maintenance for the Department authorized AED(s).
- c. The maintenance of his/her licenses and certifications as required by the Illinois Department of Public Health to train personnel and coordinate this program.
- d. The EMS Coordinator will conduct quarterly inspections of the department's AEDs to ensure that the equipment is functioning properly.
 - 1) The EMS Coordinator shall document the inspections in a designated log and submit as an attachment to the AED Annual Report.

41.14.2 AED EQUIPMENT TRAINING REQUIREMENTS

A. AED Training Requirements

- 1. All employees of the Department who may operate the AED shall attend the required three and one-half (3 ½) hour AED/CPR Course as directed by the American Heart Association.
 - a. All employees attending this training shall be required to successfully complete the practical skills examination as required by the American Heart Association.
- 2. All employees trained as AED operators shall also be required to maintain a current CPR card and attend a CPR refresher course every two years to maintain their certification.

41.14.3 AED OPERATION

A. Employees administering the AED to an incapacitated subject shall adhere to the following procedure:

- 1. Verify that the patient is in cardiac arrest by making the appropriate observations to determine that the patient:
 - a. Is unresponsive;
 - b. Is not breathing; and
 - c. Has no pulse.

B. Press ON/OFF to turn on the AED.

- 1. The CONNECT ELECTRODES message and voice prompt will occur until the patient is connected to the AED.

C. Prepare the patient for electrode placement.

- 1. If possible, place the patient on a hard surface away from standing water or conductive material.
- 2. Remove clothing from the patient's upper torso.
- 3. Remove excess hair from the electrode sites. Avoid cutting the skin if shaving is necessary.
- 4. Clean the skin and dry it briskly with a towel or gauze.
- 5. Do not apply alcohol, benzoin or antiperspirant to the skin.

D. Apply the electrodes to the patient's chest.

- 1. Place the positive (+) electrode lateral to the patient's left nipple with the center of the electrode in the mid-axillary line, if possible.
- 2. Place the other electrode on the patient's upper right torso, lateral to the sternum and below the clavicle.
- 3. Starting at one end, press the electrodes firmly onto the patient's skin.
- 4. Follow the screen messages and voice prompts provided by the AED.

E. CONTRAINDICATIONS TO ADMINISTRATION OF THE AED

- 1. The AED should not be administered to any patient under the following guidelines:

- a. When the patient exhibits signs of obvious death (i.e. Rigor mortis, decapitation, etc.)
- b. When the patient is suffering from hypothermia.
- c. In any situation or condition where the trained operator feels the conditions or situation is unsafe for the patient or the user.

41.14.4 REPORTING REQUIREMENTS

- A. Any employee who attaches the AED to a patient, even if no shock is administered, shall complete a Departmental case report for assist to ambulance (6083) documenting their findings and their actions.
- B. Each report shall be as complete as possible to include the names of assisting officers and/or other witnesses on the scene. A copy of the report shall be forwarded to the EMS Coordinator for case tracking and program monitoring.
- C. The EMS Coordinator shall provide an AED Annual Report to the Chief of Police outlining the number of deployments in the field, locations of the incidents, case report numbers, and any unusual circumstances surrounding the deployments during the preceding calendar year.

41.14.5 TRANSPORT AND CARE OF AED UNITS

- A. Any trained department employee assigned to carry the AED shall have the equipment readily available for use in the field.
- B. The AED requires no daily testing, turning the AED on and off unnecessarily will affect the life of the battery.
- C. In the event a LED maintenance light is indicated on the AED or if the equipment is not functioning properly it shall be the responsibility of the user to notify the EMS Coordinator via department email as soon as possible.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-15
SUBJECT: ILLEGAL ALIENS
EFFECTIVE DATE: 1 October 2001
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2014
REVIEWER: Investigations Division Commander

INDEX AS:

41.15.1 HANDLING OF SUSPECTED ILLEGAL ALIENS

41.15.2 HANDLING INFORMATION REGARDING SUSPECTED ILLEGAL ALIENS

41.15.3 ASSISTING IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

41.15.4 PROVIDING INFORMATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

POLICY STATEMENT:

It shall be the policy of the Orland Park Police Department to render law enforcement services to all individuals regardless of their citizenship status. Criminal violations of immigration law such as illegal entry into the United States are appropriately dealt with at, or near the point of entry, or by a federal warrant. Other deportable offenses, such as overstaying a work, educational, or special visa are considered civil violations and not criminal offenses.

IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) has the responsibility and authority to enforce federal immigration laws. Their officers are uniquely prepared for this law enforcement responsibility due to their special training in dealing with the complexities and fine distinctions of immigration laws.

Therefore, officers of the Orland Park Police Department will not stop, detain, question, or arrest any person solely on the basis that the individual might have unlawfully entered this country or exceeded his/her authorization to remain in the United States. Furthermore, officers shall not enforce the provisions of federal immigration laws either by arrest or by placing holds on persons suspected of being illegal aliens. This policy applies to situations where immigration status is brought to an officer's attention either in the context of an arrest, during a criminal investigation, or otherwise.

If during the course of an investigation, an officer obtains reasonable suspicion that an individual possesses, or should possess immigration credentials such as a visa, passport, alien registration card, or any other official documentation issued by IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE), the officer may request such documentation for identification purposes only.

PURPOSE:

The purpose of this General Order is to establish procedures to be followed when officers encounter illegal aliens or persons suspected of being illegal aliens, including persons who have exceeded their authorization to remain in the United States.

ORDER:

41.15.1 HANDLING OF SUSPECTED ILLEGAL ALIENS

- A. If an officer reasonably believes that an individual being interviewed during an investigation, is an alien required to possess certain documents issued by IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) and the person's identity is not otherwise ensured, the officer may make inquiries regarding the person's immigration status. The officer may then ask the individual to display these documents for identification

purposes only. With the foregoing exception, officers will not otherwise inquire of a person's citizenship or immigration status.

1. Orland Park Police officers shall not stop, question, arrest or detain any person suspected of being an illegal alien exclusively on the grounds that he/she may be a deportable alien.
2. Orland Park police officers shall make inquiries about a person's citizenship or immigration status only where there are reasonable grounds to believe that the person possesses or should possess immigration credentials and that the identity of the person is relevant to an investigation.
3. Officers shall not enforce immigration laws nor place holds for IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) on any prisoner simply because they are suspected of being an illegal alien.

41.15.2 HANDLING INFORMATION REGARDING SUSPECTED ILLEGAL ALIENS

- A. If any police employee receives information regarding illegal aliens, or if enforcement action is requested of any police employee, the person providing the information or requesting the action shall be referred to IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE).

41.15.3 ASSISTING IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

- A. If IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) agents request assistance from the Orland Park Police Department in arresting individuals who have illegally entered the country or have exceeded their authorization to remain in this country, officers will provide such assistance only with the express approval of their Shift Commander.
 1. Whenever possible such requests shall be forwarded to the Investigations Division Commander for coordination and command.
 2. In the event such a request is made when time does not allow for the request to be forwarded, the Shift Commander shall notify the Division Commander of the nature of the request.

41.15.4 PROVIDING INFORMATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

- A. The Chicago office of IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) should be contacted as a follow-up if a person is suspected of assisting illegal aliens in one or more of the following or is suspected to be an illegal alien involved in one or more of the following:
 1. the harboring or smuggling of illegal aliens,
 2. vice activities (drugs, prostitution, etc.)
 3. the production or distribution of counterfeit identification documents,
 4. an illegal alien charged/convicted of a felony,
 5. an illegal alien in possession of a firearm.
- B. The contact information for the Chicago IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) Office is available in the PMS Dialer File.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-16
SUBJECT: CONSULAR NOTIFICATION AND ACCESS
EFFECTIVE DATE: April 1, 2006
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Investigations Division Commander

INDEX AS:

46.1 POLICY STATEMENT

41.16.2 CONSULAR NOTIFICATION PROCESS

PURPOSE:

The purpose of this order is to provide written policies and procedures on the arrest, detention death or serious injury of foreign nationals.

DEFINITIONS:

Foreign National: Any person who is not a United States citizen. Lawful permanent resident aliens who have resident alien registration cards, commonly known as "green cards," retain their foreign nationality and must be considered foreign nationals. The terms "foreign national" and "alien" are used interchangeably. Undocumented or illegal aliens are also entitled to consular notification and access.

Consular Officer, Consular Official or Consul (used interchangeably): A citizen of a foreign country employed by that foreign government and authorized to provide assistance on behalf of that government to its citizens present in another country.

Consulate or Embassy (used interchangeably): The office where consular officers, consular officials, consuls, and diplomats are assigned.

Diplomat: An officer of a foreign government assigned to an embassy in Washington D.C. Diplomats may also perform consular functions and should be treated the same as a consular officer.

Arrest: Any arrest, detention or other commitment to custody which results in a foreign national being incarcerated for more than a few hours triggers the consular notification requirements under this procedure. A brief traffic stop, or an arrest which results in a citation and release at the scene for an infraction does not require the consular notification requirements. Conversely, requiring a foreign national to accompany a law enforcement officer to a place of detention may trigger consular notification, particularly if the detention lasts for a number of hours or overnight. The longer a detention continues, the more likely it is that a reasonable person would conclude triggering that the consular notification obligation.

"Mandatory Notification": Arrests or detentions of foreign nationals from certain countries require notification to the consulate of the foreign national regardless of whether the foreign national desires the notification. These countries are listed in Appendix A (the "Mandatory Notification List") and can also be found on the U.S. Department of State website http://travel.state.gov/law/consular/consular_5125.html

"Optional Notification / Upon Request": If the arrested or detained foreign national is a citizen of a country not on the Mandatory Notification List, the foreign national must be informed "without delay" of his /her option to have his/her, government's consular representatives notified of the arrest or detention. If the foreign national requests notification, a responsible detaining official must ensure that notification is given to the nearest consulate of his/her country "without delay."

"Without Delay": This phrase is contained in the Vienna Convention on Consular Relations and generally

understood to mean that there should be no deliberate delay, and that notification should occur as soon as reasonably possible under the circumstances. Notification to consular officials should be made within the first 24 hours of detention.

ORDER:

41.16.1 POLICY STATEMENT:

It is the policy of the Orland Park Police Department to comply with all United States Government treaty obligations regarding the arrest, detention, and incarceration of foreign nationals within the Village of Orland Park. Such obligations ensure that the foreign national's government can offer such foreign national appropriate consular assistance, whenever arrested or detained in the United States. Therefore, the Police Department will follow the requirements established by the United States Department of State (the "Department of State") pertaining to consular officers, diplomats and foreign nationals.

41.16.2 CONSULAR NOTIFICATION PROCESS:

A. Consular Notification Process

1. Because of its comprehensive nature and near-universal applicability, the Vienna Convention on Consular Relations establishes a baseline for most obligations with respect to the treatment of foreign nationals in the United States, and for the treatment of U.S. citizens abroad by foreign governments. Four situations trigger consular notification obligations:
 - a. The arrest or detention of a foreign national;
 - b. The possible appointment of a guardian or trustee for an incapacitated foreign national adult or for a minor;
 - c. The death of a foreign national; and
 - d. An accident involving foreign ships or aircraft
2. Whenever a foreign national is arrested or detained by this Department, the foreign national must be told of his/her right to have the appropriate consular officials notified and to have access to such officials.
3. The notification process begins at the time the foreign national is brought to the police station for booking. The arresting officer is responsible for implementing the notification process.
4. The first step is to determine if an arrested or detained individual is a foreign national. If the individual claims to be a United States citizen, the officer can rely on that assertion to assume that the consular notification requirements are not relevant. If there is a reason to question whether the person is a United States citizen, further inquiry should be conducted.
5. The second step is to determine the foreign national's country. In the absence of other information, the officer can assume that it is the country on whose passport or other travel documents the foreign national travels. Absent any citizenship documentation or other evidence to the contrary, the officer should accept the foreign national's own statement as to nationality. Persons who are nationals of two or more countries other than the United States should be treated in accordance with the rules applicable to each of those countries.
6. The third step is to determine whether the foreign national's country is on the Mandatory Notification List (Appendix A).
7. Once the arrestee/detainee's status as a foreign national has been determined, the following procedures will be followed:
 - a. Mandatory Notification
 1. Notify the consulate of the foreign national's country "without delay." (See Appendix B for phone and fax numbers. See the Department of State web site for further information - http://travel.state.gov/law/consular/consular_745.html)
 2. Once notification has been made, inform the foreign national that the mandatory notification of detention has been made to the consulate of the foreign national's country using the "Statements to Arrested or Detained Foreign Nationals" form. (Appendix C). The foreign national and officer must complete the form.

3. Any documentation including the "Statements to Arrested or Detained Foreign Nationals" form, the fax, and fax confirmation shall be inventoried and placed into ERPS.

b. Optional Notification / Upon Request

1. Inform the foreign national of his/her right to request notification of detention to the consulate of the foreign national's country using the "Statements to Arrested or Detained Foreign Nationals" form (Appendix C).
2. If the foreign national requests notification, contact the nearest consulate of the foreign national's country as soon as possible but no later than 72 hours after the arrest (See Appendix B for phone and fax numbers).
3. The completed notification form, the fax, and/or fax confirmation sheet shall be placed into ERPS.

c. Documentation of Notification

1. Notification by fax is strongly encouraged. The fax sheet (Appendix D) and the fax confirmation receipt shall be placed into ERPS as they provide a written record of the notification.
 2. If notification is made by telephone, the arresting officer must note on the written report the name and location of the embassy or consulate notified, the name of the person to whom the information was given, and the date and time notification was made.
 3. The Statements to Arrested or Detained Foreign Nationals form (Appendix C) is available in various languages on the United States Department of State website at http://travel.state.gov/content/travel/english/consularnotification.html?download_pdf=DOWNLOAD+PDF
 4. Any consular notification and/or offer of notification shall be documented in the general case or supplemental report.
- d. The reason for the detention should not be provided to the consulate unless specifically requested by the consular official or the detainee authorizes disclosure.
1. Never tell the consular officer that the foreign national is seeking asylum. If the consular officer insists on the information the foreign national does not want disclosed, contact the Department of State at 202-485-7703

B. Consular Access to Detained Foreign Nationals

1. Foreign consular officers must be given access to their nationals and permitted to communicate with them. Such officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation. The foreign national under arrest or detention may refuse the assistance of consular officers, who may not act as attorneys for them.
 - a. Law enforcement is not required to make notification to a consular officer prior to the onset of an interrogation or
 - b. Delay the interrogation of a foreign national until notification is made
2. Consular officers and diplomats may assist an arrested or detained foreign national as follows:
 - a. Consular officers and diplomats will be afforded the same access and visitation privileges as attorneys. They are entitled to visit and communicate with their detained nationals.
 - b. Consular officers and diplomats must have proper identification to gain facility access. Identification cards are issued by the Department of State.
 - c. Consular officers and diplomats may speak with the foreign national over the telephone and arrange one or more consular visits to meet with him/her about the situation and needs.
 - d. Consular officers and diplomats may assist in arranging legal representation, monitor the progress of the case, and seek to ensure that the foreign national receives a fair trial.
 - e. Consular officers and diplomats may contact the foreign national's family, particularly if they are in the country of origin, to advise them of the situation, morale, and other relevant information.

C. Death, Serious Injury, or Serious Illness of a Foreign National

1. Notification of the death, serious injury, or serious illness of a foreign national in the custody of the Police Department must be made immediately to the nearest consulate of the national's country (Appendix E). The notification shall be documented in an applicable police report.

D. Telephone Assistance:

1. The Department of State can be contacted to provide assistance concerning consular notification and access at 202-485-7703
2. Urgent telephone inquires outside normal business hours; contact the State Department's Operations Center at 202-647-1512.
3. Additional information is available on the Department of State website at http://travel.state.gov/law/consular/consular_745.html.

E. The Department of State issues diplomatic and consular officers with identification cards.

1. The Office of Protocol can be contacted at 202-647-1985 for identification card authentication or after hours at 571-345-3146 or 866-217-2089.

F. Training

1. Watch Commanders are responsible for providing roll call training on this policy every two (2) years.
2. Training materials shall include this Order, "Consular Notification and Access" as provided by the United States Department of State.

Appendix A

The following countries and jurisdictions require consular notification:

Albania	Ghana	Saint Lucia
Algeria	Grenada	Saint Vincent and the Grenadines
Antigua and Barbuda	Guyana	Seychelles
Armenia	Hungary	Sierra Leone
Azerbaijan	Jamaica	Singapore
Bahamas	Kazakhstan	Slovakia
Barbados	Kiribati	Tajikistan
Belarus	Kuwait	Tanzania
Belize	Kyrgyzstan	Tonga
Brunei	Malaysia	Trinidad and Tobago
Bulgaria	Malta	Tunisia
China (including Macao and Hong Kong) ¹	Mauritius	Turkmenistan
Costa Rica	Moldova	Tuvalu
Cyprus	Mongolia	Ukraine
Czech Republic	Nigeria	United Kingdom ³
Dominica	Philippines	Uzbekistan
Fiji	Poland ²	Zambia
Gambia	Romania	Zimbabwe
Georgia	Russia	
	Saint Kitts and Nevis	

¹Notification is not mandatory in the case of persons who carry “Republic of China” passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office (“TECRO”), the unofficial entity representing Taiwan’s interests in the United States, can be notified at their request. TECRO’s offices are listed on pages 126-127 in the Consular Notification and Access Manual; see also footnote 128 on page 66 of the manual.

²Mandatory only for foreign nationals who are not lawful permanent residents in the United States (i.e., “green card” holders). Otherwise, upon the national’s request. See the question “But since ‘green card’ holders are living in the United States permanently, why can’t I ignore consular notification requirements for them?” on page 12 of the manual; see also footnote 18 on page 43 of the manual.

³The bilateral consular convention between the United States and the United Kingdom applies to British nationals from Great Britain (England, Wales, and Scotland); Northern Ireland; the Crown Dependencies of Jersey, Guernsey, and the Isle of Man; and the British Overseas Territories, including Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands, along with other island territories. Residents of the Overseas Territories may be traveling on a passport issued by the territory with no indication that the territory is British. Nevertheless, for them and all others from a British possession listed above, consular notification and access should be provided to the nearest U.K. consulate. For advice on how to ascertain whether an arrested or detained person is a British national, see the question “What about British nationals” on page 24 of the manual. For the U.S.-U.K. convention, see footnote 30 on page 47 of the manual.

Appendix B

Subject to Change – Latest Updated Information, Visit www.travel.state.gov/consularnotification

Afghanistan

Washington, DC (202) 298-9125; fax (202) 298-9126
New York, NY (212) 972-2277; fax (212) 972-9046

Albania

Washington, DC (202) 223-4942; fax (202) 628-7342

Algeria

Washington, DC (202) 265-2800; fax (202) 265-1978/265-3898
New York, NY (212) 255-7381; fax (212) 255-7380

Andorra

New York, NY (212) 750-8064; fax (212) 750-6630

Angola

Washington, DC (202) 785-1156; fax (202) 822-9049 or (202) 785-1258
New York, NY (212) 223-3588; fax (212) 980-6006
Houston, TX (713) 212-3840; fax (713) 212-3841

Anguilla (see United Kingdom)

Antigua and Barbuda

Washington, DC (202) 362-5211; fax (202) 362-5225

Argentina

Washington, DC (202) 238-6460; fax (202) 332-3171
Atlanta, GA (404) 880-0805; fax (404) 880-0806
Chicago, IL (312) 819-2660; fax (312) 819-2626
Houston, TX (713) 871-8935; fax (713) 871-0639
Los Angeles, CA (323) 954-9155; fax (323) 934-9076
Miami, FL (305) 373-1889; fax (305) 371-7108
New York, NY (212) 603-0400; fax (212) 541-7746

Armenia

Washington, DC (202) 319-1976; fax (202) 319-2982
Glendale, CA (818) 265-5900; fax (818) 265-3800

Australia

Washington, DC (202) 797-3000; fax (202) 797-3331
Atlanta, GA (404) 760-3400; fax (404) 760-3401
Chicago, IL (312) 419-1480; fax (312) 419-1499
Honolulu, HI (808) 529-8100; fax (808) 529-8142
Los Angeles, CA (310) 229-2300; fax (310) 229-2381
New York, NY (212) 351-6500; fax (212) 351-6501
San Francisco, CA (415) 536-1970; fax (415) 536-1982

Austria

Washington, DC (202) 895-6700; fax (202) 895-6773
Chicago, IL (312) 222-1515; fax (312) 222-4113
Los Angeles, CA (310) 444-9310; fax (310) 477- 9897
New York, NY (212) 737-6400; fax (212) 772-8926

Azerbaijan

Washington, DC (202) 337-5912; fax (202) 337-5913

B**Bahamas, The**

Washington, DC (202) 319-2660; fax (202) 319-2668
Miami, FL (305) 373-6295; fax (305) 373-6312
New York, NY (212) 421-6420; fax (212) 655-5926

Bahrain

Washington, DC (202) 342-0741; fax (202) 362-2192
New York, NY (212) 223-6200; fax (212) 319-0687

Bangladesh

Washington, DC (202) 244-0183; fax (202) 244-5366
Los Angeles, CA (310) 441-9399; fax (310) 441-4458
New York, NY (212) 599-6767; fax (212) 682-9211

Barbados

Washington, DC (202) 939-9200; fax (202) 332-7467
Los Angeles, CA (213) 380-2198; fax (213) 384-2763
Miami, FL (305) 442-1994; fax (305) 567-2844
New York, NY (212) 867-8435; fax (212) 867-8899

Belarus

Washington, DC (202) 986-1606; fax (202) 986-1805
New York, NY (212) 682-5392; fax (212) 682-5491

Belgium

Washington, DC (202) 333-6900; fax (202) 338-4960
Atlanta, GA (404) 659-2150; fax (404) 659-8474
Houston, TX (713) 426-3933; fax (713) 224-1120
Los Angeles, CA (323) 857-1244; fax (323) 936-2564
New York, NY (212) 586-5110; fax (212) 582-9657

Belize

Washington, DC (202) 332-9636; fax (202) 332-6888
Los Angeles, CA (323) 634-9900; fax (323) 634-9903

Benin

Washington, DC (202) 232-6656; fax (202) 265-1996

Bermuda (see United Kingdom)**Bhutan**

New York, NY (212) 826-1919; fax (212) 826-2998

Bolivia

Washington, DC (202) 232-4827/28; fax (202) 232-8017
Aspen, CO (970) 923-2668; fax (970) 923-6716
Atlanta, GA (404) 522-0777; fax (404) 873-3355
Boston, MA (617) 742-1500; fax (617) 742-9130
Chicago, IL (312) 473-4138; fax (312) 650-8997
Cincinnati, OH (513) 271-5381; fax (513) 271-8189
Houston, TX (281) 463-0017; fax (281) 463-0018
Los Angeles, CA (213) 388-0957/0475; fax (213) 384-6272
Maple Grove, MN (763) 424-0265; fax (763) 416-4684
Miami, FL (305) 358-6303/04; fax (305) 374-6305

New Orleans, LA (504) 596-2720; fax (504) 596-2800
New York, NY (212) 687-0530; (212) 499-7401; fax (212) 687-0532
Oklahoma City, OK (405) 239-5789/26; fax (405) 235-5852
Phoenix, AZ (602) 231-9000; fax (602) 275-8593
San Juan, PR (787) 722-3504/3030; fax (787) 723-8457
San Francisco, CA (415) 495-5173; fax (415) 399-8958
Seattle, WA (206) 244-6696; fax (206) 243-3795
St. Louis, MO (314) 725-9466; fax (314) 725-9103

Bosnia and Herzegovina

Washington, DC (202) 337-1500; fax (202) 337-1502
Chicago, IL (312) 951-1245; fax (312) 951-1043

Botswana

Washington, DC (202) 244-4990; fax (202) 244-4164

Brazil

Washington, DC (202) 238-2839/2823/2831/2777; or (202) 714-8017; fax (202) 238-2818/2783
Beverly Hills, CA (323) 651-2664; (231) 453-1084; fax (323) 651-1274
Boston, MA (617) 542-4000; (617) 816-6315; fax; (617) 542-4318
Chicago, IL (312) 464-0244/213-0293; fax (312) 464-0299
Houston, TX (713) 961-3063/64/65; (713) 569-0157 or (281) 384-4966; fax (713) 961-3070
Miami, FL (305) 285-6200/02; fax (305) 285-6229/59
New York, NY (917) 777-7777; (917) 417-8097/8662; fax (212) 827-0225
San Francisco, CA (415) 981-8170/6258; fax (415) 981-4931

British Virgin Islands (see United Kingdom)

Brunei

Washington, DC (202) 237-1838; fax (202) 885-0560
New York, NY (212) 697-3465; fax (212) 697-9889

Bulgaria

Washington, DC (202) 387-7969; fax (202) 234-7973
Chicago, IL (312) 867-1904/05; fax (312) 867-1906
Los Angeles, CA (310) 478-6700; fax (310) 478-6277
New York, NY (212) 935-4646; fax (212) 319-5955

Burkina Faso

Washington, DC (202) 332-5577; fax (202) 667-1882
New York, NY (212) 308-4720/21 fax (212) 308-4690

Burma (also known as Myanmar)

Washington, DC (202) 332-3044; fax (202) 332-4352
New York, NY (212) 744; fax (212) 744-1290

Burundi

Washington, DC (202) 342-2574/75; fax (202) 342-2578

C

Cambodia

Washington, DC (202) 726-7742; fax (202) 726-8381

Cameroon

Washington, DC (202) 265-8790; fax (202) 387-3826

Canada

Washington, DC (202) 682-1740; fax (202) 682-7726

Anchorage, AK (907) 264-6734; fax (907) 264-6713
Atlanta, GA (404) 532-2000; fax (404) 532-2050
Boston, MA (617) 262-3760; fax (617) 262-3415
Buffalo, NY (716) 858-9500; fax (716) 852-4340
Chicago, IL (312) 616-1860; fax (312) 616-1878
Dallas, TX (214) 922-9806; fax (214) 922-9815
Detroit, MI (313) 567-2340; fax (313) 567-2164
Houston, TX (713) 821-1440; fax (713) 821-1611
Los Angeles, CA (213) 346-2700; fax (213) 620-8827
Miami, FL (305) 579-1600; fax (305) 374-6774
Minneapolis, MN (612) 332-7486; fax (612) 332-4061
New York, NY (212) 596-1628; fax (212) 596-1790
Philadelphia, PA (267) 207-2721; fax (267) 207-2722
Phoenix, AZ (602) 508-3572; fax (602) 508-3574
Raleigh, NC (919) 573-1808; fax (919) 573-1809
San Diego, CA (619) 615-4286; fax (619) 615-4287
San Francisco, CA (415) 834-3180; fax (415) 834-3189
Seattle, WA (206) 443-1777; fax (206) 443-9662

Cape Verde

Washington, DC (202) 965-6820; fax (202) 965-1207
Boston, MA (617) 353-0014; fax (617) 859-9798

Central African Republic

Washington, DC (202) 483-7800; fax: (202) 332-9893

Chad

Washington, DC (202) 462-4009; fax (202) 265-1937

Chile

Washington, DC (202) 785-1746; fax (202) 887-5579
Chicago, IL (312) 654-8780; fax (312) 654-8948
Houston, TX (713) 621-5853; fax (713) 621-8672
Los Angeles, CA (310) 785-0047; fax (310) 785-0132
Miami, FL (305) 373-8623; fax (305) 379-6613
New York, NY (212) 355-0612; fax (212) 888-5288
Philadelphia, PA (215) 829-9520; fax (215) 829-0594
San Francisco, CA (415) 982-7662; fax (415) 982-2384
San Juan, PR (787) 725-6365; (787) 721-5650

China

Washington, DC (202) 495-2216; fax (202) 686-9814
Chicago, IL (312) 803-0095; fax (312) 803-0110
Houston, TX (713) 520-1462; fax (713) 521-3064
Los Angeles, CA (213) 807-8088; fax (213) 380-1961
New York, NY (212) 244-9392; fax (212) 564-9389
San Francisco, CA (415) 674-2917; fax (415) 563-0494

Colombia

Washington, DC (202) 387-8338; fax (202) 232-8643
Atlanta, GA (770) 668-0512; fax (770) 668-0763
Beverly, Hills, CA (323) 653-4299; fax (323) 653-2964
Boston, MA (617) 536-6222; fax (617) 536-9372
Chicago, IL (312) 923-1196; fax (312) 923-1197
Houston, TX (713) 527-8919; fax (713) 529-3395
Los Angeles, CA (213) 282-1137; fax (213) 383- 2785
Miami, FL (305) 448-5558; fax (305) 441-9537
New Orleans, LA (504) 525-5580; fax (504) 525-4903
New York, NY (212) 949-9898; fax (212) 972-1725
San Francisco, CA (415) 495-7195; fax (415) 777- 3731
San Juan, PR (809) 754-6885; fax (809) 754-1675

Comoros

New York, NY (212) 972-8010; fax (212) 983-4712

Congo, Republic of (Brazzaville)

Washington, DC (202) 726-5500; fax (202) 726-1860

Congo, Democratic Republic of (Kinshasa)

Washington, DC (202) 234-7690; fax (202) 234-2609

Costa Rica

Washington, DC (202) 328-6628; fax (202) 265-4795

Atlanta, GA (770) 951-7025; fax (770) 951-7073

Chicago, IL (312) 263-2772; fax (312) 263-5807

Houston, TX (713) 266-0484; fax (713) 266-1527

Los Angeles, CA (213) 380-7915; fax (213) 380-5639

Miami, FL (305) 871-7485/87; fax (305) 871-0860

New York, NY (212) 509-3066; fax (212) 509-3068

San Francisco, CA (510) 790-0785; fax (510) 792-5249

San Juan, PR (787) 723-6227; fax (787) 723-6226

Côte d'Ivoire (also known as Ivory Coast)

Washington, DC (202) 797-0300; fax (202) 462-9444

Croatia

Washington, DC (202) 588-5899; fax (202) 588-8936

Chicago, IL (312) 482-9902; fax (312) 482-9987

Los Angeles, CA (310) 477-1009; fax (310) 477-1866

New York, NY (212) 599-3066; fax (212) 599-3106

Cuba

Washington, DC (202) 797-8518/19/20; fax (202) 797-0606

Cyprus

Washington, DC (202) 462-5772; fax (202) 483-6710

New York, NY (212) 686-6016; fax (212) 686-3660

Czech Republic

Washington, DC (202) 274-9100; (202) 469-8181; fax (202) 469-8161

Chicago, IL (312) 861-1037; (312) 730-5179; fax (312) 861-1944

Los Angeles, CA (310) 473-0889; (310) 266-1539; fax (310) 473-9813

New York, NY (646) 422-3344; (917) 251-5649; fax (646) 422-3311

D**Denmark**

Washington, DC (202) 234-4300; fax (202) 328-1470

Chicago, IL (312) 787-8780; fax (312) 787-8744

New York, NY (212) 223-4545; fax (212) 754-1904

Djibouti

Washington, DC (202) 331-0270; fax (202) 331-0302

Dominica

Washington, DC (202) 364-6781; fax (202) 364-6791

New York, NY (212) 599-8478; fax (212) 661-0979

Dominican Republic

Washington, DC (202) 332-6280; fax (202) 265-8057

Boston, MA (617) 482-8121; fax (617) 482-8133

Chicago, IL (773) 714-4924; fax (773) 714-4926
Jacksonville, FL (904) 346-0909; fax (904) 346-0919
Miami, FL (305) 358-3220/21; fax (305) 358-2318
Mobile, AL (334) 433-8894
New Orleans, LA (504) 522-1843; fax (504) 522-1007
New York, NY (212) 768-2480; fax (212) 768-2677
Philadelphia, PA (215) 923-3006; fax (215) 923-3007
San Francisco, CA (415) 982-5144; fax (415) 982-0237
San Juan, PR (809) 725-9550; fax (809) 721-7820

E

East Timor (see Timor-Leste)

Ecuador

Washington, DC (202) 234-7166/3497; fax (202) 667-3482
Beverly Hills, CA (323) 658-5146/1068; fax (323) 658-1198
Chicago, IL (312) 338-1002/03; fax (312) 338-1004
Houston, TX (713) 572-8731; fax (713) 572-8732
Jersey City (201) 985-1300/1700/2960; fax (201) 985-2959
Los Angeles, CA (323) 658-5146; fax (323) 658-1198
Miami, FL (305) 373-8520/36; fax (305) 654-8143
New Orleans, LA (504) 523-3229; fax (504) 522-9675
New York, NY (212) 808-0187/0214/0170; fax (212) 808-0188
Newark, NJ (973) 344-8837/8667; fax (973) 344-0008
New Haven, CT (203) 752-1947/0827; fax (203) 752-1389
Queens, NY (718) 651-8797/98; fax (718) 651-2297
Philadelphia, PA (215) 925-9060; fax (215) 867-0894
San Francisco, CA (415) 982-1819/21; fax (415) 982-1833

Egypt

Washington, DC (202) 966-6342; fax (202) 244-4319
Chicago, IL (312) 828-9162; fax (312) 828-9167
Houston, TX (713) 961-4915; fax (713) 961-3868
New York, NY (212) 759-7120; fax (212) 308-7643
San Francisco, CA (415) 346-3422; fax (415) 346-9480

El Salvador

Washington, DC (202) 337-4032/4033/9141/9144; fax (202) 337-2038
Boston, MA (617) 567-8484; fax (617) 567-8686
Brentwood, NY (631) 273-1355/2256; fax (631) 273-2559
Chicago, IL (312) 332-1393/578-5390; fax (312) 332-4446
Coral Gables, FL (305) 774-0840; fax (305) 774-0850
Dallas, TX (214) 637-1018/0732; fax (214) 637-1106
Elizabeth, NJ (908) 820-0881/84; fax (908) 820-0866
Houston, TX (713) 270-6239/70; fax (713) 270-9683
Las Vegas, NV (702) 437-5337/39; fax (702) 437-5336
Los Angeles, CA (213) 383-8580; fax (213) 383-8599
Miami, FL (305) 371-8850; fax (305) 371-7820
New York, NY (212) 889-3608; (212) 679-2835
Nogales, AZ (520) 287-9405/25; fax (520) 287-9416
San Francisco, CA (415) 771-8524/30/31; fax (415) 771-8522
Santa Ana, CA (714) 972-8105/8124/8236; fax (714) 972-8376
Woodbridge, VA (703) 490-4300; fax (703) 490-4463
Woodstock, GA (770) 591-4140; fax (770) 591-4160

Equatorial Guinea

Washington, DC (202) 518-5700; fax (202) 518-5252

Eritrea

Washington, DC (202) 319-1991; fax (202) 319-1304

Consular Notification and Access

Estonia

Washington, DC (202) 588-0101; fax (202) 588-0108
New York, NY (212) 883-0636; fax (212) 883-0648

Ethiopia

Washington, DC (202) 587-1683/84/85/86; fax (202) 587-0195

F**Fiji**

Washington, DC (202) 337-8320; fax (202) 337-1996
New York, NY (212) 687-4130; fax (212) 687-3963

Finland

Washington, DC (202) 298-5800; fax (202) 298-6030
Los Angeles, CA (310) 203-9903; fax (310) 203-9186
New York, NY (212) 750-4400; fax (212) 750-4418

France

Washington, DC (202) 944-6000; fax (202) 944-6166
Atlanta, GA (404) 522-4226; fax (404) 495-1661
Boston, MA (617) 542-7376; fax (617) 542-8054
Chicago, IL (312) 787-5359; fax (312) 664-4196
Los Angeles CA, (310) 235-3200; fax (310) 479-4813
Miami, FL (305) 372-9799; fax (305) 372-9549
New Orleans, LA (504) 523-5772; fax (504) 523-5725
New York, NY (212) 606-3689; fax (212) 606-3620/606-3614
San Francisco, CA (415) 397-4330; fax (415) 433-8357

G**Gabon**

Washington, DC (202) 797-1000; fax (202) 332-0668

Gambia, The

Washington, DC (202) 785-1399; fax (202) 785-1430

Georgia

Washington, DC (202) 387-9153; fax (202) 387-0864
New York, NY (212) 867-3617/3272; fax (212) 867-3654

Germany

Washington, DC (202) 298-4000; fax (202) 298-4249
Atlanta, GA (404) 659-4760/61/62; fax (404) 659-1280
Boston, MA (617) 369-4934; fax (617) 369-4940
Chicago, IL (312) 202-0480; fax (312) 202-0466
Houston, TX (713) 627-7770; fax (713) 627-0506
Los Angeles, CA (323) 930-2703; fax (323) 930-2805
Miami, FL (305) 358-0290/91; fax (305) 358-0307
New York, NY (212) 610-9700; fax (212) 610-9702
San Francisco, CA (415) 775-1061; fax (415) 775-0187

Ghana

Washington, DC (202) 686-4520; fax (202) 686-4527
New York, NY (212) 832-1300; fax (212) 751-6743

Greece

Washington, DC (202) 939-1300; fax (202) 939-1324

Atlanta, GA (404) 261-3391/13; fax (404) 262- 2798
Boston, MA (617) 523-0100; fax (617) 523-0511
Chicago, IL (312) 335-3915; fax (312) 335-3958
Houston, TX (713) 840-7522; fax (713) 840-0614
Los Angeles, CA (310) 826-5555; fax (310) 826-8670
New Orleans, LA (813) 865-0200; fax (813) 865-0206
New York, NY (212) 988-5500; fax (212) 734-8492
San Francisco, CA (415) 775-2102; (415) 776-6815

Grenada

Washington, DC (202) 265-2561; fax (202) 265-2468
New York, NY (212) 599-0301; fax (212) 599-1540

Guatemala

Washington, DC (202) 745-4952; fax (202) 745-1908
Chicago, IL (312) 332-1587/3170; fax (312) 332-4256
Miami, FL (305) 679-9945; fax (305) 679-9983
Houston, TX (713) 953-9531; fax (713) 953-9383
Los Angeles, CA (213) 365-9251/52; fax (213) 365-9245
New York, NY (212) 686-3837; fax (212) 447-6947
San Francisco, CA (415) 788-5651; fax (415) 788-5653

Guinea

Washington, DC (202) 986-4300; fax (202) 986-4800
New York, NY (212) 687-8115

Guinea-Bisau

New York, NY (917) 645-7931

Guyana

Washington, DC (202) 265-6900; fax (202) 232-1297
New York, NY (212) 527-3215; fax (212) 527-3229

H**Haiti**

Washington, DC (202) 332-4090/92; fax (202) 745- 7215
Boston, MA (617) 266-3660; fax (617) 266-4060
Chicago, IL (312) 922-4004; fax (312) 922-7122
Miami, FL (305) 859-2003/2006; fax (305) 223-1641
New York, NY (212) 697-9767; fax (212) 949-7966
San Juan, PR (809) 764-1392; fax (809) 764-3109

Holy See

Washington, DC (202) 333-7121; fax (202) 337-4036

Honduras

Washington, DC (202) 682-7873/5947/5948/5949; (202) 737-2972/78; fax (202) 737-2907
Atlanta, GA (770) 645-8881/79; fax (770) 645-8808
Chicago, IL (773) 342-8281/89; fax (773) 342-8293
Houston, TX (713) 785-5932/5625; fax (713) 785-5931
Los Angeles, CA (213) 383-9244; fax (213) 383-9306
Miami, FL (305) 269-9322/45/99; fax (305) 269-9445
New Orleans, LA (504) 522-3118/19; fax (504) 523-0544
New York, NY (212) 714-9450/51/52; fax (212) 714-9453
San Francisco, CA (415) 392-0076; fax (415) 392-6726

Hong Kong (see China)

Hungary

Washington, DC (202) 362-6730; fax (202) 966-8135/686-6412
Chicago, IL (312) 670-4079; fax (312) 670-4276
Los Angeles, CA (310) 473-9344; fax (310) 479-6443
New York, NY (212) 752-0669; fax (212) 755-5986

Iceland

Washington, DC (202) 265-6653; fax (202) 265-6656
New York, NY (212) 593-2700; fax (212) 593-6269

India

Washington, DC (202) 939-7000; fax (202) 483-3972
Chicago, IL (312) 595-0405/1410; fax (312) 595-0416/17
Houston, TX (713) 626-2148/49; fax (713) 626-2450
New York, NY (212) 774-0600; fax (212) 988-6423
San Francisco, CA (415) 668-0682/83; fax (415) 668-2073/7968

Indonesia

Washington, DC (202) 775-5200; fax (202) 775-5365
Chicago, IL (312) 595-1777; fax (312) 595-9952
Houston, TX (713) 785-1691; fax (713) 708-9644
Los Angeles, CA (213) 383-5126; fax (213) 487-3971
New York, NY (212) 879-0600; fax (212) 570-6206
San Francisco, CA (415) 474-9571; fax (415) 441-4320

Iran

Washington, DC (202) 965-4990; fax (202) 965-1073
Iraq
Washington, DC (202) 483-7500; fax (202) 462-8815

Ireland

Washington, DC (202) 462-3939; fax (202) 232-5993
Boston, MA (617) 267-9330; fax (617) 267-6375
Chicago, IL (312) 337-1868; fax (312) 337-1954
New York, NY (212) 319-2555; fax (212) 593-6269
San Francisco, CA (415) 392-4214; fax (415) 392-0885

Israel

Washington, DC (202) 364-5500; fax (202) 364-5607
Atlanta, GA (404) 487-6500; fax (404) 874-5364
Boston, MA (617) 542-0041; fax (617) 338-4995
Chicago, IL (312) 565-3300; fax (312) 565-3871
Houston, TX (713) 627-3780; fax (713) 627-0149
Los Angeles, CA (213) 852-5500; fax (213) 852-5555
Miami, FL (305) 925-9400; fax (305) 925-9451
New York, NY (212) 499-5301; fax (212) 499-5355
Philadelphia, PA (215) 546-5556; fax (215) 545-3986
San Francisco, CA (415) 398-8885; fax (415) 398-8589

Italy

Washington, DC (202) 612-4420; fax (202) 612-2151
Boston, MA (617) 722-9201/02/03; fax (617) 722-9407
Chicago, IL (312) 467-1550/51/52/53 ext. 117; fax (312) 467-1335
Detroit, MI (313) 963-8560; fax (313) 963-8180
Houston, TX (713) 850-7520; fax (713) 850-9113
Los Angeles, CA (310) 820-0622; (310) 826-3832/6207; fax (310) 820-0727
Miami, FL (305) 374-6322; fax (305) 374-7945
New York, NY (212) 737-9100; fax (212) 249-4945

Newark, NJ (973) 643-1448; fax (973) 643-3043
Philadelphia, PA (215) 592-7329/0079; fax (215) 592-9808
San Francisco, CA (415) 931-4924; fax (415) 931-7205

J

Jamaica

Washington, DC (202) 452-0660; fax (202) 452-0036
Miami, FL (305) 374-8431/32; fax (305) 577-4970
New York, NY (212) 935-9000; fax (212) 935-7507

Japan

Washington, DC (202) 238-6700; fax (202) 328-2187
Agana, GU (671) 646-1290; fax (671) 649-2620
Anchorage, AK (907) 562-8424; fax (907) 562-8434
Atlanta, GA (404) 240-4300; fax (404) 240-4311
Boston, MA (617) 973-9772; fax (617) 542-1329
Chicago, IL (312) 280-0400; fax (312) 280-9568
Denver, CO (303) 534-1151; fax (303) 534-3393
Detroit, MI (313) 567-0120; fax (313) 567-0274
Honolulu, HI (808) 543-3111; fax (808) 543-3170
Houston, TX (713) 652-2977; fax (713) 651-7822
Los Angeles, CA (213) 617-6700; fax (213) 617-6727
Miami, FL (305) 530-9090; fax (305) 530-0950
Nashville, TN (615) 340-4300; fax (615) 340-4311
New York, NY (212) 371-8222; fax (212) 319-6357
Portland, OR (503) 221-1811; fax (503) 224-8936
Saipan, CNMI (670) 323-7201; fax (670) 323-8764
San Francisco, CA (415) 777-3533; fax (415) 974-3660
Seattle, WA (206) 682-9107; fax (206) 624-9097

Jordan

Washington, DC (202) 966-2664; fax (202) 686-4491

K

Kazakhstan

Washington, DC (202) 232-5488; fax (202) 232-5845
New York, NY (212) 888-3024; fax (212) 888-3025

Kenya

Washington, DC (202) 387-6101; fax (202) 462-3829
Los Angeles, CA (310) 274-6635
New York, NY (212) 486-1300; fax (212) 688-0911

Kiribati

Honolulu, HI (808) 521-7703; fax (808) 542-5159 (honorary consul)

Korea, North

New York, NY (646) 674-6000; fax (212) 972-3154 (U.N. Mission)

Korea, South

Washington, DC (202)-641-8743 ; fax (202) 342-1597
Agana, GU (671) 647-6488; fax (671) 649-1336
Anchorage, AK (907) 561-5488; fax (907) 563-0313
Atlanta, GA (404) 522-1611; fax (404) 521-3169
Boston, MA (617) 641-2830; fax (617) 641-2831
Chicago, IL (312) 822-9485; fax (312) 822-9849

Honolulu, HI (808) 595-6109; fax (808) 595-3046
Houston, TX (713) 961-0186; fax (713) 961-3340
Los Angeles, CA (213) 385-9300; fax (213) 385-1849
New York, NY (646) 674-6001; fax (646) 674-6023
San Francisco, CA (415) 921-2251; fax (415) 921-5946
Seattle, WA (206) 441-1011; fax (206) 441-7912

Kosovo

Washington, DC (202) 380-3581; fax (202) 380-3628

Kuwait

Washington, DC (202) 966-0702; fax (202) 966-8468
Los Angeles, CA (310) 556-0300; fax (310) 556-0400

Kyrgyzstan

Washington, DC (202) 449-9822; fax (202) 386-7550

L**Laos**

Washington, DC (202) 332-6416/17; fax (202) 332-4923

Latvia

Washington, DC (202) 328-2840; fax (202) 328-2860

Lebanon

Washington, DC (202) 939-6300; fax (202) 939-6324
Detroit, MI (313) 758-0753; fax (313) 758-0756
Los Angeles, CA (213) 243-0990/99; fax (213) 612-5070
New York, NY (212) 744-7905; fax (212) 794-1510

Lesotho

Washington, DC (202) 797-5533; fax (202) 234-6815

Liberia

Washington, DC (202) 723-0437; fax (202) 723-0436
New York, NY (212) 687-1025

Libya

Washington, DC (202) 994-9601; fax (202) 944-9603
New York, NY (212) 752-5775; fax (212) 593-4787

Liechtenstein

Washington, DC (202) 331-0590; fax (202) 331-3221
New York, NY (212) 599-0220; fax (212) 599-0064

Lithuania

Washington, DC (202) 234-5860; fax (202) 328-0466
Chicago, IL (312) 397-0382; fax (312) 397-0385
New York, NY (212) 354-7849; fax (212) 397-0385

Luxembourg

Washington, DC (202) 265-4171; fax (202) 328-8270
New York, NY (212) 888-6664; fax (212) 888-6116
San Francisco, CA (415) 788-0816; fax (415) 788-0985

M

Macao (see China)

Macedonia

Washington, DC (202) 667-0501; fax (202) 667-2131
New York, NY (212) 317-1727; fax (212) 317-1484

Madagascar

Washington, DC (202) 265-5525; fax (202) 265-3034
New York, NY (212) 986-9491 fax (212) 599-5021

Malawi

Washington, DC (202) 721-0270/72; fax (202) 721-0288
New York, NY (212) 317-8738/18; fax (212) 317-8729

Malaysia

Washington, DC (202) 572-9755; fax (202) 572-9786
Los Angeles, CA (213) 892-1238; fax (213) 892-9031
New York, NY (212) 682-0232; fax (212) 983-1987

Maldives

New York, NY (212) 599-6195; fax (212) 972-3970 (U.N. Mission)

Mali

Washington, DC (202) 332-2249; fax (202) 332-6603

Malta

Washington, DC (202) 462-3611/12; fax (202) 387-5470
New York, NY (212) 725-2345; fax (212) 779-7097

Marshall Islands

Washington, DC (212) 983-3040; fax (212) 983-3202
Honolulu, HI (808) 545-7767; fax (808) 545-7211

Mauritania

Washington, DC (202) 232-5700; fax (202) 319-2623

Mauritius

Washington, DC (202) 244-1491/92; fax (202) 966-0983

Mexico

Washington, DC (202) 736-1000; fax (202) 234-4498
Albuquerque, NM (505) 247-2147/39/4177; fax (505) 842-9490
Atlanta, GA (404) 266-2233; fax (404) 266-2302/09
Anchorage, AK (907) 334-9573; fax (907) 334-9673
Austin, TX (512) 478-2866; fax (512) 478-8008
Boise, ID (208) 343-6228; fax (208) 343-6237
Boston, MA (617) 426-4181/4942/8782; (617) 350-5263/64/66; fax (617) 695-1957
Brownsville, TX (956) 542-8072/4090; fax (956) 541-8727/542-7267
Calexico, CA (760) 357-4132/3862/4931; fax (760) 357-6284
Chicago, IL (312) 738-2023; (312) 523-4460; fax (312) 491-9072/9237
Dallas, TX (214) 252-9250/52/53; fax (214) 630-3511
Del Rio, TX (830) 734-9962; fax (830) 774-6497
Denver, CO (303) 331-1110/12; fax (303) 331-1872/0169
Detroit, MI (313) 964-5536; (313) 965-2503; (313) 580-7426; fax (313) 964-4522
Douglas, AZ (520) 364-3107/42; fax (520) 364-1379;
24-hour cell (520) 364-1379
Eagle Pass, TX (830) 773-9255/56; fax (830) 773-9397
El Paso, TX (915) 533-3644; (915) 544-9299; fax (915) 532-7163
Fresno, CA (559) 233-4241/0318; fax (559) 233-5638
Houston, TX (713) 271-6800; (713) 778-6108; fax (713) 271-3201; (713) 772-1229
Indianapolis, IN (317) 951-0005; fax (317) 951-4176

Kansas City, MO (816) 556-0800/01/02/03; fax (816) 556-0900
Laredo, TX (956) 723-0990/6360/6369; fax (956) 723-1741
Las Vegas, NV (702) 383-9192 ext. 211/ 212; fax (702) 383-0683
Little Rock, AR (501) 372-6933; fax (501) 372-6109
Los Angeles, CA (213) 351-6800/10/25; fax (213) 351-2114
McAllen, TX (956) 686-0243/0244/0554; (956) 630-1777; fax (956) 686-4901
Miami, FL (786) 268-4900; fax (786) 268-4895
New Orleans, LA (504) 528-3722; fax (504) 528-3724
New York, NY (212) 217-6400; fax (212) 217-6493
Nogales, AZ (520) 287-2521/3381/3386; fax (520) 287-3175
Omaha, NE (402) 595-1862/1863; fax (402) 595-1845
Orlando, FL (407) 422-0514 ext. 314/315/316; fax (407) 422-9633
Oxnard, CA (805) 984-8738/2162/2673; fax (805) 984-8747
Philadelphia, PA (215) 922-4262/3834; fax (215) 923-7281
Phoenix, AZ (602) 242-3649/7398; (602) 995-5255; fax (602) 995-2957/7496
Portland, OR (503) 229-0825; fax (503) 274-1540
Presidio, (432) 229-2788; fax (432) 229-2792
Raleigh, NC (919) 754-0046; fax (919) 754-1726/1729
Sacramento, CA (916) 441-3287/3065; fax (916) 441-3147
Saint Paul, MN (651) 771-5494 ext. 14; fax (651) 772-4419
Salt Lake City, UT (801) 521-8502 fax (801) 521-0534
San Antonio, TX (210) 227-7080/8458; fax (210) 227-1817
San Bernardino, (909) 889-9808/36/37; fax (909) 889-8285
San Diego, CA (619) 231-8414/6634; fax (619) 231-4802
San Francisco, CA (415) 354-1700; fax (415) 495-3971
San Jose, CA (408) 294-3414/15 ext. 120; fax (408) 294-4506
San Juan, PR (787) 764-8923/0258; fax (787) 250-0042
Santa Ana, CA (714) 835-3069/3749/0403; fax (714) 835-3472/4930
Seattle, WA (206) 448-3526 ext. 101 or 102
or 103 or 113; fax (206) 448-8417
Tucson, AZ (520) 882-5596; (520) 623-0146; (520) 884-9104; fax (520) 882-8959
Yuma, AZ (928) 343-0066/9600/9699; fax (928) 343-0077

Micronesia, Federated States of

Washington, DC (202) 223-4383; fax 202-223-4391

Moldova

Washington, DC (202) 667-1130; fax (202) 667-1204

Monaco

Washington, DC (202) 234-1530; fax (202) 244-7656
New York, NY (212) 286-0500; fax (212) 286-1574

Mongolia

Washington, DC (202) 333-7117; fax (202) 298-9227

Montenegro

Washington, DC (202) 234-6108; fax (202) 234-6109

Montserrat (see United Kingdom)

Morocco

Washington, DC (202) 462-7982; fax (202) 265-0161
New York, NY (212) 758-2625

Mozambique

Washington, DC (202) 293-7146; fax (202) 835-0245

Namibia

Washington, DC (202) 986-0540; fax (202) 986-0443

Nauru

Honolulu, HI (808) 532-7821
New York, NY (212) 937-0074; fax (212) 937-0079

Nepal

Washington, DC (202) 667-4550; fax (202) 667-5534
New York, NY (212) 370-4188; fax (212) 953-2038

Netherlands

Washington, DC (877) 388-2443; fax (202) 364-2410
Chicago, IL (877) 388-2443; fax (312) 856-9218
Los Angeles, CA (877) 388-2443; fax (310) 0989
Miami, FL (877) 388-2443; fax (786) 866-0497
New York, NY (877) 388-2443; fax (212) 586-7222

New Zealand

Washington, DC (202) 328-4800; fax (202) 667-5227
Los Angeles, CA (310) 566-6555; fax (310) 566-6556
New York, NY (212) 832-4038; fax (212) 832-7602

Nicaragua

Washington, DC (202) 939-6570; fax (202) 939-6545
Houston, TX (713) 789-2762; fax (713) 789-3164
Los Angeles, CA (213) 252-1170; fax (213) 252-1177
Miami, FL (305) 220-6900; fax (305) 220-8794
New Orleans, LA (504) 523-1507; fax (504) 523-2359
New York, NY (212) 983-1981; fax (212) 983-2646

Niger

Washington, DC (202) 483-4224/25/26/27; fax (202) 483-3169
New York, NY (212) 421-3260; fax (212) 483-3169

Nigeria

Washington, DC (202) 986-8400; (202) 822-1557; fax (202) 362-5684
Atlanta, GA fax (770) 394-4671
New York, NY fax (212) 687-9303

Norway

Washington, DC (202) 333-6000; fax (202) 337-0870
Houston, TX (713) 521-2900; fax (713) 521-9648
Minneapolis, MN (612) 332-3338; fax (612) 332-1386
New York, NY (212) 421-7333; fax (212) 754-0583
San Francisco, CA (415) 986-0766; fax (415) 986-3318

O**Oman**

Washington, DC (202) 387-1980; fax (202) 745-4933

P**Pakistan**

Washington, DC (202) 243-6500; fax (202) 686-1534
Chicago, IL (312)-781-1831/33; fax (312)-781-1839
Houston, TX (281) 894-6605; fax (281) 890-1433

Los Angeles, CA (310) 441-5114; fax (310) 474-4871
New York, NY (212) 879-5800; fax (212) 517-6987

Palau

Washington, DC (202) 452-6814; fax (202) 452-6281

Panama

Washington, DC (202) 483-1407; fax (202) 387-6141
Houston, TX (713) 622-4451, fax (713) 622-4468
Miami, FL (305) 447-3700; fax (305) 447-4142
New Orleans, LA (504) 525-3458; fax (504) 424-8960
New York, NY (212) 840-2450; fax (212) 840-2469
Philadelphia, PA (215) 574-2994; fax (215) 574-4225
San Diego, CA (619) 235-4441
San Juan, PR (787) 792-1050; fax (787) 793-0200
Tampa, FL (813) 242-0310; fax (813) 886-3624

Papua New Guinea

Washington, DC (202) 745-3680; fax (202) 745-3679

Paraguay

Washington, DC (202) 483-6960/61/62; fax (202) 234-4508
Los Angeles, CA (310) 417-9500; fax (310) 417-9520
Miami, FL (305) 374-9090; fax (305) 374-5522
New Orleans, LA (504) 522-7424
New York, NY (212) 682-9441; fax (212) 682-9443

Peru

Washington, DC (202) 230-9992; fax (202) 462-1088
Atlanta, GA (678) 336-7010; fax (678) 990-1920
Boston, MA (617) 338-2190; fax (617) 338-2742
Chicago, IL (312) 853-6173; fax (312) 704-6969
Denver, CO (303) 355-8555; fax (303) 355-8003
Dallas, TX (972) 234-0005; fax (972) 234-0028
Hartford, CT (860) 548-0305; fax (860) 548-0094
Houston, TX (713) 850-8846; fax (713) 355-9377
Los Angeles, CA (213) 252-8111; fax (213) 252-8130
Miami, FL (305) 371-4836; fax (305) 373-5388; (305) 381-6027
New York, NY (914) 447-1781; fax (646) 735-3866
Patterson, NJ (973) 800-4252; fax (973) 278-0254
San Francisco, CA (415) 362-5647; fax (415) 362-2836
San Juan, PR (787) 250-0391; fax (787) 250-0319

Philippines

Washington, DC (202) 467-9319/12; fax (202) 467-9417
Chicago, IL (312) 332-6458/59; fax (312) 332-3657
Honolulu, HI (808) 595-6316/19; fax (808) 595-2581
Los Angeles, CA (213) 639-0980/81/82/83/85; fax (213) 639-0990
New York, NY (212) 764-1330; fax (212) 382-1146
San Francisco, CA (415) 433-6666/67/68; fax (415) 421-2641
Tamuning, GU (671) 646-4620/30; fax (671) 649-1868

Poland

Washington, DC (202) 232-4517; fax (202) 328-2152
Chicago, IL (312) 337-8166; fax (312) 337-7841
Los Angeles, CA (310) 442-8500; fax (310) 442-8515
New York, NY (646) 237-2100; fax (646) 237-2105

Portugal

Washington, DC (202) 232-7632; fax (202) 462-3726
Boston, MA (617) 536-8740
Houston, TX (713) 759-1188; fax (713) 513-5270

New Bedford, MA (508) 997-6151; fax (508) 992-1068
New York, NY (212) 221-3245; fax (212) 221-3462
Newark, NJ (973) 643-4200
San Francisco, CA (415) 346-3400; fax (415) 346-1410
Providence, RI (401) 272-2003; fax (401) 273-6247
San Juan, PR (787) 755-8556; fax (787) 755-8556

Q

Qatar

Washington, DC (202) 274-1600; fax (202) 237-0061
Houston, TX (713) 355-8221; fax (713) 355-8184
New York, NY (212) 486-9335, fax (212) 758-4952

R

Romania

Washington, DC (202) 232-6634; (202) 332-4829; fax (202) 232-4748; (202) 387-6902
Chicago, IL (312) 573-1315/1991; fax (312) 573-9771
Los Angeles, CA (310) 444-0043; fax (310) 445-0043
New York, NY (212) 682-9120/21; fax (212) 972-8463

Russia

Washington, DC (202) 939-8907; fax (202) 483-7579
Houston, TX (713) 337-3300; fax (713) 337-3305
New York, NY (212) 348-1515; fax (212) 831-9162
San Francisco, CA (415) 928-6878; fax (415) 929-0306
Seattle, WA (206) 728-1910; fax (206) 728-1871

Rwanda

Washington, DC (202) 232-2882; fax (202) 232-4544

S

Saint Kitts and Nevis

Washington, DC (202) 686-2636; fax (202) 686-5740

Saint Lucia

Washington, DC (202) 364-6792; fax (202) 364-6723
New York, NY (212) 697-9360

Saint Vincent and the Grenadines

Washington, DC (202) 364-6730; fax (202) 364-6736
New York, NY (212) 687-4490

Samoa

New York, NY (212) 599-6196; fax (212) 599-0797

San Marino

New York, NY (212) 465-1012

Sao Tome and Principe

New York, NY (212) 697-4211; fax (212) 687-8389 (U.N. Mission)

Saudi Arabia

Washington, DC (202) 342-3800; fax (202) 944-3113

Houston, TX (713) 785-5577; fax (713) 785-1163
Los Angeles, CA (310) 479-6000; fax (310) 479-2752
New York, NY (212) 752-2740; fax (212) 688-2719

Senegal

Washington, DC (202) 234-0540; fax (202) 332-6315
Houston, TX (713) 706-0300; fax (713) 706-3304
New York, NY (917) 493-8950/51/52; fax (917) 493-8953

Serbia

Washington, DC (202) 332-0333; fax (202) 332-5974
Chicago, IL (312) 670-6707; fax (312) 670 6787
Cleveland, OH (216) 344-2010; fax (216) 344-2015
Denver, CO (303) 323-8700; fax (303) 339-4695
Metairie, LA (504) 465-1000 ext. 1015; fax (504) 465-1023
New York, NY (212) 596-4241; fax (212) 596-4363

Seychelles

New York, NY (212) 972-1785; fax (212) 972-1786

Sierra Leone

Washington, DC (202) 939-9261; fax (202) 483-1793

Singapore

Washington, DC (202) 537-3100; fax (202) 537-0876
Chicago, IL (312) 853-7555; fax (312) 853-7036
New York, NY (212) 223-3331; fax (212) 826-5028; (212) 838-9453
Miami, FL (305) 858-4225; fax (305) 858-2334
San Francisco, CA (415) 543-4775; fax (415) 543-4788

Slovakia

Washington, DC (202) 237-1054; fax (202) 237-6438
Los Angeles, CA (310) 209-1253; fax (310) 209-1261
New York, NY (212) 286-8434; fax (212) 286-8439

Slovenia

Washington, DC (202) 386-6610; fax (202) 386-6633
Cleveland, OH (216) 589-9220; fax (216) 589-9210
New York, NY (212) 370-3006; fax (212) 370-3581

Solomon Islands

New York, NY (212) 599-6192; fax (212) 661-8925 (U.N. Mission)

Somalia

New York, NY (212) 688-9410; 688-5046; fax (212) 759-0651 (U.N. Mission)

South Africa

Washington, DC (202) 232-4400; fax (202) 265-1607
Chicago, IL (312) 939-7929; fax (312) 939-2588
Los Angeles, CA (323) 651-0902; fax (323) 651-5969
New York, NY (212) 213-4880; fax (212) 213-0102

Spain

Washington, DC (202) 728-2330; fax (202) 728-2302
Boston, MA (617) 536-2506; fax (617) 536-8512
Chicago, IL (312) 493-0197; fax (312) 782-1635
Houston, TX (713) 974-1689; fax (713) 974-6935
Los Angeles, CA (323) 938-0158; fax (323) 938-2502
Miami, FL (305) 446-5511; fax (305) 446-0585
New Orleans, LA (504) 525-4951; fax (504) 525-4955
New York, NY (212) 355-4080; fax (212) 644-3751

San Francisco, CA (415) 922-2995; fax (415) 931-9706
San Juan, PR (787) 758-6090; fax (787) 763-0190

Sri Lanka

Washington, DC (202) 483-4025; fax (202) 232-7181
Los Angeles, CA (213) 387-0210; fax (213) 387-0216
New York, NY (212) 986-7040; fax (212) 986-1838

Sudan

Washington, DC (202) 232-1492; fax (202) 232-1493
New York, NY (212) 421-2680

Suriname

Washington, DC (202) 244-7488; fax (202) 244-5878
Miami, FL (305) 265-4655; fax (305) 265-4599

Swaziland

Washington, DC (202) 234-5002; fax (202) 234-8254

Sweden

Washington, DC (202) 467-2600; fax (202) 467-2699
Los Angeles, CA (310) 445-4008; fax (310) 473-2229
New York, NY (212) 583-2550; fax (212) 755-2732

Switzerland

Washington, DC (202) 745-7900; fax (202) 387-2564
Atlanta, GA (404) 870-2000; fax (404) 870-2011
Chicago, IL (312) 915-0061; fax (312) 915-0388
Los Angeles, CA (310) 575-1145; fax (310) 575-1982
New York, NY (212) 599-5700; fax (212) 599-4266
San Francisco, CA (415) 788-2272; fax (415) 788-1402

Syria

Washington, DC (202) 232-6313; fax (202) 234-9548

T

Taiwan: Taipei Economic and Cultural Representative Office (TECRO)

Washington, DC (202) 895-1800; fax (202) 363-0999
Agana, GU (671) 472-5865; fax (671) 472-5869
Atlanta, GA (404) 872-1234; fax (404) 873-3474
Boston, MA (617) 737-2050; fax (617) 737-1684
Chicago, IL (312) 616-0100; fax (312) 616-1490
Honolulu, HI (808) 595-6347; fax (808) 595-6542
Houston, TX (713) 626-7445; fax (713) 626-1202
Kansas City, MO (816) 531-1298; fax (816) 531-3066
Los Angeles, CA (213) 389-1215; fax (212) 383-3245
Miami, FL (305) 443-8917; fax (305) 444-4796
New York, NY (212) 317-7300; fax (212) 754-1549
San Francisco, CA (415) 362-7680; fax (415) 362-5382
Seattle, WA (206) 441-4586; fax (206) 441-4320

Tajikistan

Washington, DC (202) 223-6090; fax (202) 223-6091

Tanzania

Washington, DC (202) 939-6125; fax (202) 797-7408

Thailand

Washington, DC (202) 944-3600; fax (202) 944-3611
Chicago, IL (312) 664-3129; fax (312) 664-3230
Los Angeles, CA (323) 962-9574; fax (323) 962-2128
New York, NY (212) 745-1770; fax (212) 754-1907

Timor -Leste (also known as East Timor)

Washington, DC (202) 966-3202; fax (202) 966-3205
New York, NY (212) 759-3675; fax (212) 759-4196

Togo

Washington, DC (202) 234-4212; fax (202) 232-3190

Tonga

San Francisco, CA (415) 781-0365; fax (415) 781-3964
New York, NY (917) 369-1025; fax (917) 369-1024

Trinidad and Tobago

Washington, DC (202) 467-6490; fax (202) 785-3130
Miami, FL (305) 374-2199; fax (305) 374-3199
New York, NY (212) 682-7272; fax (212) 986-2146

Tunisia

Washington, DC (202) 862-1850; fax (202) 862-1858

Turkey

Washington, DC (202) 612-6700; fax (202) 612-6744
Chicago, IL (312) 263-0644/1295; fax (312) 263-1449
Houston, TX (713) 622-5849/0324/3205/3276; fax (713) 623-6639
Los Angeles, CA (323) 655-8832/8039/8056/8329; fax (323) 655-8681
New York, NY (212) 949-0159/60; fax (212) 983-1293

Turkmenistan

Washington, DC (202) 588-1500; fax (202) 280-1003

Turks and Caicos (see United Kingdom)**Tuvalu**

New York, NY (212) 490-0534; fax (212) 808-4975

U**Uganda**

Washington, DC (202) 726-7100/7102 fax (202) 726-1727

Ukraine

Washington, DC (202) 333-0606; fax (202) 333-0817
Chicago, IL (312) 642-4388; fax (312) 642-4385
New York, NY (212) 371-5690; fax (212) 371-5547
San Francisco CA (415) 398-0240; fax (415) 398-5039

United Arab Emirates

Washington, DC (202) 243-2400; fax (202) 243-2432

United Kingdom

Washington, DC (202) 588-6500; fax (202) 588-7850
Atlanta, GA (404) 954-7700; fax (404) 954-7702
Boston, MA (617) 245-4500/24; fax (617) 621-0220
Chicago, IL (312) 970-3800; fax (312) 970-3852

Houston, TX (713) 659-6270; fax (713) 659-7094
Los Angeles, CA (310) 481-0031; fax (310) 481-2960
New York, NY (212) 745-0310/0206; fax (212) 754-3062
Orlando, FL (407) 254-3300; fax (407) 254-3333
San Francisco, CA (415) 617-1300; fax (415) 434-2018

Uruguay

Washington, DC (202) 331-4219/1313; fax (202) 331-8142
Chicago, IL (312) 642-3430; fax (312) 642-3470
Coral Gables, FL (305) 443-9764; fax (305) 443-7802
New York, NY (212) 753-8191/92; fax (212) 753-1603
Santa Monica, CA (310) 394-5777; fax (310) 394-5140

Uzbekistan

Washington, DC (202) 530-7291; (202) 887-5300 ext. 3; fax (202) 293-6804
New York, NY (212) 754-7403; fax (212) 838-9812

V**Vanuatu**

New York, NY (212) 593-0144; 661-4323; fax (212) 422-3427; (212) 593-0219

Venezuela

Washington, DC (202) 342-2214; fax (202) 342-6820
Boston, MA (617) 266-9355
Chicago, IL (312) 236-9658
Houston, TX (713) 974-0027/28; fax (713) 974-1413
Miami, FL (305) 577-4301; fax (305) 372-5167
New Orleans, LA (504) 522-3284
New York, NY (212) 826-1660
San Francisco, CA (415) 955-1982
San Juan, PR (787) 766-4250

Vietnam

Washington, DC (202) 861-0737; fax (202) 861-0917
San Francisco, CA (415) 922-1577; fax (415) 922-1848

Y**Yemen**

Washington, DC (202) 965-4760; fax (202) 337-2017
New York, NY (212) 355-1730; fax (212) 750-9613
San Francisco, CA (415) 567-3036; fax (415) 567-3371
Saline, MI (313) 551-3126; fax (313) 551-3129

Z**Zambia**

Washington, DC (202) 265-9717/19; fax (202) 332-0826
New York, NY (212) 888-5770; fax (212) 888-5213

Zimbabwe

Washington, DC (202) 332-7100; fax (202) 483-9326

Appendix C

ENGLISH

Statement 1:

For All Foreign Nationals Except Those From “Mandatory Notification” Countries

As a non-U.S. citizen who is being arrested or detained, you may request that we notify your country's consular officers here in the United States of your situation. You may also communicate with your consular officers. A consular officer may be able to help obtain legal representation, and may contact your family and visit you in detention among other things. If you want us to notify your consular officers, you can request this notification now, or at any time in the future. Do you want us to notify your consular officers at this time?

Yes

No

Printed Name: _____

Witness: _____

Signature: _____

Date: _____

Statement 2:

For All Foreign Nationals Except Those From “Mandatory Notification” Countries

Because of your nationality, we are required to notify your country's consular officers here in the United States that you have been arrested or detained. We will do this as soon as possible. In addition, you may communicate with your consular officers. You are not required to accept their assistance, but your consular officers may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things. Please sign to show that you have received this information.

Printed Name: _____

Witness: _____

Signature: _____

Date: _____

Appendix D

SUBJECT:

NOTIFICATION OF ARREST OR DETENTION OF A NATIONAL OF YOUR COUNTRY

DATE/TIME: _____

TO: Embassy/Consulate of _____ in _____,
(COUNTRY) (CITY) (STATE)

FROM:

Name/Office _____

Address _____

City _____ State _____ Zip Code _____

Telephone(____) _____ Fax(____) _____

We arrested / detained the following foreign national, who we understand is a national of your country, on _____.

(DATE)

Name: _____

Date of Birth / Place of Birth: _____

Nationality/Country: _____

Passport Issuing Nation: _____

Passport Number: _____

This person has been or may be charged with the following offense(s):

For more information, please call _____ between the hours of _____

Please refer to case number _____ when you call.

Additional Information:

Appendix E

SUBJECT:

NOTIFICATION OF DEATH, SERIOUS INJURY OR ILLNESS OF A NATIONAL OF YOUR COUNTRY

DATE/TIME: _____

TO: Embassy/Consulate of _____ in _____,
(COUNTRY) (CITY) (STATE)

FROM:

Name/Office _____

Address _____

City _____ State _____ Zip Code _____

Telephone(____) _____ Fax(____) _____

The following individual, who we understand is a national of your country:

has died, was seriously injured, **OR** is seriously ill within our jurisdiction.
(CIRCLE ONE)

Name: _____

Date of Birth / Place of Birth: _____

Nationality/Country: _____

Passport Issuing Nation: _____

Passport Number: _____

Date of Death: _____ Place of Death: _____

Apparent Cause of Death: _____

For more information, please call _____ between the hours of _____

Please refer to case number _____ when you call.

Additional Information:



ARRESTING A NON-U.S. CITIZEN

Consular Notification Process

Q. Are you a U.S. citizen?

A. "YES, I am a U.S. citizen."

(No further action required.)



"NO, I am not a U.S. citizen."



IN ALL CASES:

- Do not inform consulate about detainee's refugee or asylum status.
- Detainee may communicate with consular officer and may request consular access at any time (whether previously declined or not).
- Consular officers may have access to detainee regardless of whether detainee requests it. Even if detainee does not want to be visited, consular officers may still have one face-to-face visit.

Q. Are you a national of one of these countries?

Albania	Costa Rica	Kazakhstan	Poland ²	Tanzania
Algeria	Cyprus	Kiribati	Romania	Tonga
Antigua and Barbuda	Czech Republic	Kuwait	Russia	Trinidad and Tobago
Armenia	Dominica	Kyrgyzstan	St. Kitts and Nevis	Turkmenistan
Azerbaijan	Fiji	Malaysia	St. Lucia	Tuvalu
Bahamas	Gambia	Malta	St. Vincent and the Grenadines	Ukraine
Barbados	Georgia	Mauritius	Seychelles	United Kingdom ³
Belarus	Ghana	Moldova	Sierra Leone	Uzbekistan
Belize	Grenada	Mongolia	Singapore	Zambia
Brunei	Guyana	Nigeria	Slovakia	Zimbabwe
Bulgaria	Hungary	Philippines	Tajikistan	
China ¹	Jamaica			

1. Includes Hong Kong and Macao. Does not include Republic of China (Taiwan).

2. Mandatory only for non-permanent residents in the United States (i.e., those not holding a "green card"); for green card holders, notification is upon request.

3. UK includes Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Residents' passports bear the name of their territory and may also bear the name "United Kingdom." Whether or not the passport bears the name "United Kingdom," consular services for these persons are provided by UK consulates.

A. "YES."

Step 1. Inform detainee that he or she may communicate with consulate, and that you must notify consulate of arrest/detention.

Step 2. Notify nearest consulate **without delay**.

Step 3. Make record of notification in case file. Where fax sent, keep fax confirmation.

Step 4. Allow consular officers access to detainee if they subsequently request access.

(No further action required.)



"NO."

Inform detainee, **without delay**, that he or she may have consulate notified of arrest/detention.

Bureau of Consular Affairs
U.S. Department of State
Washington, D.C. 20520
P: 202-647-4415
F: 202-736-7559
consnot@state.gov

Q. Do you want your consulate notified of your arrest/detention?

A. "YES."

Step 1. Make note in case file.

Step 2. Notify nearest consulate **without delay**.

Step 3. Make record of notification in case file. Where fax sent, keep fax confirmation.

Step 4. Allow consular officers access to detainee if they subsequently request access.

(No further action required.)



"NO."

Step 1. Make note in case file.

Step 2. Do NOT inform the consulate.

(No further action required.)





ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-17
SUBJECT: POLICE MOTORCYCLE UNIT
EFFECTIVE DATE: May 1, 2001
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2019
REVIEWER: Traffic Unit Supervisor

INDEX AS:

41.16.1 POLICE MOTORCYCLE OPERATIONS

41.16.2 PROGRAM SUPERVISION

41.16.3 POLICE MOTORCYCLE OFFICER

41.16.4 MOTORCYCLE MAINTENANCE

41.16.5 PRE-RIDE CHECK LIST

PURPOSE:

The purpose of this general order is to establish the Police Motorcycle Unit and to define its responsibilities, function, organization and training requirements.

POLICY:

The Department Motorcycle Unit will be utilized as directed by the Chief of Police or his designee. The Unit's primary mission will be selective traffic enforcement, community policing initiatives, public relations, and special events.

DEFINITIONS:

Police Motorcycle - A motor vehicle as defined by ILCS 625 5/1 - 147, equipped with a siren, oscillation, flashing or rotating emergency (red and blue) lights and bearing distinctive police markings.

Police Motorcycle Officer - A sworn Department member, appointed by the Chief of Police, who has completed a recognized police motorcycle operators course.

ORDER:

41.16.1 POLICE MOTORCYCLE OPERATIONS

A. PROCEDURE

1. Police Motorcycles will be utilized for the following assignments:
 - a. Escorts
 - b. VIP Motorcades
 - c. Parades
 - d. Public Relations Activities
 - e. Community Policing Initiatives

- f. Selective Traffic Enforcement or any assignment designated by the Chief of Police
2. Police Motorcycles will not be operated when weather or road conditions would impair safe operation.
3. Police Motorcycles will never be used to, or engage in a motor vehicle pursuit.

B. OPERATION REGULATIONS

1. Only appointed Police Motorcycle Officers or individuals approved by the Chief of Police, who possess a valid class "M" drivers license will be authorized to operate Department motorcycles.
2. When operating Department motorcycles, Police Motorcycle Officers will wear a DOT approved full coverage helmet.
3. Uniforms and related duty equipment consistent with the Motorcycle Officer's assignment will be provided and worn.
4. Police Motorcycles will not be operated during inclement weather. If inclement weather is encountered, Police Motorcycle Officers will proceed to Headquarters as safely as possible. If necessary, Officers will seek shelter until travel can be resumed.
5. During inclement weather Police Motorcycle Officers will be assigned to a patrol car.
6. Police Motorcycle Officers will conduct a thorough pre-ride inspection. Officers will report any damage, inoperative equipment or safety concerns to the on-duty shift commander.
7. Police Motorcycle Officers will be responsible for routine appearance related maintenance. Officers will be provided on-duty time prior to the start of their shift to check fluid levels and/or wash and wax the motorcycle if needed.
8. Police Motorcycle Officers will keep detailed records regarding operations. An annual report will be prepared for the Unit Supervisor.
9. Police motorcycles will not be left running and unattended. Motorcycle Officers will not leave their equipment unattended on the motorcycle.

41.16.2 PROGRAM SUPERVISION

- A. Police Motorcycle Officers will be assigned to the Department's Traffic Unit during the months they are operating a police motorcycle.
- B. The Traffic Unit Supervisor will be responsible for scheduling and program activities at the direction of the Patrol Division Commander.
- C. The Traffic Unit Supervisor will maintain records related to the Motorcycle Unit's activities.

41.16.3 POLICE MOTORCYCLE OFFICER

- A. Sworn officers, who possess a valid motorcycle license and have completed probation, may apply for assignment as a Police Motorcycle Officer.
- B. Appointed officers must successfully complete an accredited police motorcycle training program.
- C. Upon accepting a position as a Police Motorcycle Officer, officers will be required to be available for the assignment for a minimum of two years.
- D. The Chief of Police or his designee may remove any Police Motorcycle Officer from this assignment at their discretion.
- E. Police Motorcycle Officers will be required to work specialized shifts and flexible hours as necessary for operations.
- F. The position of Police Motorcycle Officer is a temporary seasonal assignment generally operating from April 1 to November 1.
- G. Police Motorcycle Officers will return to a patrol shift during the months they are not riding the police motorcycle.

41.16.4 MOTORCYCLE MAINTENANCE

- A. Each Police Motorcycle Officer will assure that Department Motorcycles are properly maintained.
- B. All repairs and service maintenance will be conducted by a manufacturer's authorized service center.
- C. Police Motorcycle Officers will assure that manufacturer's maintenance schedules are followed.

41.16.5 PRE-RIDE INSPECTION CHECK LIST

- A. Motorcycle Officers will conduct a pre-ride inspection including but not limited to the following items:
 1. Tire Pressure and Wear
 2. Engine and Primary Fluid Levels
 3. Lighting; Brake, Head, Turn Signals, Emergency
 4. Air Ride Pressure
 5. Axle Nuts and Bolts
- B. Any concern regarding the motorcycle's operational readiness will be documented and the unit will not be used until repairs can be made.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-18
SUBJECT: EMERGENCY UTILITIES OUTAGE (HEATING AND COOLING) PROCEDURE
EFFECTIVE DATE: November 1, 2008
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Deputy Chief of Police and ESDA Coordinator

INDEX AS:

41.18.1 RESPONSIBILITIES

41.18.2 WARMING AND COOLING CENTERS

PURPOSE:

The purpose of this order is to identify the responsibilities and establish procedures associated with providing warming and cooling centers during an emergency utilities outage.

DEFINITIONS:

Extreme Heat: High temperatures or humid/muggy conditions along with high temperatures which lead to discomfort or health concerns for residents.

Extreme Cold: Whenever temperatures drop decidedly below normal or below freezing and prolonged exposure to the cold may lead to discomfort or health concerns for residents.

Warming Center: Warming Centers are heated facilities where a resident can go during periods of extreme cold temperatures to stay warm and safe.

Cooling Center: Cooling Centers are air-conditioned facilities where a resident can go during periods of extreme heat to stay cool and safe.

ORDER:

41.18.1 RESPONSIBILITIES

- A. In the event of an emergency utility outage, during times of extreme heat or cold, the following procedures will be initiated by the Shift Commander and followed to address the situation:
 - a. The Shift Commander will ensure that officers' conduct well being checks of at risk persons in the affected area, based upon the information listed in CAD and in the Emergency Identification Program listed in the Enhanced Field Reporting System.
 - b. Areas experiencing power outages will be toured by Police Officers and Community Service Officers in marked patrol vehicles looking for residents experiencing temperature related problems.
 - c. The on-duty Orland Fire Protection District Battalion Chief at Station One will be notified and will dispatch an ambulance to conduct a tour of the affected area.
 - d. The Orland Park Police Department Community Relations unit will contact Homeowner's Associations and Neighborhood Watch Groups in the affected area to canvas their area for residents needing assistance.

41.18.2 WARMING AND COOLING CENTERS

- A. Any resident found to be suffering from a significant temperature related (heat/cold) situation and not requiring medical assistance will be initially directed or transported to the Orland Park Police Department for warming or cooling. The Shift Commander will notify the Command Staff when such services become necessary. The Shift Commander will make the following spaces available as a temporary warming or cooling center.
 - a. The Police Department Lobby

- b. Interview Room 003
- c. The Training Room
- B. If the Police Department facility cannot adequately support the services required or the amount of people becomes too significant to be managed, the "Old Village Hall" will be opened as a warming or cooling center.
- C. The Police Department or "Old Village Hall" warming or cooling center will be initially staffed by the following Police Department personnel:
 - a. Community Service Officer(s)
 - b. ESDA Personnel
 - c. Detention Aide(s)
- D. The Shift Commander shall contact the Recreation Department to assume the duties of these services as soon as possible.
- E. The Shift Commander will monitor conditions to determine if any additional measures are required.
- F. After consultation with the Chief of Police or his designee, the EOC may be activated and an ESDA or police callout may be initiated to open more warming or cooling centers and provide additional monitoring of the affected areas.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-19
SUBJECT: INTERACTION WITH THE MENTALLY ILL
EFFECTIVE DATE: October 20, 2011
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2020
REVIEWER: Crisis Intervention Team Coordinator

INDEX AS:

41.19.1 RECOGNIZING ABNORMAL BEHAVIOR
41.19.2 DETERMINING DANGER
41.19.3 CRISIS INTERVENTION TECHNIQUES/DEALING WITH MENTALLY ILL
41.19.4 TAKING CUSTODY OR MAKING REFERRALS
41.19.5 INTERVIEW AND INTERROGATION
41.19.6 CRISIS INTERVENTION TEAM
41.19.7 CRISIS INTERVENTION TEAM COORDINATOR
41.19.8 CRISIS INTERVENTION TEAM UTILIZATION
41.19.9 REPORTING
41.19.10 TRAINING

PURPOSE:

The purpose of this order is to provide guidance and procedures for department members to use when interacting with people who are suspected to be mentally ill and/or in need of mental health treatment.

POLICY:

Police officers are often called upon to respond to incidents involving persons who are known to be or suspected of suffering from a mental illness. The degree of police involvement or intervention depends on the condition of the particular individual as well as the circumstances surrounding the encounter. In non-emergency situations police intervention may be required to help calm a person in crisis, provide information, and whenever appropriate, link the person with mental health professionals or organizations for treatment. In emergency situations, it is necessary for the benefit and safety of the individual and the community to take the person into custody in order to insure that their mental stability is properly evaluated.

Nothing in this policy is intended to increase, modify, or in any way affect the current legal standards nor shall any deviation from these guidelines be considered a breach of any legal standard.

DEFINITIONS:

Clear and Present Danger: When a student or other person demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions or other behaviors they may be determined to pose a clear and present danger (430 ILCS 65/1.1).

Crisis Intervention Officer: A sworn officer who has been certified in Crisis Intervention Training having graduated from a 40 hour training Course and have received special on-going training in the handling of persons suffering from mental illness. These officers can be the primary officer or requested by other officers or supervisors to assist in situations where their training may be of assistance.

Crisis Intervention Team (C.I.T.): A program that facilitates a partnership with the mental health community to bring a better quality of life to those who are affected with a mental illness and provides law enforcement more resources and training to bring these incidents to a safe conclusion. The program brings together mental health consumers, mental health providers, educators and law enforcement to better serve this segment of our community.

Delusion: False beliefs that are deeply entrenched and clearly not based in reality and are not consistent with cultural beliefs or the person's level of intelligence and life experiences. Persons cling to these beliefs even after they are shown to be false.

Dementia: Two or more symptoms involving progressive impairment of brain function including, but not limited to, language, memory, visual spatial perception, emotional behavior, and cognitive skills.

Developmental Disability (405 ILCS 5/1-106): A disability which is attributable to: (a) mental retardation, cerebral palsy, epilepsy or autism; or to (b) any other condition which results in impairment similar to that caused by mental retardation and which requires services similar to those required by mentally retarded persons. Such disability must originate before the age of 18 years, be expected to continue indefinitely, and constitute a substantial handicap.

Hallucination: Auditory, olfactory, visual, or tactile false perceptions or unreal apparitions. They do not correspond to the stimuli that are present and have no basis in reality. Hallucinations in one culture are not in another (they may be considered visions or conversations with a higher being).

Good Faith Exception (405 ILCS 5/6-103(a) and (d)): The Illinois Compiled Statutes provides that all persons acting in good faith and without negligence in connection with the preparation of applications, petitions, certificates or other documents for the apprehension, transportation, examination, treatment, habilitation, detention or discharge of an individual under the provisions of this act incur no liability, civil or criminal, by reason of such acts. An act of omission or commission by a peace officer acting in good faith rendering emergency assistance or otherwise enforcing the compiled statutes does not impose civil liability on the peace officer or his or her supervisor or employer unless the act is a result of willful or wanton misconduct.

Involuntary Admission Authority (405 ILCS 5/3-600): A person 18 years of age or older who is subject to involuntary admission on an inpatient basis and in need of immediate hospitalization may be admitted to a mental health facility.

Involuntary Admission; Petition (405 ILCS 5/3-601): When a person is asserted to be subject to involuntary admission and in such a condition that immediate hospitalization is necessary for the protection of such person or others from physical harm, any person 18 years of age or older may present a Petition to the facility director of a mental health facility in the county where the respondent resides or is present. The Petition may be prepared by the facility director of the facility.

The Petition shall include all of the following:

1. A detailed statement of the reason for the assertion that the respondent is subject to involuntary admission, including the signs and symptoms of a mental illness and a description of any acts, threats, or other behavior or pattern of behavior supporting the assertion and the time and place of their occurrence.
2. The name and address of the spouse, parent, guardian, substitute decision maker, if any, and close relative, or if none, the name and address of any known friend of the respondent whom the petitioner has reason to believe may know or have any of the other names and addresses. If the Petitioner is unable to supply any such names and addresses, the petitioner shall state that diligent inquiry was made to learn this information and specify the steps taken.
3. The petitioner's relationship to the respondent and a statement as to whether the petitioner has legal or financial interest in the matter or is involved in litigation with the respondent. If the petitioner has a legal or financial interest in the matter or is involved in litigation with the respondent, a statement of why the petitioner believes it would not be practicable or possible for someone else to be the petitioner.
4. The names, addresses, and phone numbers of the witnesses by which the facts asserted may be proved.

Mental Health Crisis: A situation where a person's normal coping mechanisms have become overwhelmed causing that person to pose an immediate and significant risk to himself/herself or others.

Mental Health Facility (405 ILCS 5/1-114): Any private hospital, institution, or facility or section thereof operated by the state or political subdivision thereof for the treatment of persons with mental illness and includes all hospitals, institutions, clinics, evaluation facilities, and mental health centers which provide treatment for such persons.

Mental Illness (405 ILCS 5/1-129): A mental or emotional disorder that substantially impairs a person's thought, perception of reality, emotional process, judgment, behavior, or ability to cope with the ordinary demands of life, but does not include a developmental disability, dementia or Alzheimer's disease absent psychosis, a substance abuse disorder, or an abnormality manifested only by repeated criminal or otherwise anti-social

conduct.

Mental Retardation (405 ILCS 5/1-115): Significantly sub-average general intellectual functioning which exists concurrently with impairment in adaptive behavior and which originates before the age of 18 years.

Peace Officers; Petitions (405 ILCS 5/3-606): A peace officer may take a person into custody and transport him/her to a mental health facility when the peace officer has reasonable grounds to believe that the person is subject to involuntary admission and in need of immediate hospitalization to protect such person or others from physical harm. Upon arrival at the facility, the peace officer may complete the petition under Section 3-601. If the petition is not completed by the peace officer transporting the person, the transporting officer's name, badge number, and employer shall be included in the petition as a potential witness as provided in Section 3-601 of this chapter.

Persons Subject to Involuntary Admission (405 ILCS 5/1-119): A person with mental illness and who, because of his/her illness:

1. Is reasonably expected to inflict serious physical harm upon oneself or another in the near future which may include threatening behavior or conduct that places another individual in reasonable expectation of being harmed; or
2. Is unable to provide for his/her basic physical needs so as to guard oneself from serious physical harm without the assistance of family or outside help;
3. A person with mental illness who:
 - a. refuses treatment or is not adhering adequately to prescribed treatment;
 - b. because of the nature of his or her illness, is unable to understand his or her need for treatment; and
 - c. if not treated on an inpatient basis, is reasonably expected, based on his or her behavioral history, to suffer mental or emotional deterioration and is reasonably expected, after such deterioration, to meet the criteria of either paragraph (1) or paragraph (2) of this Section.

Psychosis: A loss of contact with reality typically includes delusions and hallucinations.

ORDER:

41.19.1 RECOGNIZING ABNORMAL BEHAVIOR

- A. Mental illness is quite often difficult to define in a given individual. Department members are not expected to make judgments of mental or emotional disturbance, but rather to recognize behavior that is potentially destructive and/or dangerous to oneself or others. The following guidelines, which can be used on the street as well as during interviews and interrogations, are generalized signs and symptoms of behavior that may suggest the presence of a mental illness. Department members should not rule out other potential causes including, but not limited to, reactions to narcotics, alcohol, or temporary emotional disturbances that are motivated by situations. Department members should evaluate the following related symptomatic behavior in the total context of the situation when making judgments about the individual's mental state and need for intervention, absent the commission of a crime.
- B. Mentally ill persons may show signs of strong and unrelenting fear of persons, places, or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.
- C. Individuals who demonstrate extremely inappropriate behavior for a given context may be ill. For example, motorists who vent their frustration in a traffic jam by physically attacking another motorist may be emotionally unstable.
- D. Emotionally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.
- E. In addition to the above, a mentally ill person may exhibit one or more of the following characteristics:
 1. Abnormal memory loss related to such common facts as name, home address, etc., although these may be signs of other physical ailments such as injury or Alzheimer's disease.
 2. Delusions, the belief in thoughts or ideas that is false, such as delusions of grandeur ("I am Christ.") or paranoid delusions ("Everyone is out to get me.").
 3. Hallucinations of any of the five senses (hearing voices commanding the person to act, feeling one's skin crawl, smelling strange odors, etc.).

- 4. The belief that one suffers from extraordinary physical maladies that are not possible, such as a person who is convinced that his/her heart has stopped beating for extended periods of time.
- 5. Obsession with recurrent and uncontrolled thoughts, ideas, and images. Extreme confusion, fright, or depression.
- F. Mental illness can also be evident when individuals display sudden changes in lifestyle which include, but are not limited to, an unwillingness to live up to commonly accepted rules and responsibilities, sudden and drastic mood swings, serious lack of judgment regarding money, job, family, and property, or marked and extreme departures in dress and sexual behavior.
- G. Other causes of abnormal behavior may include some of the characteristic behavior of the mentally ill but should not be confused with mental illness. There are important differences between individuals suffering from developmental disabilities and those who suffer from mental illness. These include the following:
 - 1. Subnormal intellectual capacity and deficiencies in a person's ability to deal effectively with social conventions and interaction. The mentally retarded may display behaviors that are rational but are similar to younger persons who are not retarded. By contrast, the mentally ill may not be impaired intellectually and may act in many instances as rational, functional members of society. Their behavior generally fluctuates between the normal and the irrational. The mentally retarded individual does not demonstrate this type of behavioral fluctuation. Mental retardation is evident during a person's early years and is a permanent condition for life, whereas mental illness may develop during any period of an individual's life. The mentally retarded individual does not engage in violent behavior without the types of provocations that may initiate violence among the non-retarded person.
 - 2. Persons suffering from Cerebral Palsy exhibit motor dysfunctions that may be confused with some characteristics of either the mentally retarded or the mentally ill. These include awkwardness in walking, involuntary, and uncontrollable movements or seizures, and problems in speed and communication.
 - 3. Autistic persons often engage in compulsive behavior or repetitive and peculiar body movements. They may also display unusual reactions to objects or people they see around them, appear insensitive to pain, and may be hyperactive, passive, or susceptible to tantrums. Such persons may also appear retarded in some areas, but highly capable or gifted in others.

41.19.2 DETERMINING DANGER

- A. Not all mentally ill persons are dangerous while some may represent danger only under certain circumstances or conditions. Officers may use several indicators to determine whether an apparently mentally ill person represents an immediate or potential danger to himself/herself, the officer, or others.

These include the following:

- 1. The availability of any weapons to the suspect
- 2. Statements by the person that suggest to the officer that the individual is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendos to direct threats that when taken in conjunction with other information paints a more complete picture of the potential for violence.
- 3. A personal history of violence towards themselves or others in previous circumstances that is similar or related. The officers, family, friends, or neighbors may have helpful information on the history of disturbed person. All efforts should be made to obtain as much background information on the person.
- 4. Failure of the disturbed individual to act prior to arrival of the officer does not guarantee there is no danger, but it does tend to diminish the potential for danger.
- 5. The amount of control that the person demonstrates is significant, particularly the amount of physical control over emotions or rage, anger, fright, or agitation. Signs of a lack of control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Clutching one's self or other objects to maintain control, begging to be left alone, or offering frantic assurances that one is all right may also suggest that the individual is close to losing control.
- 6. The volatility of the environment is a particularly relevant factor that officers must evaluate. Agitators that may affect the person or a particular combustible environment that may incite violence should be taken into account.

41.19.3 CRISIS INTERVENTION TECHNIQUES/DEALING WITH MENTALLY ILL

- A. Guidelines for Contacts on the Street/Interviews and Interrogations

When an officer determines that an individual may be mentally ill and poses a potential threat to oneself, the officer, or others, the officer shall remember that his/her personal safety and that of others is paramount and all necessary measures shall be employed to resolve any conflict safely utilizing the appropriate force to resolve the issue. The following represents proven techniques that will assist the officers in handling potentially mentally ill individuals:

1. Request a backup officer especially in cases where the individual may need to be taken into custody. When possible, a supervisor should respond to assist the primary officer.
 2. Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet non-threatening manner when approaching or conversing with the individual. If violent or destructive acts have not occurred, avoid physical contact and take time to assess the situation.
 3. Move slowly and do not excite the person. Provide reassurance that the police are there to help and that he/she will be provided with appropriate care.
 4. Communicate with the individual in an attempt to determine what is bothering him/her. Relate your concern for how the person is feeling and allow the person to express his/her feelings. Do not dispute delusions or pretend to see or hear hallucinations; simply communicate empathy about how they are affecting the person.
 5. When possible, gather information about the person from acquaintances or family members to better assess the situation at hand.
 6. Do not threaten the individual with arrest or in any other manner as this will create additional fright, stress, and potential aggression.
 7. Avoid topics that may agitate the person and guide the conversation by asking simple questions to determine if the person is oriented (name, address, telephone number, time of day, day of the week, date, etc.).
 8. Always, attempt to be truthful with a mentally ill individual. If the subject becomes aware of a deception, he/she may wish to withdraw from the contact in distrust and become hypersensitive or retaliate in anger.
- B. While the mentally ill individual may not be in command of their behavior at all times, they do not necessarily lack intellectual abilities or insight. They may be provoked by demeaning, condescending, arrogant, or contemptuous attitudes of others.

41.19.4 TAKING CUSTODY OR MAKING REFERRALS

- A. Based on the overall circumstances of the situation, applicable state law, and Department policy, an officer may take one of several courses of action when dealing with an individual who is suspected of having mental/emotional illness. These options generally fall into one of four response categories:
1. Counsel and/or referral when a criminal offense or violence is not involved and there are not sufficient grounds for taking the person into custody for their protection or the protection of others. It is often best to make mental health referrals or provide some basic guidance on behalf of the individual. Information may be provided directly to the individual or with their family, friends or other support systems, if available and present.
 - a. Will County Behavioral Health Services, 501 Ella Avenue, Joliet, Illinois 60433
 - b. See Attachment A for a list of current Cook County facilities
 2. If time permits, request the assistance of professional personnel or a trained crisis intervention specialist (i.e. Metropolitan Family Services) who may be better able to provide guidance and suggestions to officers, the subject, and the subject's family or friends. The subject may have an assigned caseworker through any number of organizations whose practice may be to allow caseworkers to come in person to a scene or speak with the subject via telephone. The subject may also voluntarily agree to be transported to a mental health facility. Officers will coordinate transportation in such cases.
 3. When a determination is made that the person meets the criteria for an involuntary admission (405 ILCS 5/1-119), he/she must be transported to the nearest hospital emergency room for an evaluation.

- a. When an individual is reluctant, unwilling, or needs to be coerced into going to the hospital, the individual must be taken into protective custody (not a custodial arrest) for an involuntary admission for evaluation. Officers may restrain the individual by use of handcuffs, flexcuffs, or other restraints if necessary. Officers should be aware that the use of restraints on mentally ill persons may aggravate their aggression.
 - b. Transportation shall be made by an Orland Fire Protection District or other applicable district ambulance. When an individual is physically combative, a police officer shall ride in the ambulance.
 - c. As a result of personal observations, the primary officer or a licensed mental health professional shall prepare a Petition for Involuntary/Judicial Admission (Attachment B). This petition will assert that the person is in need of evaluation and must be completed fully by describing the behavior and actions that resulted in the decision that the person was in need of a mental health evaluation. The officer will deliver the petition and the person to the medical staff of the emergency room or hospital. If petition is not completed by the peace officer transporting the person, the transporting officer's name, badge number, and employer shall be included in the petition as a potential witness as provided in Section 3-601 of the Mental Health and Development Disabilities Code.
4. Arrest is an option that may be used by itself or in combination with involuntary commitment. When a felony or serious offense is, involved officers will normally make the arrest and rely on supervisory personnel to determine whether an involuntary mental examination is warranted. The involuntary examination or treatment may also be ordered by the courts in dealing with the subject after the arrest.
- a. Obtaining immediate needed medical care for a distressed mentally ill suspect takes precedence over the processing and charging of the individual.
- B. Emergency Admittance Forms are an important legal element in the process and without them; a person who is mentally ill cannot be legally restrained.
- 1. Petitions for Involuntary/Judicial Admission may be signed by any person 18 years of age or older who can attest to the need for mental treatment of a person or a peace officer.
 - 2. A Certificate of Need for Hospitalization is prepared by a physician to certify the need for hospitalization. No person admitted to the hospital on a petition may be detained for more than 24 hours without the completion of this form by the examining physician. If the certificate is not completed, the person petitioned as in need of mental health treatment must be released.
 - 3. A Court Order for Temporary Detention and Examination is signed by a judge and authorizes a peace officer to take custody of a person in need of mental health treatment and transport that person to a mental health facility. The person taken into custody for examination may not be held for more than 24 hours.
- C. 405 ILCS Chapter 3 Article 5 (405 ILCS 5/3-500) governs the authority and procedures for the voluntary and involuntary admissions of minors into a mental health facility.
- D. A Case Report shall be completed documenting in detail what occurred on any call involving a mental health crisis. Clear and Present Danger form(s) and copies of all mental health related medical documentation received shall be attached to the applicable report.

41.19.5 CUSTODIAL INTERVIEW AND INTERROGATION

- A. Officers will afford every individual investigated, interviewed or interrogated their constitutional rights. An individual's rights are not diminished because of their mental illness.
- B. When possible, the individual should be interviewed in a calm setting, free from distraction. Officers should ensure the person has access to water, food and restroom facilities.
- C. The admissibility of a suspect's statement will depend on the evidence that they knowingly and intelligently understood their rights and that they answered the questions willingly.
- D. When administering the Miranda warnings for criminal offenses, officers should make every effort to determine the extent to which the individual's illness impairs their ability to comprehend and give informed consent. Medications taken to treat mental illnesses may also impair comprehension and ability to give informed consent.
- E. When officers doubt an individual's capacity to understand their rights, they shall ask the individual to explain each of the Miranda warnings in their own words and make a record of the individual's explanations. If the officer believes that the individual does not have an understanding of their rights, questioning of the individual related to the criminal investigation should cease.

41.19.6 CRISIS INTERVENTION TEAM

- A. The Crisis Intervention Team shall be composed of sworn personnel who have successfully completed Crisis Intervention Team state certified training, including one supervisor who will act as the team coordinator.
 - 1. The Crisis Intervention Team may include mental health care providers, hospitals, advocacy groups, local and state law enforcement agencies and other interested entities.

41.19.7 CRISIS INTERVENTION TEAM COORDINATOR

- A. The responsibilities of the Crisis Intervention Team Coordinator or his designee include, but are not limited to, the following activities:
 - 1. Serving as needed as a liaison to advocacy groups and other community stakeholders in regards to mental health issues;
 - 2. Reviewing any report dealing with a person in crisis to ensure compliance with applicable state law and department policy and procedure.
 - 3. Coordinating Crisis Intervention Team continuing education training;
 - 4. Assist in the selection of new officers to the Crisis Intervention Team.
 - 5. Complete other duties as assigned.

41.19.8 CRISIS INTERVENTION TEAM UTILIZATION

- A. Whenever possible, a Crisis Intervention Team Officer will be dispatched to calls or incidents involving a confirmed or suspected mentally ill person in crisis.
 - 1. A crisis could consist of a person having delusions, refusing to take prescribed medications, erratic behavior, causing a disturbance, talking to themselves or any other activity or behavior that causes alarm to the average person.
 - 2. The Crisis Intervention Team Officer on the scene of an incident will be responsible for the entire call, to include dialogue with the mentally ill person, determining appropriate action to be taken.
 - a. Other officers on the scene will provide backup as needed.
 - b. The Crisis Intervention Team Officer will maintain responsibility for the call until completed or relieved by a superior officer.
 - 3. Crisis Intervention Team Officers may respond, when available, to assist with interviews and interrogations involving a crisis where mental illness is believed to be a factor.
 - 4. The Crisis Intervention Team Officer will attempt to make a follow-up contact with the suspected mentally ill person and or their family members to ascertain if further assistance is needed when deemed appropriate by the CIT Coordinator or supervisor..
 - a. A supplemental report will be completed on any follow-up.
 - 5. When not acting in the capacity of a Crisis Intervention Team Officer, the sworn member will perform their normal duty functions.

41.19.9 REPORTING

- A. The Person Determined to Pose a Clear and Present Danger form shall be completed for those individuals determined to pose a clear and present danger pursuant to 20 Ill. Admin. Code 1230.120. The form must be submitted within 24 hours of the determination to the Illinois State Police, Firearms Services Bureau in Springfield, Illinois.
 - 1. The completed Person Determined to Pose a Clear and Present Danger form shall be placed in any applicable written police report as an authorized attachment.

- B. The Crisis Intervention Team Coordinator shall provide an annual report to the Chief of Police outlining the total number of involuntary committals performed, locations of the incidents, case report numbers, age and gender of the person committed, the number of committals for each individual, any unusual circumstances surrounding the incident(s) and the number of follow-ups conducted during the preceding calendar year.

41.19.10 TRAINING

- A. All department personnel will receive documented entry-level training on dealing with the mentally ill.
- B. Department members will receive re-training at least every three years that will be documented by the Training Development and Review. Additional training will be designated for members demonstrating a need.

Attachment A

Cook Outpatient Mental Health Clinics

Abraham Lincoln Centre 4210 South Berkeley Chicago, IL 60653 773-373-6600	Mental Health Service Provider
Access Community Health Network 8300 South Brandon Avenue Chicago, IL 60617 773-721-7600	Federally Qualified Health Center
Access Madison Family Health Center 3800 West Madison Street Chicago, IL 60624 773-826-6600	Federally Qualified Health Center
Access Warren 2409 West Warren Boulevard Chicago, IL 60612 312-733-4475	Federally Qualified Health Center
Ada S. McKinley Behavioral Health and Clinical Services 2715 West 63rd Street Chicago, IL 60629 773-918-6100	Mental Health Service Provider
Advocate Christ Medical Center 4440 West 95th Street Oak Lawn, IL 60453 708-684-1337 or 708-684-5855	Mental Health Service Provider
Advocate Lutheran General Hospital and Advocate General Children's Hospital 1775 Dempster Street Park Ridge, IL 60068 847-723-2210	Mental Health Service Provider/Outpatient Psychiatric Clinic
Alexian Brothers Behavioral Health Outpatient Group Practice 1786 Moon Lake Boulevard Hoffman Estates, IL 60169 847-755-8090	Outpatient Psychiatric Clinic/Mental Health Service Provider
Alexian Brothers Center for Mental Health 3350 Salt Creek Lane Unit 114 Arlington Heights, IL 60005 847-952-7460	Mental Health Service Provider
Alivio Medical Center 2355 South Western Avenue Chicago, IL 60608	Federally Qualified Health Center

773-254-1400	
Alivio Medical Center 1940 West 18th Street Chicago, IL 60608 773-254-1400	Federally Qualified Health Center
Alivio Medical Center 966 West 21st Street Chicago, IL 60608 773-254-1400	Federally Qualified Health Center
Anixter Center, Administrative Office 2001 North Clybourn Chicago, IL 60614 773-973-7900 ext. 2	Mental Health Service Provider
Anixter Center, Day Program 2032 North Clybourn Chicago, IL 60614 773-929-8200	Mental Health Service Provider
Association House of Chicago 1116 North Kedzie Chicago, IL 60651 773-772-7170	Mental Health Service Provider
Aunt Martha's Youth Service Center 233 West Joe Orr Road Chicago Heights, IL 60411 708-709-7470	Mental Health Service Provider
Aunt Martha's Community Center 1536 Vincennes Avenue Chicago Heights, IL 60411 708-709-3200	Mental Health Service Provider
Aunt Martha's (Call Center)1-877-692-8686	Mental Health Service Provider
Aunt Martha's Women's Health Center 233 West Joe Orr Road Chicago Heights, IL 60411 Phone: 708-709-7470 Chicago, IL 60640 773-878-9700	Mental Health Service Provider
Beacon Therapeutic School Inc. 10650 South Longwood Drive Chicago, IL 60643 773-881-1005	Intensive Outpatient Psychiatric Clinic
Beacon Therapeutic Diagnostic 10650 South Longwood Drive Chicago, IL 60643 773-881-1005	Day School and Outpatient (up to 18)
Catholic Charities of Chicacgo 721 North LaSalle Chicago, IL 60654 312-655-7477	Day School and Outpatient (up to 18)

Catholic Charities of Chicacgo 651 West Lake Street Chicago, IL 60661 312-382-2340	Mental Health Service Provider
Center on Deafness 3444 Dundee Road Northbrook, IL 60062 1-847-559-0110	Mental health Service Provider
Community Counseling Centers of Illinois 4740 North Clark Street Chicago, IL 60640 773-769-0205	Mental Health Service Provider (Residential)
Chicago Department of Public Health 333 South State Street, 2nd Floor, Room 200 (Administrative Office) Chicago, IL 60604 311 (non-emergency line) or 312-747-9368	Mental Health Service Provider
Chicago Family Health Center South Chicago 9119 South Exchange Avenue Chicago, IL 60617 773-768-5000	Mental Health Service Provider
Children's Home and Aid 125 South Wacker, 14th Floor Chicago, IL 60606 312-424-0200	Federally Qualified Health Center
Children's Memorial Hospital 2300 Children's Plaza Chicago, IL 60614 773-880-4800	Mental Health Service Provider (residential only)
Circle Family Healthcare Network 1633 North Hamlin Avenue Chicago, IL 60647 773-276-1200	Outpatient Psychiatric Clinic
Circle Family Healthcare Network 4909 West Division Chicago, 60651 773-921-8100	Mental Health Service Provider
Community Counseling Center of Chicago 4740 North Clark Street Chicago, IL 60640 773-769-0205	Mental Health Service Provider (children only)
Community Mental Health Council 8704 South Constance Chicago, IL 60617 773-734-4033 ext. 131	Mental Health Service Provider
Counseling Center of Lake View	Mental Health Service Provider

3225 North Sheffield Chicago, IL 60657 773-549-5886	
Des Plaines Valley Health Center 7450 West 63rd Street Summit, IL 60501 708-458-0757	Mental Health Service Provider
Erie Family Health Center 1701 West Superior Street Chicago, IL 60622 312-666-3494	Federally Qualified Health Center (needs referral from onsite medical provider)
Erie Teen Health Center 1945 West Wilson- 5th Floor Chicago, IL 60640 312-666-3494	Federally Qualified Health Center
Evanston Hospital 2650 Ridge Avenue Evanston, IL 60201 847-570-2720	Federally Qualified Health Center
Family Health Society 152 Lincoln Highway Chicago, IL 60411 708-754-9687	Outpatient Psychiatric Clinic
Family Service Association 22 South Spring Street Elgin, IL 60120 1-847-695-3680	Federally Qualified Health Center
Family Service MHC of Cicero 5341 West Cermak Road, Suite 201 Cicero, IL 60804 708-656-6430	Mental Health Service Provider
Grand Boulevard Health Center 5401 South Wentworth Chicago, IL 60609 312-526-2200	Mental Health Service Provider
Grand Prairie Services 17746 South Oak Park Tinley Park, IL 60477 708-444-1012	Federally Qualified Health Center
Greater Grand Mid South 4314 South Cottage Grove, Suite 208 Chicago, IL 60653 312-747-0036	Mental Health Service Provider (multiple locations)
Habilitative Systems, Inc. 415 South Kilpatrick Avenue Chicago, IL 60644 773-261-2252	Mental Health Service Provider
Hartgrove Hospital 5730 West Roosevelt Road Chicago, IL 60644 773-722-3113	Mental Health Service Provider

Haymarket Center 120 North Sangamon Street Chicago, IL 60607 312-226-7984 ext. 480	Outpatient Psychiatric Clinic
Hephzibah Children's Association 946 North Boulevard Oak Park, IL 60301 708-649-7100	Rehabilitation Center
Human Resources Development Institute 33 East 114 Street Chicago, IL 60628 773-660-4630	Mental Health Service Provider
Ideal Family Health Center 2413 South State Street Chicago, IL 60616 312-225-6800	Mental Health Service Provider
Illinois Masonic Behavioral Health Services 938 West Nelson Chicago, IL 60657 773-296-3220	Federally Qualified Health Center
Infant Welfare Society 3600 West Fullerton Chicago, IL 60647 773-782-2800	Outpatient Psychiatric Clinic/Mental Health Service Provider
Josselyn Center 405 Central Northfield, IL 60093 1-847-441-5600	Mental Health Service Provider
Leyden Family Service and MHC 10001 West Grand Avenue Franklin Park (in Leyden Township), IL 60131 708-451-0330	Mental Health Service Provider
Loretto Hospital 5524 West Harrison Chicago, IL 60644 773-854-5290	Mental Health Service Provider
Loyola University Medical Center 2160 South 1st Street, Building 105, Room 1940 Maywood, IL 60153 708-216-3750	Mental Health Service Provider
Lutheran Child and Family Services 7620 West Madison River Forest, IL 60305 1-800-363-5237	Mental Health Service Provider
Lutheran Social Services 4840 West Byron Street Chicago, IL 60641	Mental Health Service Provider

773-745-9870 ext. 26	
Maine Center Inc. 819 Busse Highway Park Ridge, IL 60068 1-847-696-1570	Mental Health Service Provider
MacNeal Hospital 3249 South Oak Park Avenue Berwyn, IL 60402 708-783-3140	Mental Health Service Provider
Mental Health Deafness Resources 614 Anthony Trail Northbrook, IL 60062 1-847-559-0110	Outpatient Psychiatric Clinic
Mercy Hospital Medical Center 2525 South Michigan Avenue Chicago, IL 60616 312-567-2000	Mental Health Service Provider
Methodist Hospital of Chicago 5025 North Paulina Street Chicago, IL 60640 773-271-9040	Outpatient Psychiatric Clinic
Metropolitan Family Services 1 North Dearborn Chicago, IL 60602 312-986-4000 (general offices)	Outpatient Psychiatric Clinic
Metropolitan - Southeast 3062 East 91st Street Chicago, IL 60617 773-371-2900	Mental Health Service Provider (children and adults)
Metropolitan - Southwest 10537 South Roberts Road Palos Hills, IL 60465 708-974-2300	Mental Health Service Provider (adults only)
Mt. Sinai Hospital Medical Center Chicago California Avenue at 15th Street Chicago, IL 60608 773-257-5300	Mental Health Service Provider (adults only)
Neuman Family Service 5547 North Ravenswood Street Chicago, IL 60640 773-769-4313	Mental Health Service Provider
Northwestern Memorial Hospital 446 East Ontario, 7th Floor Chicago, IL 60611 312-926-8411	Mental Health Service Provider
PCC Austin Family Health Center 5425 West Lake Street Chicago, IL 60644 773-378-3347	Outpatient Psychiatric Clinic
Pillars Community Services	Federally Qualified Health Center

333 La Grange Road, Suite 1 (Main Administrative Office) La Grange Park, IL 60526 708-745-5277	
Pilsen-Little Village Mental Health Center 2015 West Cermak Chicago, IL 773-890-0645	Mental Health Service Provider
Primecare Fullerton 1431 North Western Avenue, Suite 406 Chicago, 60647 312-633-5841	Mental Health Service Provider
Primecare Northwest 4235 West North Avenue Chicago, IL 60639 773-278-6868	Federally Qualified Health Center (needs referral from on-site medical provider)
Primecare West Town 1431 North Western Avenue Suite 4006 Chicago, 60622 312-633-5841	Federally Qualified Health Center (needs referral from on-site medical provider)
RBH St. Elizabeth Hospital Outpatient Clinic 1431 North Western Avenue Chicago, IL 60622 312-633-5873	Outpatient Psychiatric Clinic
Riveredge Hospital 8311 West Roosevelt Road Forest Park, IL 60130 708-771-7000	Outpatient Psychiatric Clinic (adolescents and children only)
Rush Presbyterian St. Lukes Medical Center 1653 West Congress Parkway Chicago, IL 60612 312-942-5000	Outpatient Psychiatric Clinic
Saint Joseph Hospital 2900 North Lake Shore Drive Chicago, IL 60657 773-665-3188	Outpatient Psychiatric Clinic
Saints Mary and Elizabeth Medical Center 1431 North Claremont Avenue Chicago, IL 60622 773-278-2000 (medical center) 312-633-5890 (mental health)	Outpatient Psychiatric Clinic
Salud Family Health Center 5359 West Fullerton Chicago, IL 60639 773-836-2785	Federally Qualified Health Center
Search Development Center	Mental Health Service Provider (primarily

4930 North Lincoln Avenue Chicago, IL 60625 773-271-8282	developmentally disabled adults)
Search Development Center (Mt. Prospect) 625 Mt. Prospect Mt. Prospect, IL 60056 1-847-789-7155	Mental Health Service Provider (primarily developmentally disabled adults)
Sertoma Center Inc. 4343 West 123rd Street Alsip, IL 60803 708-371-9700	Mental Health Service Provider (disabled)
South Central Community Services 8316 South Ellis Avenue Chicago, IL 60619 773-483-0900	Mental Health Service Provider
St. Anthony Hospital 2875 West 19th Street Chicago, IL 60623 773-484-1000 (main line) 773-484-4080 (direct line for mental health)	Outpatient Psychiatric Clinic
St. Bernard Hospital 326 West 64th Street Chicago, IL 60621 312-962-3900 (main line) 773-962-4196 (direct line for mental health)	Outpatient Psychiatric Clinic
St. Mary of Nazareth Hospital 1127 North Oakley Chicago, IL 60622 708-542-2000	Outpatient Psychiatric Clinic
St. Sinai Hospital Medical Center Chicago 2653 West Ogden, 2nd floor Chicago, IL 60608 773-257-5300	Outpatient Psychiatric Clinic
Stickney Public Health District 5635 State Road Burbank, IL 60459 708-424-9200	Mental Health Service Provider
Streamwood Behavioral Healthcare Systems 1400 East Irving Park Road Streamwood, IL 60107 1-800-272-7790 Or 630-837-9000	Outpatient Psychiatric Clinic
Swedish Covenant Hospital 5145 North California Chicago, IL 60625 773-878-8200, ext. 5300	Outpatient Psychiatric Clinic

The Catholic Charities 721 North LaSalle Chicago, IL 60610 312-655-7725	Mental Health Service Provider
The Kenneth W. Young Centers 1001 Rohlwing Road Elk Grove Village, IL 60007 1-847-524-8800	Mental Health Service Provider
Thresholds 4101 North Ravenswood Avenue Chicago, IL 773-572-5500	Mental Health Service Provider
Thrive Counseling Center 120 South Marion Street Oak Park, IL 60302 708-383-7500	Mental Health Service Provider
Trilogy Inc. 1400 West Greenleaf Chicago, IL 60626 773-508-6100	Mental Health Service Provider
Turning Point Behavioral Health 8324 North Skokie Boulevard Skokie, IL 60077 847-933-0051	Mental Health Service Provider
UHS of Hartgrove Inc. 5730 West Roosevelt Road Chicago, IL 60624 773-413-1700	Mental Health Service Provider
Westlake Hospital 1225 Lake Street Melrose Park, IL 60160 708-681-3000	Outpatient Day Program
Westside Youth Network Inc. 3616 South Halsted Chicago, IL 60609 773-523-8700	Mental Health Service Provider
Winfield Moody Health Center 1276 North Clybourn Chicago, IL 60610 312-337-1073	Federally Qualified Health Center (referral needed from on-site provider)
Woodlawn Mental Health, Inc. 6337 South Woodlawn Chicago, IL 60637 312-747-0059	Mental Health Service Provider

PETITION FOR INVOLUNTARY/JUDICIAL ADMISSION

STATE OF ILLINOIS

CIRCUIT COURT FOR THE _____ JUDICIAL CIRCUIT

COUNTY _____

IN THE MATTER OF

John Doe
(name of respondent)

)
)
)
)
)
Docket No. _____

Who is asserted to be a person subject to _____ In-patient admission to a facility and for whom
(judicial/involuntary)

this petition is being initiated by reason of: (Select one or more, if applicable)

- Emergency inpatient admission by certificate; (405 ILCS 5/3-600). The Respondent is currently detained in a mental health facility or hospital; name of institution where detained: _____
- Inpatient admission by court order; (405 ILCS 5/3-700).
- Voluntary admittee submitted written notice of desire to be discharged and two Certificates are attached to/submitted with this petition; (405 ILCS 5/3-403).
- Voluntary admittee failed to reaffirm a desire to continue treatment and two Certificates are attached to/submitted with this petition; (405 ILCS 5/3-404).
- Person continues to be subject to involuntary admission on an inpatient basis; (405 ILCS 5/3-813).
- Emergency admission of the mentally retarded; (405 ILCS 5/4-400).
- Judicial admission of the mentally retarded; (405 ILCS 5/4-500).
- Developmentally disabled client or an interested person on behalf of a client submitted written objection to admission; (405 ILCS 5/4-306).
- Administrative client; (or person who executed application) failed to authorize continued residence; (405 ILCS 5/4-310).
- Client continues to meet standard for judicial admission; (405 ILCS 5/4-611).

I assert that _____ is: (check all that apply)

- a person with mental illness who: because of his or her illness is reasonably expected, unless treated on an inpatient basis, to engage in conduct placing such person or another in physical harm or in reasonable expectation of being physically harmed;
THIS BOX
- a person with mental illness who: because of his or her illness is unable to provide for his or her basic physical needs so as to guard himself or herself from serious harm without the assistance of family or others, unless treated on an inpatient basis;
OR THIS BOX
- a person with mental illness who: refuses treatment or is not adhering adequately to prescribed treatment; because of the nature of his or her illness is unable to understand his or her need for treatment; and if not treated on an inpatient basis, is reasonably expected based on his or her behavioral history, to suffer mental or emotional deterioration and is reasonably expected, after such deterioration, to meet the criteria of either paragraph one or paragraph two above.
- OR THIS BOX
- an individual who: is mentally retarded and unless treated on an in-patient basis is reasonably expected to inflict serious physical harm upon himself or herself or others in the near future, and/or
- NEVER
- in need of immediate hospitalization for the prevention of such harm.

ALWAYS

I base the foregoing assertion on the following (State in detail the signs and symptoms of mental illness displayed by the Respondent. Include prior diagnosis, treatment and hospitalizations. Describe any threats, behavior or pattern of behavior which support your complaint. Include personal observations that lead to your belief the Respondent is subject to involuntary admission): If additional space needed please attach a separate page or pages.

STATE SPECIFIC METHOD

Below is a list of all witnesses by whom the facts asserted may be proven (include addresses and phone numbers):

Listed below are the names and addresses of the spouse, parent, guardian, or substitute decision maker, if any, and close relative or, if none, a friend of the respondent whom I have reason to believe may know or have any of the other names and addresses. If names and addresses are not listed below, I made a diligent inquiry to identify and locate these individuals and the following describes the specific steps taken by me in making this inquiry (additional pages may be attached as necessary):

- I do I do not have a legal interest in this matter.
- I do I do not have a financial interest in this matter.
- I am I am not involved in litigation with the respondent.

Although I have indicated that I have a legal or financial interest in this matter or that I am involved in litigation with the respondent, I believe it would not be practicable or possible for someone else to be the petitioner for the following reasons:

No certificate was attached with this petition because no physician, qualified examiner or clinical psychologist was immediately available or it was impossible after diligent effort to obtain a certificate. However: I believe, as a result of my personal observation, that the respondent is subject to Involuntary inpatient admission. A diligent effort was made to obtain a certificate; but no physician, qualified examiner or clinical psychologist could be found who has examined or could examine the respondent; and

obtain a certificate, but no physician could examine the respondent; and

A diligent effort has been made to convince the respondent to appear voluntarily for examination by a physician, qualified examiner or clinical psychologist, or I reasonably believe that effort would impose a risk of harm to the respondent or others.

DO NOT CHECK THIS BOX

- One Certificate of Examination is attached.
 - Two Certificates of Examination are attached.

Did a peace officer detain respondent, take him or her into custody, and/or transport him or her to the mental health facility?

No Yes; If yes, the peace officer MAY complete the petition or if the petition IS NOT COMPLETED by the peace officer transporting the person, the following information MUST be entered:

Transporting Officer's Name: **OFFICER JOHN Q. PUBLIC** Badge Number: **#007**

Employer: **ORLAND POLICE DEPARTMENT**

The petitioner can request to be notified if the facility director approves the recipient's request for voluntary or informal admission prior to adjudication. The petitioner may also request to be notified of the recipient's discharge under section 3-902(d) of the Mental Health and Developmental Disabilities Code. Failure to indicate a choice will be treated as a decision NOT to be notified.

- if the individual requests and is approved for voluntary or informal admission prior to adjudication, I wish to be notified using the contact information supplied below. (Hospital staff use form IL462-2203 for notification purposes).

if the individual is committed or discharged by court, I wish to be notified using the contact information supplied below. (Hospital staff use form IL462-2208M for notification purposes).

I do not wish to be notified in either of the two situations described above.

The petitioner has made a good faith attempt to determine whether the recipient has executed a power of attorney for health care under the Powers of Attorney for Health Care Law or a declaration for mental health treatment under the Mental Health Treatment Preference Declaration Act and to obtain copies of these instruments if they exist.

I have read and understood this petition and affirm that the statements made by me are true to the best of my knowledge. I further understand that knowingly making a false statement on this Petition is a Class A Misdemeanor.

Date: 7/20/10

Signed:

Time: 1321 HOURS

Printed Name: OFFICER JOHN Q> PUBLC #007

Address:

Relationship to Respondent:

Telephone Number:

Within 12 hours of admission to the facility under this status I gave the respondent a copy of this Petition (MHDD-5). I have explained the Rights of Admittee to the respondent and have provided him or her with a copy of it. I have also provided him or her with a copy of Rights of Individuals Receiving Mental Health and Developmental Services (MHDD-1) and explained those rights to him or her (405 ILCS 5/3-609).

Date/Time of Admission _____

Signed: _____

To Mental Health Facility/Psychiatric Unit

Printed Name: _____

Title: _____

RIGHTS OF ADMITTEE

1. If you have been brought to this facility on the basis of this petition alone, you will not be immediately admitted, but will be detained for examination. You must be examined by a qualified professional within 24 hours or be released.
2. When you are first examined by a physician, clinical psychologist, qualified examiner, or psychiatrist, you do not have to talk to the examiner. Anything you say may be related by the examiner in court on the issue of whether you are subject to involuntary or judicial admission.
3. At the time that you have been certified you will be admitted to the facility and a copy of the petition and certificate will be filed with the court. A copy of the petition shall also be given to you.
- 4A. If you are alleged to be subject to involuntary admission (mentally ill) you must also be examined within 24 hours excluding Saturdays, Sundays, and holidays by a psychiatrist (different from the first examiner) or be released. If you are alleged to be subject to involuntary admission the court will set the matter for a hearing.
- 4B. If you are alleged to be subject to judicial admission (mentally retarded) the court will set a hearing upon receipt of the diagnostic evaluation which is required to be completed within 7 days.
- 5A. If you are alleged to be subject to involuntary admission (mentally ill) and if the facility director approves, you may be admitted to the facility as a voluntary admittee upon your request any time prior to the court hearing.

The court may require proof that voluntary admission is in your best interest and in the public interest.

- 5B. If you are alleged to be subject to judicial admission (mentally retarded) and if the facility director approves, you may decide that you prefer to admit yourself to the facility rather than have the court decide whether you ought to be admitted. You may make the request for administrative admission at any time prior to the hearing. The court may require proof that administrative admission is in your best interest and the public interest.
6. You have the right to request a jury.
7. You have the right to request an examination by an independent physician, psychiatrist, clinical psychologist, or qualified examiner of your choice. If you are unable to obtain an examination, the court may appoint an examiner for you upon your request.
8. You have the right to be represented by an attorney. If you do not have funds or are unable to obtain an attorney, the court will appoint an attorney for you.
9. You have the right to be present at your court hearing.
10. As a general rule, you do not lose any of your legal rights, benefits, or privileges simply because you have been admitted to a mental health facility (see your copy of the "Rights of Individuals"). However, you should know that persons admitted to mental health facilities will be disqualified from obtaining Firearm Owner's Identification Cards, or may lose such cards obtained prior to admission.
11. Information about the health care services you receive at a mental health or developmental disabilities facility is protected by privacy regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (P.O. 104-191) at 45 CFR 160 and 164. Your personally identifiable health information will only be used and/or released in accordance with HIPAA and the Illinois Mental Health and Development Disabilities Confidentiality Act [740 ILCS 110].

A GUARDIANSHIP AND ADVOCACY COMMISSION IS A STATE AGENCY WHICH CONSISTS OF THREE DIVISIONS: LEGAL ADVOCACY SERVICES, HUMAN RIGHTS AUTHORITY AND THE OFFICE OF THE STATE GUARDIAN. THE COMMISSION IS LOCATED AT:

Egyptian Regional Office
#7 Cottage Drive
Anna, Illinois 62906
618/833-4897

East Central Regional Office
423 South Murray Road
Rantoul, Illinois 61866-2125
217/892-4611

North Suburban Regional Office
9511 Harrison Avenue, FA101
Des Plaines, Illinois 60016
847/294-4264

Metro East Regional Office
Pine Cottage
4500 College Avenue
Alton, Illinois 62002
618/462-4561

Peoria Regional Office
5407 North University, Suite 7
Peoria, Illinois 61614
309/693-5001

Rockford Regional Office
4302 North Main Street
Rockford, Illinois 61103
815/987-7657

West Suburban Regional Office
P.O. Box 7009
Hines, Illinois 60141-7009
708/338-7500

Equip for Equality, Inc. is an independent, not-for-profit organization that administers the federal protection and advocacy system to people with disabilities in Illinois. Equip for Equality, Inc., provides self-advocacy assistance, legal services, education, public policy advocacy, and abuse investigations. The offices are located at:

Northeastern Regional Office
20 N. Michigan, Ste 300
Chicago, IL 60602
800/537-2632 or 312/341-0022
TTY: 800/610-2779 Se habla espanol

West/Central Region
235 S. 5th Street
PO Box 276
Springfield, IL 62701
800/758-0464 (Voice/TTY) 217/544-0464

Northwestern Region
1612 Second Avenue
PO Box 3753
Rock Island, IL 61204
800/758-6869 (Voice/TTY) 309/786-6868

Website: www.equipforequality.org

I certify that I provided respondent with a copy of this form.

English Spanish Other Specify language: _____ on _____

Time: _____

Signature: _____

Title: _____

Printed Name: _____



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-20
SUBJECT: NALOXONE (NARCAN) DISPENSING PROGRAM
EFFECTIVE DATE: August 30, 2014
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Naloxone Coordinator

INDEX AS:

41.14.1 DEPARTMENT NALOXONE COORDINATOR

41.14.2 NALOXONE TRAINING

41.14.3 INDICATIONS OF AN OPIOID OVERDOSE

41.14.4 ADMINISTERING NALOXONE

41.14.5 DEPLOYMENT LOCATIONS

41.14.6 MAINTENANCE

41.14.7 REPORT WRITING

41.14.8 ANNUAL REPORTING

PURPOSE:

The purpose of this directive is to establish guidelines and procedures governing the utilization of the Naloxone (NARCAN) administered by trained personnel of the Orland Park Police Department to treat and reduce possible injury and fatalities from opiate overdoses.

POLICY:

The Orland Park Police Department is committed to providing services that enhance the safety of the citizens visiting and residing in the Village of Orland Park. In doing so, the Department has established a program that provides for the utilization of the Naloxone (NARCAN) to be made available for use by specially trained employees of this Department. This program is intended to enhance the emergency response of Department personnel to victims in need of medical attention and offer assistance prior to the arrival of the fire protection district.

DEFINITIONS:

Naloxone: Commonly known as NARCAN, Naloxone is in a class of medications called opiate antagonists. It works by blocking the effects of opiates to relieve dangerous symptoms caused by high levels of opiates in the blood

ORDER:

41.14.1 DEPARTMENT NALOXONE COORDINATOR

- A. The administration of this program shall include a Naloxone Coordinator who is appointed by the Chief of Police or his designee on an annual basis.
 1. Qualifications

The Naloxone Coordinator shall have the same qualifications as the EMS Coordinator as outlined in General Order 41.14.1 DEPARTMENT EMS COORDINATOR

2. Responsibility

The Department Naloxone Coordinator shall be responsible for the following:

- a. The training of Department personnel and others, as directed by the Chief of Police or his designee in the operation of Department authorized Naloxone medication and equipment.
- b. The maintenance and the records of the maintenance for the Department authorized Naloxone kits
 - 1) Replacing Naloxone kits that are either damaged, unusable, expired, or had been used.
 - 2) Ensuring that the Naloxone kits are current and not past its expiration date.
 - 3) Ensuring proper and efficient deployment of Naloxone for field use.
- c. The maintenance of licenses and/or certifications as it pertains to the authorized use of Naloxone, training personnel to coordinate this program.
 1. Ensuring that authorized personnel are properly trained in its use.
 2. Ensuring that any use of Naloxone is documented on an Investigation Report.

41.14.2 NALOXONE TRAINING

A. All participating personnel will receive initial training that will include, at minimum:

1. An overview of 20 ILCS 301/5-23 Drug Overdose Prevention Program that permits law enforcement to use of Naloxone,
2. Patient assessment (e.g., signs/symptoms of overdose),
3. Universal precautions,
4. Rescue breathing,
5. Seeking medical attention and
6. The use of intra-muscular injection of naloxone.

B. Only trained personnel trained in the use of Naloxone are authorized to administer it in the field.

41.14.3 INDICATIONS OF AN OPIOID OVERDOSE

A. Authorized personnel shall utilize Naloxone on subjects believed to be suffering from an opioid overdose. Information that a subject is suffering from an opioid overdose includes, but is not limited to:

1. Blood-shot eyes,
2. Pinpoint pupils, even in a darkened room/area,
3. Depressed or slow respiratory rate,
4. Difficulty breathing (labored breathing, shallow breaths),
5. Blue skin, lips, or fingernails,
6. Decreased pulse rate,
7. Low blood pressure,
8. Loss or alertness (drowsiness),
9. Unresponsiveness,
10. Seizures,

11. Evidence of ingestion, inhalation, injection (needles, spoons, tourniquets, needle tracks, bloody nose, etc.)
12. Past history of opioid use/abuse.

41.14.4 ADMINISTERING NALOXONE

- A. Trained personnel shall follow the protocols outlined in their Naloxone training.
 - 1) The trained member should place the overdose victim in a correct position to avoid aspiration after being administered Naloxone.
 - 2) The overdose victim may become combative after Naloxone takes effect.
 - 3) More than one dose of Naloxone may be used to reverse the effects of the opioid overdose.
 - 4) Since the duration of action of Naloxone may be shorter than that of some opiates, the effects of the opiate may return as the effects of Naloxone dissipates.
- B. When administering the Naloxone kit, trained personnel will maintain universal precautions against pathogens, perform patient assessment; determine unresponsiveness, absence of breathing and or pulse.
- C. Personnel when feasible shall update communications that the patient is in a potential overdose state.
- D. The appropriate fire protection district will be requested to respond if not already notified.
- E. Any trained member of the Orland Park Police Department who administers of Naloxone shall remain with and monitor the victim until the arrival of the fire protection district.
 - 1) The trained member shall advise the responding fire protection district of the administering of Naloxone.

41.14.5 DEPLOYMENT LOCATIONS

- A. The Naloxone Kits, containing three retractable syringes, a pair of non-latex gloves and three vials of .4mg/ml of naloxone shall be located in the following locations:
 1. In lock-up facility under lock and key
 2. Attached to every Automated External Defibrillator (AED) deployed in the field
 3. In supervisor patrol vehicles lock box

41.14.6 MAINTENANCE

- A. Trained personnel authorized to use Naloxone kits are responsible for inspecting the kit prior to each shift to ensure all items are present.
- B. Missing or damaged Naloxone kit(s) will be reported directly to an appropriate supervisor by memorandum.
- C. The supervisor shall then forward the memorandum to the Naloxone Coordinator for follow up and filing.
- D. The Naloxone Coordinator shall ensure that each kit is accounted for, replaced and replenished.

41.14.7 REPORT WRITING

- A. Upon administering Naloxone, the trained person or a sworn member of the department shall submit an Investigation Report detailing the nature of the incident, the care the patient received including the number of doses of Naloxone was administered and whether the Naloxone use was successful (to the extent possible at the time).
- B. The Investigation Report will be forwarded to the Naloxone Coordinator for filing and submittal to the Chicago Recovery Alliance for proper documenting with the Illinois Department of Human Services specifically, the Department of Alcoholism and Substance Abuse.

41.14.8 ANNUAL REPORTING

- A. The Naloxone Coordinator shall provide an annual report to the Chief of Police outlining the number of uses in the field, locations of the incidents, case report numbers, the success rate and any unusual circumstances surrounding the use during the preceding calendar year.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 41-21
SUBJECT: UNMANNED AIRCRAFT SYSTEMS
EFFECTIVE DATE: July 1, 2015
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Unmanned Aircraft Systems Coordinator

INDEX AS:

41.21.1 DEPLOYMENT REQUIREMENTS

41.21.2 UNMANNED AIRCRAFT SYSTEM COORDINATOR

41.21.3 DEPLOYMENT PROCEDURES

41.21.4 NIGHT TIME OPERATIONS

41.21.5 FEDERAL AVIATION ADMINISTRATION (FAA) OPERATIONAL LIMITATIONS
RESTRICTIONS

41.21.6 DIGITAL MULTIMEDIA EVIDENCE (DME) RETENTION AND DISCLOSURE

41.21.7 TRAINING

41.21.8 ANNUAL REPORTING

PURPOSE:

The purpose of this directive is to establish guidelines and procedures governing the utilization of the Orland Park Police Department's small unmanned aircraft system.

POLICY:

It is the policy of the Orland Park Police Department that duly trained and authorized agency personnel may deploy small unmanned aircraft system(s) when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the small unmanned aircraft system(s), conform with the policy provisions provided herein and applicable law (Freedom from Drone Surveillance Act (725 ILCS 167)).

DEFINITIONS:

Digital Multimedia Evidence (DME): Digital recording of images, sounds, and associated data.

Unmanned Aircraft (UA), Drone, or Unmanned Aerial Vehicle (UAV): An aircraft that is intended to navigate in the air without an on-board pilot.

Unmanned Aircraft System (UAS): A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.

Small Unmanned Aircraft Systems (sUAS): UAS systems that utilize UAVs weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.

Unmanned Aircraft Systems Coordinator (UASC): Sworn supervisor of the Orland Park Police Department responsible for overseeing the Unmanned Aircraft System Program.

UAS Flight Crewmember: A pilot, visual observer, payload operator or other person assigned duties for a UAS for the purpose of flight or training exercise.

Unmanned Aircraft Pilot: A person exercising control over a UA/UAV/UAS during flight.

41.21.1 DEPLOYMENT REQUIREMENTS

- A. The Orland Park Police Department shall obtain applicable authorizations, permits, or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the small unmanned aircraft system, and these authorizations, permits, and certificates shall be maintained and current.
- B. The small unmanned aircraft system will be operated only by Unmanned Aircraft Pilot(s) who have been trained and certified in the operation of the system.
- C. Only certified personnel shall inspect and test small unmanned aircraft system equipment prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device.
- D. The small unmanned aircraft system equipment is the responsibility of UAS Flight Crewmember and will be used with reasonable care to ensure proper functioning.
 1. Equipment malfunctions shall be brought to the attention of the Unmanned Aircraft Systems Coordinator (USAC).
- E. The small unmanned aircraft system equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the department.
- F. All flights will be documented in an applicable written report, and all flight time shall be accurately recorded.
 1. Each deployment of the small unmanned aircraft system shall include information regarding the reason for the flight; the time, date, and location of the flight;
 2. The name of the supervisor approving the deployment and the staff assigned; and
 3. A summary of the activities covered, actions taken, and outcomes from the deployment.
- G. Except for those instances where officer safety or investigation could be jeopardized and where reasonably possible and practical, the department will notify the public in the general area of the deployment.

41.21.2 UNMANNED AIRCRAFT SYSTEMS COORDINATOR (USAC)

- A. The maintaining and renewing of any FAA Certificate of Authorization (COA) shall be the responsibility of the USAC.
- B. The USAC shall ensure that officers equipped with small unmanned aircraft system device(s) utilize them in accordance with policy and procedures defined herein.
- C. The USAC will audit flight documentation at regular intervals.
 1. The results of the audit and any changes to the flight time counter will be documented by memorandum.
- D. The USAC will be responsible for conducting semi-annual inspections of the equipment and report any damage, missing equipment, and the need for maintenance or replacement parts.
- E. The USAC shall report in writing on an annual basis and by April 1 of each year to the Illinois Criminal Justice Information Authority of the number of small unmanned aircraft systems that the Orland Park Police Department owns ((725 ILCS 167/35).

41.21.3 DEPLOYMENT PROCEDURES

- A. All deployments of small unmanned aircraft system must be specifically authorized by the Chief of Police, his designee or a sworn supervisor.
- B. The small unmanned aircraft system shall be deployed and used only to support official law enforcement and public safety missions.
- C. In accordance with Freedom from Drone Surveillance Act (725 ILCS 167), the Orland Park Police Department use of a small unmanned aircraft system to *gather information* is prohibited unless it meets one or more of the following criteria:
 1. To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates that there is that risk.

2. The department has first obtained a search warrant based on probable cause issued under 108-3 of the Code of Criminal Procedure of 1963.
 - a. The warrant must be limited to a period of 45 days, renewable by the judge upon a showing of good cause for subsequent periods of 45 days.
3. The department possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent harm to life, or to forestall the imminent escape of a suspect or the destruction of evidence. The use of a small unmanned aircraft system is limited to a period of 48 hours. Within 24 hours of the initiation of the use of a small unmanned aircraft system, the Chief of Police must report in writing the use of a small unmanned aircraft system to the local State's Attorney,
4. To assist missing person investigations, AMBER Alerts, Silver Alerts and is not undertaking a criminal investigation.
5. The department is using a small unmanned aircraft system solely for crime scene and traffic crash scene photography. Crime scene and traffic crash photography must be conducted in a geographically confined and time-limited manner to document specific occurrences.
 - a. The use of a small unmanned aircraft system under this paragraph (5) on private property requires either a search warrant based on probable cause under Section 108-3 of the Code of Criminal Procedure of 1963 or lawful consent to search.
 - b. The use of a small unmanned aircraft system on lands, highways, roadways, or areas belonging to this State or political subdivisions of this State does not require a search warrant or consent to search.
 - c. The department shall make every reasonable attempt to only photograph the crime scene or traffic crash scene and avoid other areas.
6. The department is using a small unmanned aircraft system during a disaster or public health emergency, as defined by Section 4 of the Illinois Emergency Management Agency Act.
 - a. The use of a small unmanned aircraft system does not require an official declaration of a disaster or public health emergency prior to use.
 - b. The department may use a small unmanned aircraft system to obtain information necessary for the determination of whether or not a disaster or public health emergency should be declared, to monitor weather or emergency conditions, to survey damage, or to otherwise coordinate response and recovery efforts.
 - c. The use of a small unmanned aircraft system is permissible during the disaster or public health emergency and during subsequent response and recovery efforts.

41.21.4 NIGHT TIME OPERATIONS

- A. The primary takeoff/landing area will have a perimeter marked with four (4) illuminated orange cones in a perimeter of 30 feet surrounding the illuminated landing pad.
- B. During any flight operations that take place during the night, the flight crew will consist of a PIC (pilot-in-command) and a VO (visual observer).
- C. No persons are to be inside of the perimeter without the authorization of the PIC.
- D. The sUAS will be flown within line-of-sight by the PIC for the entire duration of the flight.
 1. The PIC and VO will maintain communication by direct contact, police radio systems, or cellular telephone at all times.
 2. At no time will the PIC continue flight operations if the sUAS is not in the line of sight and are unable to determine its position, orientation, altitude or the environment around the sUAS.
 3. The PIC and VO will be familiar with the minimum safe altitudes and weather conditions and determine any structures or hazards prior to flight operations taking place.

- 4. Safe alternate landing area will be identified in the event the sUAS cannot be recovered to the takeoff point.
- 5. The sUAS shall be equipped with strobe lights that are visible 360 degrees for a minimum of 3 statute miles at night.
- E. The PIC will utilize a visual camera when operating an illuminated area, or when operating with an installed spotlight system that illuminates the ground, or FLIR camera when so equipped.
- F. All sUAS drone operators will be briefed on and familiar with night vision physiology and common night vision illusions:
 - 1. Darkness adaptation : 30-45 minutes to adapt, loss of adaptation with exposure to momentary bright light.
 - 2. Central bind spot: Understand of the importance of off-centered viewing of objects at night.
 - 3. Visual scanning techniques: Deliberate pausing at each direction and importance of peripheravision to detect motion.
 - 4. Empty-field myopia : Loss of detail acuity due to lack of objects to focus on beyond 20 feet.
 - 5. Auto kinesis: Apparent movement of an object when the object is stared at for a length of time.
 - 6. Flicker vertigo: Disorientation due to flashing light stimulus in fog or haze conditions.
- G. In the event of a lost control link, the sUAS is equipped with a GPS enabled return-to-home (RTH) system that will record the initial takeoff location for automated return, and landing if required.
- H. If another aircraft, sUAS or manned, is encountered during flight operations occurring at night, the sUAS will immediately be maneuvered by the PIC to position that does not cause hazard to the other aircraft, persons or vehicles on the ground or any structure.
- I. Prior to being authorized to conduct night operations, the sUAS drone operator must satisfactorily complete a department certification training program which includes a practical and written examination.

41.21.5 FEDERAL AVIATION ADMINISTRATION (FAA) OPERATIONAL LIMITATIONS

- A. Flight operations shall be visual line-of-sight (VLOS) only.
 - 1. At all times, the small unmanned aircraft must remain close enough to the operator or visual observer (VO) to see the aircraft with vision unaided by any device other than corrective lenses.
- B. The small unmanned aircraft may not operate over any person(s) not directly involved in the operation.
- C. Daylight operations (official sunrise to official sunset, local time) are only authorized unless nighttime waiver acquired.
- D. The small unmanned aircraft must yield right-of-way to other aircraft, manned or unmanned.
- E. The use of a VO is authorized but not required.
- F. First-person view camera cannot satisfy “see-and-avoid” requirement but can be used as long as requirement is satisfied in other ways.
- G. The small unmanned aircraft shall not exceed a maximum airspeed of 100 mph (87 knots).
- H. The small unmanned aircraft must remain below an altitude of 400 feet above ground level.
- I. The small unmanned aircraft system shall only operate when the minimum weather visibility is 3 miles or greater from the control station.
- J. No UAS Flight Crewmember may operate more than one unmanned aircraft operation at one time.

- K. A preflight inspection of the small unmanned aircraft by a UAS Flight Crewmember is required before flight.
- L. UAS Flight Crewmembers must stay out of airport flight paths and restricted airspace areas, and obey any FAA Temporary Flight Restrictions (TFRs) (<http://tfr.faa.gov/tfr2/list.html> or 1-800-WX-BRIEF).
- M. All sUAS operations shall take place in In Class G Airspace; and
- N. Shall not operate within five (5) nautical miles (NM) from an airport having an operational control tower; or
- O. Three (3) NM from an airport having a published instrument flight procedure, but not having an operational control tower; or
- P. Two (2) NM from an airport not having a published instrument flight procedure or an operational control tower; or
- Q. Two (2) NM from a heliport.

41.21.6 RESTRICTIONS

- A. The small unmanned aircraft shall not be operated in an unsafe manner, in violation of the Freedom from Drone Surveillance Act (725 ILCS 167/) and/or FAA rules.
- B. The small unmanned aircraft shall not be equipped with weapons of any kind.
- C. The small unmanned aircraft shall not be modified in any manner from the manufacturer's specifications or fitted with additional equipment without the authorization of the Chief of Police or his designee.

41.21.7 DIGITAL MULTIMEDIA EVIDENCE (DME) RETENTION AND DISCLOSURE

- A. Retention
 - 1. All DME shall be securely downloaded at the completion of each mission. The small unmanned aircraft system certified operators will record information for each file that shall include the date; time, location, and case report numbers and identify the small unmanned aircraft system operator(s) involved in mission.
 - 2. If the department uses a small unmanned aircraft system the department within 30 days shall destroy all information gathered by the small unmanned aircraft system, except that a supervisor may retain particular information if:
 - a. There is reasonable suspicion that the information contains evidence of criminal activity, or
 - b. The information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/20).
- B. Disclosure
 - 1. If the department uses a small unmanned aircraft system, the department shall not disclose any information gathered by the small unmanned aircraft system, except that a supervisor may disclose particular information to another government agency, if :
 - a. Reasonable suspicion is established that the information contains evidence of criminal activity, or
 - b. The information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/25).
- C. All DME shall be inventoried and secured in accordance with 83.2.7.C. FORENSIC DIGITAL IMAGING.
- D. Officers shall not edit, alter, duplicate, copy, share, or otherwise distribute in any manner small unmanned aircraft system DME without prior written authorization and approval of the Chief of Police or his designee.

41.21.8 TRAINING

- A. Police personnel who are assigned small unmanned aircraft system must complete an department-approved training program to ensure proper use and operations.
 - 1. All training flight operations will take place on public property and the recording of any flight data shall be for the sole purpose of gaining an understanding of the features of the unmanned aircraft system.
- B. Additional training may be required at periodic intervals to ensure the continued effective use and operation and proper calibration and performance of the equipment and to incorporate changes, updates, or other revisions in policy and equipment.

- C. All department personnel with small unmanned aircraft system responsibilities shall also be trained in the local and federal laws and regulations, as well as policies and procedures governing the deployment and use of the small unmanned aircraft system(s).

41.21.8 ANNUAL REPORTING

- A. The USAC shall provide an annual report to the Chief of Police outlining the number of deployments in the field, locations of the incidents, applicable case report numbers, and any unusual circumstances surrounding the deployments during the preceding calendar year.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-1
SUBJECT: CRIMINAL INVESTIGATION ORGANIZATION AND ADMINISTRATION
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: May 1, 2020
REVIEWER: Investigations Division Commander

INDEX AS:

- 42.1.1. CRIMINAL INVESTIGATION FUNCTION
- 42.1.2. INVESTIGATIVE ASSIGNMENT SYSTEM
- 42.1.3. CASE FILE MAINTENANCE
- 42.1.4. INVESTIGATIVE ACCOUNTABILITY
- 42.1.5. COMPLIANCE WITH DISCOVERY PROCEDURES

DEFINITIONS:

Comprehensive Investigation: (also referred to as Follow-up Investigation) activities undertaken by an investigator(s) and/or officer(s) facilitating the identification and apprehension of a criminal offender and maximizing the probability of successful prosecution. Thus while the definition incorporates many of the elements of a preliminary investigation, it also includes compilation of all investigative reports, statements, items of evidence, data prepared by forensic scientists and other material needed for effective prosecution. The purpose is to provide additional investigation in order to close a case, arrest an offender, and/or recover stolen property.

Cooperating Source: any person who provides information that is useful for investigative purposes and has expectations for receiving personal benefit.

Major Case: a real or suspected crime of such severity that it creates, or seems likely to create, an intense public demand for identification, apprehension and prosecution of the offender; a crime which necessitates a substantial commitment of resources for a prolonged period of time; or a crime which requires the application of complex or unusual investigative techniques.

Examples of offenses and investigations included, but not limited to these parameters are:

- Death investigations
- Deviate sexual assaults, other sex related offenses
- Bank robberies, home invasions and armed robberies which usually necessitate sustained investigative effort.
- Sophisticated burglaries - safe jobs, alarm circumventions.
- Arsons.
- Financially based crime, e.g., frauds, forgeries, public aid related crimes.
- Covert investigations.
- Organized criminal activities/offenses.

- Kidnapping.

Preliminary Investigation: Generally, the activities undertaken by an officer(s) who responds to the scene of a crime or incident. These activities should continue until such time as a postponement or transfer of responsibility will not jeopardize the successful completion of the investigation. These activities include, but are not limited to:

- Responding to the immediate needs - rendering aid to the injured, noting such facts as the position of the victims or injured subjects, spontaneous statements, unusual actions or activities, notifying headquarters with an assessment of the scene.
- Determining that a crime has been committed.
- Initiation of enforcement action - arresting or pursuing the offender and/or dispatching apprehension information.
- Securing the crime scene and protecting evidence
- Field Supervisors determine the need for investigative support and make notification, as required, to Investigation Division personnel. Once the notification is made and support requested, the scene must be preserved in tact to the maximum extent possible until their arrival.
- Compiling a thorough and accurate report of activities - data recorded should be sufficient to:
 - identify evidence, witnesses and elements of the crime,
 - reflect the extent of officer involvement and to identify other Orland Park Police employee involvement in the activity or investigation,
 - facilitate whether or not a follow-up investigation should be undertaken,
 - sustain effective prosecution (if applicable)
 - protect the integrity of the Department.

Solvability Factors: those elements of information regarding a crime which have in the past proven to be important in determining the likelihood of solving crime.

- Witnesses to the crime.
- Knowledge of a suspect's name.
- Knowledge of where a suspect can be located
- Description of a suspect.
- Identification of a suspect.
- Property with identifiable characteristics, marks, or numbers for tracing.
- Existence of significant modus operandi
- Presence of a description of suspects' vehicle.
- Presence of significant physical evidence.
- Positive results from a crime scene search (evidence).
- Belief that crime may be solved with publicity and/or additional investigative effort.
- Opportunity for one person to have committed the crime.
- Other questions to be resolved.

PURPOSE:

The purpose of this order is to establish guidelines and procedures relative to the organization and administration of the component of the Orland Park Police Department known as the Investigations Division. This order is intended to provide guidelines that will result in efficient and effective criminal investigations involving those incidents that occur within the Village of Orland Park or that may otherwise have an impact on the safety and welfare of the community.

42.1.1. CRIMINAL INVESTIGATIONS FUNCTION

- A. The Orland Park Police Department employs a fully operational investigative component of the Department known as the Investigations Division. The function of the Division is multi-faceted in nature, but is primarily responsible to conduct and complete follow-up investigations of crimes that occur within the boundaries of the Village of Orland Park. The Criminal Investigations Division plays an integral part in the department's efforts to detain and apprehend offenders who commit crimes within the Village.
- B. The Investigations Division is supervised by a Division Commander who reports to the Deputy Chief of Police.
 - 1. Line supervision is also provided by a Lieutenant and Sergeant who reports directly to the Division Commander. The responsibilities of the Investigations Lieutenant and Sergeant include, but are not limited to:
 - a. Field and line supervision of all Division personnel.
 - b. Coordination of the Community Relations/Crime Prevention Unit.
 - c. Coordination of the Juvenile Officers Program.
- C. The Investigation Division consists of:
 - 1. Criminal Investigations Section.
 - 2. Community Relations/Crime Prevention Unit.
 - 3. The Problem Oriented Policing Unit.
 - 4. Investigative Targeted Response Unit (Drug/Tactical).
 - 5. Major Crime Team Coordination
 - 6. Investigative Drug Unit
 - 7. Domestic Violence Unit
 - 8. Internet Unit
 - 9. Crime Free Housing Unit
- D. 24-Hour Investigative Coverage

The function, personnel and equipment of the Investigations Division is available to the other components of the Department on a 24-hour basis. In the event these functions are required during those hours when the Division is not staffed, the Shift Commander may activate the call-out process at any time in accordance with the procedures developed by the Investigation Division Commander.

- 1. Investigators are available during their regularly scheduled duty hours, generally Monday through Friday, 8:00 a.m. to 8:00 p.m.
- 2. An investigator (On-Call) should at all times be assigned and available for callout unless excused by an Investigations Supervisor.
 - a. An alternate on-call Investigator is additionally scheduled to provide back-up assistance to the primary on-call Investigator. The alternate may be contacted by an Investigations Supervisor when the need arises.
 - b. The Shift Commander will contact the on-duty or on-call Investigations Supervisor directly by phone requesting assistance.
 - c. In the event that an Investigations Supervisor is unavailable, or does not respond in a timely manner, the Shift Commander is authorized to contact the on-call Investigator directly by phone.
 - d. If a callout is necessary, the Investigations Supervisor will contact the on-call Investigator by phone. If the need arises the Investigations Supervisor will contact the alternate on-call Investigator by phone for assistance.

- e. The Investigations Division Commander shall prepare and circulate an Investigator call-out schedule. This schedule shall be provided for all Patrol Division Supervisory Staff and posted in the Communications Center.

E. Minimum Staffing Requirements

The daily operation of the entire Investigation Division shall at all times conform to the minimum staffing requirements as set forth in General Order 16.1, Allocation and Distribution of Personnel, section 6, Minimum Staffing Requirements.

42.1.2. CASE-SCREENING/ASSIGNMENT SYSTEM

A. Case-Screening System

1. Initial Review and Screening.

The Investigations Division Supervisors shall determine the need for follow-up investigation. They will screen cases and determine the need or follow-up investigation based upon solvability factors, available manpower and the chance of successful resolutions based upon past experience.

2. Ongoing review and screening.

It is recognized that in certain cases specific preliminary information may not have been available to the reporting officer. In such cases the Criminal Investigations Division Supervisors may assign the case and review same with the investigator after further information has been obtained. Further investigative effort may later be discontinued if the criteria set forth in paragraph 1. cannot be met. The monthly audit of assigned cases as described in this directive should be utilized to review such circumstances.

3. Other Factors.

Serious offenses may be assigned for follow-up investigation even though few or no solvability factors exist. Also, the Chief of Police, the Deputy Chief of Police, the Investigations Supervisors have the authority to require follow-up investigations in any case.

42.1.3. CASE FILE MANAGEMENT SYSTEM

A. Case Status Designators.

To assist in the effective control and management of investigative follow-up of cases, the following case status codes will be utilized. To enable the Investigation Division Commander and supervisors to effectively monitor case progress, all cases being actively pursued shall be assigned a status open. All other cases shall be closed by proper code and closure term.

4.

B. Types of Records to be Maintained

Upon assignment for follow-up investigation, the case report copies shall be placed in a folder and labeled with the case number by the assigned investigator.

- 1. The assignment is recorded by the Investigation Division Commander or other unit supervisor in the NWS LERMS. The case folder may also include a proposed investigative plan authorized by a supervisor.
- 2. A typical case file may also include copies of some or all of the following types of reports and support documents.
 - a. Preliminary field case reports.
 - b. Supplemental reports.
 - c. Voluntary statements.
 - d. Lab reports.
 - e. Mug shot or photographic lineups.
 - f. Sworn complaint forms or other court documents.
 - g. Documents related to the same case.

3. Investigators shall be responsible for maintaining all copies of pertinent reports and documents in their individually assigned case folders. When an original document related to the case being investigated comes into the custody of the assigned investigators, they shall make a copy for the case file and submit the original into evidence.
- C. Accessibility to the Files
1. Original documents, when necessary for further investigation, may only be removed from Records or Evidence by following proper procedures.
 2. Investigative case files shall only be accessible to law enforcement personnel with a need to know and approval of an Investigations supervisor.
 3. It is recognized that some criminal investigations contain sensitive information that may compromise the eventual outcome of the investigation. (i.e. narcotics cases). The Investigations Division Commander may authorize that original reports involving such cases be maintained in a locked file cabinet within the Investigations Division. This will be done in accordance with the procedures set forth in this directive. The criminal Investigations Division Commander is responsible for the auditing and return to the Records Section of any cases maintained in this fashion.

D. Purging of Files

1. The Criminal Investigations Division Commander, with the approval of the Deputy Chief of Police, is responsible for the decision to purge a case file from the investigative units. The decision to purge case copies will be based on the seriousness of the offense and the likelihood of continued interest. All copies of reports to be purged will be reviewed to ensure that original documents are transferred to the Records Section. If purged, all copies will be destroyed by shredding.

42.1.4. INVESTIGATIVE ACCOUNTABILITY

A. Patrol Officer's Responsibility

Patrol officers shall conduct preliminary investigations on all dispatched calls, self-initiated calls, and calls assigned by a supervisor. The primary patrol officer investigating an incident will generally be responsible for completion of the initial report. (The presence of a specialized support unit or supervisor does not transfer responsibility unless they elect to assume control of the investigation).

1. Patrol officers are expected to pursue and follow-up investigative leads to the extent that resources permit. Patrol officers should consult a Field Supervisor prior to conducting lengthy or time consuming follow-ups.

B. Investigator's Responsibility

Investigations Division personnel shall conduct preliminary investigations on all self-initiated calls and calls assigned by a supervisor. The primary investigator assigned to an incident will be responsible for the completion of the initial report.

C. Follow-up Responsibilities

Upon the completion of all preliminary investigations, a decision shall be made by the Division Commander determining whether follow-up investigation is indicated, the case will be sent to the Investigations Division for assignment. The assigned investigator will be responsible for further follow-up investigation and final case disposition.

42.1.5 COMPLIANCE WITH DISCOVERY PROCEDURES

A. Homicide Offense

Any member of the Department charged with the responsibility of the investigation of any homicide offense shall provide to the authority prosecuting the offense, all investigative material including but not limited to reports memoranda, and field notes, that have been generated by or have come into possession of this Department, or other investigating agency, concerning the homicide being investigated. In addition, the responsible investigator shall provide to the prosecuting authority any material or information, including but not limited to reports, memoranda and field notes, within its possession or control that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense.

B. Non-homicide Felony

Any member of the Department charged with the responsibility of the investigation of any "non-homicide felony" or participating in an investigation of any "non-homicide felony" offense shall provide to the authority prosecuting the offense, all investigative material including but not limited to reports and memoranda that

have been generated by or have come into possession of this Department, or other investigating agency, concerning the "non-homicide felony" being investigated. In addition, the responsible investigator(s) shall provide to the prosecuting authority any material or information, including but not limited to reports, memoranda within their possession or control that would tend to negate the guilt of the accused of the "non-homicide felony" offense charged or reduce his or her punishment for the "non-homicide felony" offense.

- C. This obligation to furnish exculpatory evidence exists whether the information was recorded or documented in any form.
- D. This policy will become effective immediately and apply to any pending cases as well as new cases.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-2

SUBJECT: CRIMINAL INVESTIGATION OPERATIONS

EFFECTIVE DATE: March 1, 1998

AUTHORITY: Timothy J. McCarthy

REVIEW DATE: March 1, 2020

REVIEWER: Investigations Division Commander

INDEX AS:

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PURPOSE:

The purpose of this order is to establish guidelines, which will provide for the efficient and effective investigation of all reported crimes that occur within the Village of Orland Park.

ORDER:

42.2.1. CRIMINAL INVESTIGATION PROCEDURES

A. Police officers will fairly and impartially investigate all cases assigned to them for follow-up. There are certain standard practices and methods that should be considered in all investigations. These practices and methods include:

1. Information development.

Potential sources of information include witnesses, victims, neighbors, relatives, other law enforcement agencies, suspects and informants. Information received from any of the above

sources must be judged objectively, substantiated when possible, documented appropriately and obtained in a manner, which is consistent with Department policy.

2. Interview and interrogations.

Interviews are conducted with those individuals who may have information concerning certain aspects of an investigation. Interrogations are conducted with individuals who are suspect or those individuals who, in the opinion of the investigator, have been directly involved in the criminal activity in question. Interviews or interrogations will be conducted in a manner consistent with Departmental guidelines regarding constitutional requirements.

3. Collection, preservation and use of physical evidence.

Physical evidence may be searched for, collected, and preserved during the investigation of any crime scene in compliance with all applicable laws and court decisions. Officers will be mindful of proper evidence collection procedures and their importance in the development of thorough investigations.

4. Surveillance.

Surveillance may be used in the investigation of criminal activity when it is necessary to observe suspects or conditions in an unobtrusive manner. Surveillance often generates new or additional information involving crimes under investigation, creates intelligence information, and often leads to firsthand observation of criminal activity. All surveillance activity shall be accomplished in a legally acceptable manner.

42.2.2. CONDUCTING PRELIMINARY INVESTIGATIONS

A. A thorough and comprehensive preliminary investigation often negates the need for an investigative follow-up. The following list has been developed to assist officers in performing preliminary investigations. Appropriate steps in a preliminary investigation may include, but are not limited to, the following:

1. Provide aid to the injured.
2. Protect the crime scene to ensure that evidence is not lost or contaminated.
3. Determine if an offense has actually been committed and, if so, the exact nature of the offense.
4. Determine the identity of the suspect(s) and effect an arrest if it can be accomplished at the scene or through immediate pursuit.
5. Furnish other field units, through the Communications Center, with descriptions, method and direction of travel, and other relevant information concerning wanted person(s) or vehicles.
6. Arrange for specialized assistance that is needed immediately.
7. Arrange for the collection of evidence, when appropriate.
8. Obtain complete identification of all witnesses.
9. Determine what information is known by the victim and witnesses.
10. Obtain a written statement from the suspect if such a statement can be obtained legally.
11. Accurately and completely record all pertinent information on the prescribed report forms.

B. Any efforts that are not listed in A that may appear to be necessary to an officer during a preliminary investigation shall, in all cases, be performed only subsequent to the express approval and coordination of the Shift Commander or Field Supervisor.

1. Investigations that appear to be or will likely become beyond the scope of the time constraints, technical ability or procedural practicality of Patrol Division personnel shall be turned over to the Investigations Division by the Shift Commander.

42.2.3. CONDUCTING COMPREHENSIVE (FOLLOW-UP) INVESTIGATIONS

- A. It is understood that no amount of preparation or experience can provide a list by which every criminal investigation may be completed or successfully dealt with. Officers should also take into consideration their own past experiences, individual training, and the inherent talent, which they may possess.
- B. Follow-up investigations will be initiated by officers of this Department only after they are assigned by the Investigations Division Commander, Shift Commander, or Field Supervisors. Under no circumstances shall any Department personnel be authorized to conduct any type of self-assigned investigation of any kind without the express consent of and coordination with the appropriate member of the Command/Supervisory Staff.
- C. The following list has been developed to assist officers in performing follow-up investigations. Appropriate steps in a follow-up investigation may include, but are not limited to, the following:
 1. All officers should review and analyze all preliminary reports, which exist having to do with the investigation to which they are assigned.
 2. Before beginning the investigation, Departmental records should be checked in an attempt to gather further information on an accused suspect and the complaint/victim in a criminal matter.
 3. If possible, patrol officers who prepare the preliminary reports may be contacted to give their opinion of the offense and in order to answer questions put to them by the follow- up investigator.
 4. The officer may need to re-interview the victim based on the seriousness of the offense. Statements may need to be taken from witnesses to the offense and/or from persons who may possess information, which will aid in the establishment of the truth.
 5. Any physical evidence collected by the preliminary officer which has been submitted to the E.R.P.S. should be taken into consideration and, if possible, viewed. Steps should be taken to ensure that proper laboratory examinations are requested of physical evidence. If such requests have been submitted, officers should ensure that they are apprised of the results.
 6. The officer should ensure that any information which is collected and is of the type that dissemination of which could enhance his chance for an appropriate clearance, will be passed on to other appropriate Departmental personnel to include personnel from other local criminal justice agencies.
 7. The officer should normally go to the scene of the offense even if some time has passed since its occurrence. This will give officers a chance to become familiar with the area in which the offense occurred as well as the opportunity to conduct their own search of the scene for whatever evidence might still be available or overlooked.
 8. As the case progresses, officers should keep track of any information that should arise, the use of which could allow them to obtain a search warrant for the seizure of further articles, or evidence which would be of importance in the investigation.
 9. The use of photographic and physical line-ups is a law enforcement tool that can be used to identify an Offender (See 42.8 LIVE AND PHOTOGRAPHIC LINE-UP PROCEDURES).
 10. Upon identifying a suspect in an investigation, officers should check all available records to ensure the correct identification of the suspect, ascertain the suspect's involvement in past offenses and check with local departments to find out if the suspect is currently thought to be involved in any other criminal activity.
 11. The officers should attempt to obtain a written statement from an accused or suspect in any criminal offense.

12. Officers should ensure that all phases of the investigation, including reports prepared, statements taken, drawings, sketches, and written material of any kind are such that they could be used without hesitation by prosecuting attorneys in the presentation of the case in court.

42.2.4. INVESTIGATOR RANK AND PAY STATUS

- A. Sworn officer positions in the Investigations Division are the same as those used in the patrol component for:
1. Rank titles.
 2. Salary schedules.

42.2.5. INVESTIGATORS ATTEND PATROL ROLL CALLS

- A. Periodically or upon operational necessity, investigative personnel will attend patrol roll-call sessions. The purpose of attending these sessions will be:
1. To foster an atmosphere of cooperation and open communication.
 2. To share specific information on criminal activity or crime trends.
 3. To inform patrol personnel of current investigative field activities.
 4. To update patrol personnel on cases forwarded to the Investigations Division for follow-up investigation.

42.2.6. INVESTIGATIVE TASK FORCES

- A. The Investigations Division Commander or his designee will be responsible for coordinating and planning all task force activities directed by this Department or when members of this Department are requested to participate in outside agency task force operations.
- B. Task force activities will be planned prior to implementation. Guidelines for task force operations include:
1. Identifying objectives as they relate to the purpose of the investigation.
 2. Defining authority and responsibilities as they pertain to jurisdictional boundaries and scope of authority. The responsibility for task force operations lies with the initiating agency. Assisting agencies act in a supporting role. When members of the Department are operating under the direction of supervisors from an outside agency they will keep the Investigations Division Commander informed of their activities and abide by the rules and regulations of this Department.
 3. Identifying resources available for use in task force operations to include manpower, equipment, funds, and time as permitted. The commitment of Departmental resources shall in no way restrict the delivery of police services to citizens with the Village of Orland Park.
 4. Keeping the Investigations Division Commander informed of the activities of individuals under his command while they are participating in task force operations. This is accomplished by periodic updates addressing the continuing necessity of the operation. At the conclusion of such operations, a debriefing and review session will be conducted.

42.2.7. DECEPTION DETECTION DEVICES

- A. The use of detection of deception devices such as polygraph examination can be an effective investigative tool when used in conjunction with a thorough follow-up investigative effort. Polygraphs will be utilized in those instances where its use will enhance the possibility of identifying or eliminating suspected offender(s).

- B. When an investigator determines that he has reached a stage in an investigation where a polygraph would prove beneficial, and the suspect consents to such an examination, he will notify a Criminal Investigations Division Supervisor. The IDC Supervisor will review the case and authorize the use of the polygraph.
- C. The lead investigator will contact the polygraph examiner and be responsible for the following preparatory procedures:
 1. Provide documented details of the examinee's interrogation, especially any statements or denials of involvement.
 2. Supply the polygraph examiner with copies of all related police reports and pertinent background information. These documents will be supplied in advance of the actual examination date.
 3. Bring any physical evidence required by the polygraph examiner to the examination location.
 4. Arrange for transportation of the examinee to the examination location.
- D. Interrogation prior to time of examination.
 1. On the day of the polygraph examination, interrogation should be avoided prior to the examination so that an accurate determination of truthfulness or untruthfulness of the person can be accomplished.
- E. Suggested information to be given or withheld from the person:
 1. The polygraph examinee should not be advised of the method by which the examination is to be conducted. The person should be told that he will feel no discomfort, will not be subject to injections of any type, and that the entire procedure will be explained by the polygraph examiner.
 2. The officer should assure the examinee to the competency of the polygraph examiner and the soundness of the polygraph technique.
 3. The investigating officer should avoid disclosing to the person any details or fact established during the investigation.
 4. Facts concerning the crime (which could only be known by the offender) should never be told to the person. These facts could be of vital importance to the polygraph examiner in test and question formulation. Examples of details which should not be divulged include:
 - a. Method of entry.
 - b. Property taken.
 - c. Weapon or force used to commit the crime.
 - d. Evidence left at the scene of the crime by persons.
 - e. Unusual acts of suspect before, during and/or after the commission of the crime.
 - f. Means of exit from the scene.
 - g. Locations from which property was taken.
- F. The following factors may prohibit the use of polygraph examinations:
 1. A polygraph examination will not be conducted on any person if the polygraphist feels the person may be physically or mentally unfit or the examination may be a detriment to his health.
 2. An examination will only be given to a person who has voluntarily agreed to submit to the examination in writing, except when ordered by the court. (NOTE: Review 725 ILCS 200/1, Polygraph Examinations of Sex Offense Victims. Alleged victims or certain victims cannot be required to submit to a lie

detector test as a condition for proceeding with an investigation. The test may only be administered to the victim solely at the victim's request.)

3. Juvenile subjects:
 - a. Many juvenile subjects under the age of 14 years are very difficult to examine because of a lack of maturity, both physically and mentally and many times a conclusive opinion cannot be obtained by use of a polygraph because of these factors.
 - b. Consent forms for juveniles to be tested must be signed by a parent or legal guardian.
4. Physical or psychological factors.

The investigator must keep in mind that there are several other factors, especially of a physical or psychological nature, that sometimes may be the cause for non- examination. Questionable subjects are:

- a. Females that are pregnant.
- b. Persons with paralysis.
- c. Persons with amputations affecting placement of instrument attachments.
- d. Persons recovering from recent major surgery.
- e. Persons with physical disabilities, high or low blood pressure and heart trouble.
- f. Persons suffering from a severe cold or respiratory disorder.
- g. Narcotic addicts and alcoholics, especially during their withdrawal period.
- h. Persons with emotional instability resulting from their involvement in an incident, especially if the incident was of a violent nature. (Examples: The victim of an armed robbery being given a polygraph examination shortly after he had allegedly been robbed, or a husband coming home from work and finding his wife murdered.)

G. Polygraph Operator Qualifications

1. Only polygraph examiners holding current State of Illinois Department of Registration and Education licensing will be utilized in the administering of polygraph examinations.

42.2.8 SOUTH SUBURBAN MAJOR CRIMES TASK FORCE

On 1/1/2000 the South Suburban Major Crimes Task Force (SSMCTF) became operational. The Illinois State Police, Cook County Sheriff's Police, and 59 South and Southwest Suburban Police Departments entered into a mutual aid agreement for investigative assistance in major homicide cases, non-parental kidnapping, and other exceptionally heinous crimes.

A. The Purpose of the Task Force

The Purpose of the South Suburban Major Crimes Task Force is to provide comprehensive investigative services to Member Agencies of the Task Force including but not limited to major homicide cases, non-parental kidnapping, and other exceptionally heinous crimes when requested to do so by the Chief of Police of Member Agencies, with the approval of the Board of Directors.

B. Request for Activation

The Chief of Police, or designee may contact the Task Force Commander in that agency's respective court district. The Task Force Commander will meet with the Assistant Task Force Commander and the requesting agency's designated Command Liaison to determine if the request falls under the accepted guidelines as noted in the operational procedures. If it is determined that the case will be accepted, the

Task Force Commander will initiate a Task Force Response. Upon activation of the Task Force, the requesting agency's Chief of Police, or designee will sign the Task Force Activation Request. Requests for Task Force activation must be made as soon as possible, but preferably within four (4) hours of discovery of the incident.

Upon being activated, Task Force members will report to the designated staging area as determined by the Task Force Commander

C. Crime Scene Protection

It is imperative that the crime scene be protected and secured by the Requesting Agency prior to arrival of Crime Scene Technicians and the Task Force Commander. A Crime Scene Log must be established and maintained from the onset. The Crime Scene Log will document the date/time, name, star#, and agency of each person who enters and exits the crime scene. The Task Force Commander or his designee is responsible for maintaining the crime scene security once the Task Force is activated.

1. The Shift Commander, supervisor or ranking officer at a crime scene shall be responsible for the security of the crime scene until relieved by a higher authority or Task Force Investigators. This responsibility will include the establishment of the Crime Scene Log.

D. Task Force Authority

Once on the scene of a case that qualifies under the Task Force acceptance guidelines, the Task Force will assume the case investigation. Investigators and other police specialists from the Requesting Agency may be assigned to assist with Task Force members by the Command Liaison of the requesting agency. This process will assure that members of the Requesting Agency are up-to-date on all facts of an investigation and also to insure a smooth transition between the Task Force and the Requesting Agency when the investigation is completed.

Daily briefings will be held whereby Task Force members and the Requesting Agency's Command Liaison will meet to insure a free flow of information on the progress of the ongoing investigation.

E. Procedure Manual

Copies of the South Suburban Major Crimes Task Force (SSMCTF) Procedure Manual are maintained by the Chief, Deputy Chief, Investigations Division Commander, and the Patrol Division Commander.

The Procedure Manual contains detailed information and telephone numbers to facilitate a request for assistance.

42.2.9 INTERVIEW ROOM PROCEDURES

- A. Interview rooms will be used for custodial and non-custodial interviews of persons suspected of committing a crime or charged with a crime and for conducting interviews with witnesses, complainants, and victims.
- B. The transporting officer is responsible for the safety and security of persons brought to the interview rooms until relieved by the interviewer who shall assume responsibility for the individual.
- C. Detainees will be thoroughly searched prior to being placed in an interview room by the interviewer and/or the transporting officer.
- D. Subjects not in custody will be searched in accordance with constitutional requirements and the officer's discretion.
- E. A thorough search of the interview room will be conducted for weapons or contraband prior to placing detainees inside a room and after the detainee's removal from a room.
- F. Appropriate safety precautions will be taken while interviewing detainees.
 1. All personnel using the interview rooms shall remove any firearms from their person and lock them in the weapons lockers.

- H. A visual observation of detainees must be made at least every 30 minutes, if conducting face-to-face interview and continuously if being monitored by video.
 - 1. Any detainee that appears to be under a significant amount of duress or appears to be a potential threat to themselves will not be left unattended.
- I. Sworn officers will take necessary steps to limit the access of non-essential personnel to the detainee and the interview room area. No more than two sworn officers will be in the room at one time, except in emergency situations.
- J. Access to the interview rooms is controlled through the use of keys that are held in the Investigations Equipment Room.
 - 1. Only authorized personnel have access to the Investigations Equipment Room.
- K. The sworn officer responsible for the interview will notify a back-up officer that he/she is conducting an interview. The back-up officer will stay in the general area until the conclusion of the interview.
 - 1. The sworn officer utilizing the interview rooms will have, immediately available, some means to summon assistance. This may be in the form of the police radio or by having other personnel constantly within earshot.
- L. Detainees will not be handcuffed to any fixed or immovable objects while in the interview room.
- M. Male and female detainees will not be placed in the same interview room.
- N. Adult and juvenile detainees will not be placed in the same interview room.
- O. The interview rooms shall contain the minimal equipment necessary to conduct an interview. Generally, a desk and chairs are all that is necessary. Items within the interview rooms should be minimized, since many items may be used as weapons. Before equipment or items are brought into the interview rooms, consideration will be given to the necessity of the items for the interview and their potential for use as a weapon.
- P. Detainees will be provided access to water, restrooms and other basic needs in a timely manner.

42.2.10 INTERVIEW ROOM TRAINING

- A. The Investigations Division Commander or his designee shall ensure that authorized members of the department receive periodic training on the proper use of the interview room and the accompanying recording equipment.

42.2.11 ARSON, FIRE AND EXPLOSION INVESTIGATIONS

On 6/30/05, the Orland Park Police Department (OPPD) and the Orland Fire Protection District (OFPD) entered into a Memorandum of Understanding to establish procedures and respective responsibilities for the investigation of arsons, fires and explosions.

A. The Purpose of the Agreement

This agreement between the Orland Park Police Department (OPPD) and the Orland Fire Protection District (OFPD) is established to set forth procedures and respective responsibilities for the investigation of fires and explosions. This agreement is limited to the service response of both Departments as it relates to fire and explosive investigations only and is not intended to modify policies and procedures of either Department not specifically addressed within.

- 1. In the event of any fire within the Village of Orland Park, the OFPD Battalion Chief and the OPPD Shift Commander will determine the appropriate response of their respective Departments.

2. The OFPD Battalion Chief and the OPPD Shift Commander will determine what additional resources and/or manpower are needed and initiate call-out procedures for their respective Department for any additional assistance they deem necessary.
3. When an investigation into any fire is initiated, the OFPD will be responsible for the cause and origin determinations. The OPPD will be responsible for matters related to search and seizure, detention and/or arrest of individuals, photography, interrogating and evidence collection and processing.
4. It is expected that members of each Department will collaborate and seek the assistance of the other Department where needed in all of these efforts in the interest of an efficient and professional investigation.
5. Press conferences and press releases will recognize the joint nature of the investigation and the contribution of the Departments.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-3
SUBJECT: ALCOHOL AND TOBACCO COMPLIANCE CHECKS
EFFECTIVE DATE: 1 October 2001
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Commander Investigations Division

INDEX AS:

42.3.1 COMPLIANCE CHECKS - PRE-OPERATION PROCEDURES

42.3.2 COMPLIANCE CHECKS OPERATIONAL INSTRUCTIONS

42.3.3 COMPLIANCE CHECKS - COMPLETED TRANSACTIONS

42.3.4 COMPLIANCE CHECKS - REPORTING

POLICY STATEMENT:

It is the policy of the Orland Park Police Department to uniformly enforce the Village Liquor and Tobacco Codes by conducting control buy operations on a continuous basis.

PURPOSE:

The purpose of this general order is to define procedures for routinely monitoring the licensed establishments who sell alcoholic beverages and tobacco products.

DEFINITIONS:

Licensee: Holder of a license to sell alcoholic beverages, tobacco products or both.

Observers: Civilians that are pre-approved by the Chief of Police to view the control buy operations.

Official Identification: Picture identification issued by the State of Illinois in the form of a driver's license or state ID card.

Supervising Officer: An officer assigned to the controlled buy operation to oversee the special agent. This will usually be the senior Tactical Officer, but may also be otherwise designated by the Division Commander.

Special Agent: A volunteer under the legal age to purchase alcohol or tobacco products who assists the Police Department with the controlled buy operations.

42.3.1 COMPLIANCE CHECK PRE-OPERATION PROCEDURES

A. The Investigations Division Commander will be responsible for establishing a twelve (12) month schedule for monitoring all liquor and tobacco licensees in the Village which are open to the public. He shall submit the schedule to the Chief of Police for review prior to implementation. Operations will be conducted at least two (2) times each year or as otherwise directed by the Chief of Police.

1. Not more than one week prior to a scheduled compliance operation, the Investigations Division Commander will notify the Chief of Police that the operation will be commencing.
2. The Investigations Division Commander will request a full list of licensees from the Assistant Liquor Control Commissioner of the Village of Orland Park.

3. Operations may also be conducted, with the approval of the Chief of Police, in response to documented citizen complaints of underage purchases. The reasons for this special operation should be explained by the Investigations Division Commander in writing to the Chief of Police.
4. The Investigations Supervisors shall assist and supervise in obtaining the special agent(s) to be utilized during the buys. Special agents will be approved prior to the operation date by the Investigations Division Commander.
 - a. A certified copy of the agent's birth certificate, or state issued driver's license or state I.D. shall be furnished to the Investigations Division Commander prior to the operation.
 - 1) Tobacco enforcement agents will be between 15 and 17 years of age.
 - 2) Liquor enforcement agents will be between 18 and 20 years of age.
 - b. All agents should be of good character. They will have no record of liquor or tobacco-related violations, nor will they have made any prior attempts to unlawfully purchase these items.
 - c. Agents should have the appearance, demeanor, and mannerisms appropriate to their age.
 - d. Agents will dress appropriate for their age group, and will not have facial hair, nor wear any type of heavy make-up or excessive jewelry.
 - e. Agents under the age of eighteen (18) years will have a parent complete a Parental Consent Form (Attachment) prior to the operation date.
 - f. Agents over the age of eighteen (18) years will complete a Special Agent Consent Form (Attachment B).
 - g. Agents will be available for testimony at hearings and other proceedings at the request of the Village. If possible, the same clothing will be worn for the proceedings as was worn during the operation.
5. A briefing will be held prior to the operation by an Investigations Division Supervisor or the SO.
 - a. The SO will approve the agent's appearance, and a photo will be taken of the agent. The agent's appearance will not be changed after that point.
 - b. The SO will verify that the agent has proper official identification, showing his/her true date of birth. This will be the only identification carried or presented throughout the course of the operation.
 - c. The agents will be instructed:
 - 1) to go directly to the targeted merchandise and then directly to the check-out;
 - 2) that at no time should they try and persuade the licensee/clerk to complete the sale and they should speak only as necessary;
 - 3) if asked about their age, they are to reply with their correct age and if asked for their identification, they are to present their previously approved ID;
 - 4) if a transaction is completed, they should try to obtain a receipt;
 - 5) that the success of the operation and or their continued involvement as agents is not dependent on making successful purchases.
 - d. The operation will not be conducted during extremely busy times (e.g. rush hours) at the licensee's location, and the SO will also have the authority to terminate any operation at any time for safety reasons.

42.3.2 COMPLIANCE CHECKS OPERATIONAL INSTRUCTIONS

A. Tobacco Dealers

The SOs will station themselves either inside the store or at a point from which they can observe the sale.

B. Package Liquor Stores

The SOs shall station themselves either inside the store or at a point from which they can view any transactions between the agent and any representative of the establishment. They should not appear to be

with the agent. The agent will enter the store alone, pick up a specified item, and attempt to make the purchase.

C. Restaurants

If practical, SOs shall station themselves outside the establishment where they can view any transaction between the agent and any representative of the establishment. If this cannot be accomplished, SOs will enter the restaurant after the agent and observe from a discreet location. The agent will take a seat alone, may order a beer for himself/herself or purchase cigarettes from the counter or machine. Food may be ordered.

1. Bar Areas

When conducting these operations in restaurants that have a bar area separated from the dining tables the agent will enter alone and order for himself/herself. The SOs will station themselves either inside the bar area or in an area from which they can observe the sale. They should not appear to be accompanying the agent.

42.3.3 COMPLIANCE CHECKS - COMPLETED TRANSACTIONS

A. Tobacco Dealers:

1. If the transaction occurs, the agent will exit the store and immediately turn the purchased item over to the SO, along with any receipts.
2. The SO will re-enter the store with the agent and have the agent verify the identity of the seller.
3. The SO will identify himself/herself and ask to see the on-duty manager. The SO will explain the violation to the manager, with the agent present, and answer any questions pertaining to the transaction.
4. The SO will issue a citation for delivery of tobacco to a minor to the clerk/seller.
5. The tobacco items will be preserved per the procedures governing evidence preservation.

B. Package Liquor Dealers:

1. If the transaction occurs, the agent will exit the store and immediately turn the purchased item over to the SO along with any receipts.
2. The SO will re-enter the store with the agent, and have the agent verify the identity of the seller.
3. The SO will identify himself/herself and request to see the on-duty manager. The SO will explain the violation to the manager, with the agent present, and answer any questions pertaining to the transaction.
4. The SO will issue a citation for delivery of alcohol to a minor to the clerk/seller.
5. The alcohol beverage, unopened, will be preserved per the procedure governing evidence preservation.

C. Restaurants and Bars:

1. When served, the agent will NOT consume any alcoholic beverage, but will smell the drink served for alcoholic content.
2. If the drink appears to be alcohol, the agent shall signal the SO. The SO will verify the alcoholic content.
3. If necessary, the agent will verify the identity of the seller to the SO.
4. The SO will identify himself and request to see the manager, with the agent present, and answer any questions pertaining to the transaction.
5. The SO will issue a citation for delivery of alcohol to a minor to the clerk/seller.
6. If possible, a small amount of the beverage will be preserved for evidence purposes per procedures on evidence preservation.

D. General case reports will be completed on all violations.

E. The SO will verify the display of current license and other required notices on all establishments checked.

42.3.4 COMPLIANCE CHECKS – REPORTING

- A. Prior to the end of the shift, the SO will prepare an informational memorandum to the Chief of Police on the operation. In the memorandum the SO will indicate all licensees checked, regardless of whether or not a violation occurred. If any licensees are not checked, this memorandum shall include the reasons why.
- B. The Investigations Division Commander shall submit copies of all completed case reports, within twelve (12) hours, to the Chief of Police.
- C. Copies of all case reports and memorandums will be forwarded to the Assistant Liquor Commissioner by the Chief of Police, or his designee.

ATTACHMENT A
PARENTAL CONSENT FORM
Release and Hold Harmless Agreement

I, _____, parent or legal guardian of _____, do hereby grant permission for my son/daughter to participate in an Orland Park Police Department controlled buy operation. I understand that my son/daughter, acting as a special agent of the department will be attempting to purchase items which normally cannot be legally sold to minors.

In consideration of the foregoing, the undersigned, on behalf of myself and my son/daughter, hereby release and hold the Village of Orland Park, its Police Department, its officers and/or its employees, harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the Orland Park Police Department. In addition, the undersigned intends, by executing this release and hold harmless, to waive all claims the undersigned and/or son/daughter has or may have in the future have whatsoever against the Village of Orland Park, its Police Department, its officers and/or its employees.

I understand my son/daughter may be requested to appear before the Village of Orland Park Liquor/Tobacco Commission and/or the 5th Judicial Circuit of Cook County. I will cooperate in making my son/daughter available for these appearances.

Signature of Parent/Guardian Date



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-4
SUBJECT: CRIME FREE MULTI-HOUSING PROGRAM
EFFECTIVE DATE: March 1, 2010
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Investigations Division Commander

INDEX AS:

- 42.4.1 CRIME FREE MULTI-HOUSING PROGRAM
- 42.4.2 CRIME FREE MULTI-HOUSING PROGRAM ADMINISTRATION
- 42.4.3 CRIME FREE MULTI-HOUSING PROGRAM RECORD KEEPING
- 42.4.4 CRIME FREE MULTI-HOUSING PROGRAM ENFORCEMENT

PURPOSE:

The purpose of this order is to establish procedures, guidelines and responsibilities for the administration of the Village of Orland Park Crime Free Multi-Housing Program (CFMHP). It is the policy of the Orland Park Police Department to administer the Crime Free Multi-Housing Program (CFMHP) to the residential rental properties at any location within the Village of Orland Park.

ORDER:

42.4.1 CRIME FREE MULTI-HOUSING PROGRAM

- A. The Orland Park Crime Free Multi-Housing Program (CFMHP) is implemented through the creation of the Rental Housing Code (Village Ordinance Title 5 Chapter 8) and the enforcement of the "Crime Free Addendum" to the lease. The goal is to educate landlords and their residents to improve the quality of life of the residents of the neighborhoods by reducing crime.
- B. The Crime Free Multi-Housing Program was developed in Mesa Arizona in 1992. It is a crime prevention program designed to foster a positive relationship between the police, owners/landlords and residents of rental properties in the Village of Orland Park. The ultimate aim of the program is to improve the quality of life issues at residential rental properties in the Village by reducing crime at these locations. Owners/Landlords are provided with additional tools to deal with problem residents and are encouraged to take an active approach in property management to enhance their properties.

The program is a 3 phase program.

1. Phase one is a mandatory eight hour training class given to landlords and property managers covering a wide range of rental property issues including; crime prevention, security enhancements, eviction issues, active property management and the use of the crime free lease addendum.
2. Phase 2 is Crime Prevention through Environmental Design (CPTED). Phase 2 is mandatory. It involves a security assessment and inspection of the rental property by the Village of Orland Park Developmental Services personnel and recommendations are made to improve the security features of the property. There are minimum recommendations as to how to enhance the security of the property more effectively.
3. Phase 3 is voluntary. The final phase is a "safety social" or meeting of the tenants with the landlord and police in a social setting. The purpose of the program is discussed and active participation by the tenants is encouraged. Tips on tenant participation are provided. The goal is to improve the quality of life for all residents of rental properties.

- C. The "Crime Free Lease Addendum" is an addendum to the rental lease that specifies that the tenant, his family or any visitors to his/her rental unit will not engage in any criminal activity. This is the strength of the program. If a violation of this addendum is found to have occurred as specified in the residential rental license ordinance, the resident's lease should not be renewed and they are subject to possible eviction. Owners/Landlords are instructed to implement the addendum as soon as they have attended the mandatory landlord training.

42.4.2 CRIME FREE MULTI-HOUSING PROGRAM ADMINISTRATION

- A. The CFMHP is to be implemented and administered by a coordinator, designated by the Chief of Police.
- B. The coordinator assigned to the Crime Free Program will attend the following training, upon assignment to the Crime Free Program:
 1. Basic 2-day Crime Free Multi-Housing Program.
 2. Basic Crime Prevention Through Environmental Design Class (CPTED).
- C. The coordinator will develop and update a CD for landlord training consistent with the format of the Mesa, Arizona Crime Free Multi-Housing Program. The program encourages the use of previously developed workbooks from other municipalities. The CD will be customized to the particular requirements of the Village of Orland Park Crime Free Multi-Housing Program. Note: Mesa Police Department personnel have approved the final Orland Park CD by providing copyright authorization for use in this program.
 1. Various training seminars will be scheduled by the coordinator to train the owners/landlords and managers as mandated in the ordinance. The seminars will be scheduled to allow flexibility for the landlords.
 2. A training seminar will be conducted quarterly to fulfill the ordinance requirement of obtaining the rental license within 90 days of registering the property. In the event there is an increase in the number of landlords/owners who require training, additional seminars may be scheduled by the coordinator.
 3. The coordinator will have the authority to extend an owner/landlords training requirement upon submission of proper documentation asserting the inability to attend the training within the prescribed 90 days.
 4. The third and final phase of the program is the "safety social" or community meeting of the police, landlords and tenants who come together in a social setting. The voluntary event can be at the rental property location or at a location to be determined by the coordinator. The meeting typically provides food or activities to attract the residents to the event. This is the responsibility of the owner/landlord. Residents will receive training on a number of topics including; responsibilities of residents, resident rights, crime prevention ideas and personal safety. The coordinator will emphasize the importance of the residents in taking an active role in crime prevention by calling police when incidents occur and being aware of what is going on at the location.
 5. At the completion of the (8) eight hour seminar phase of the program, the landlord will be issued a certificate of completion. The landlord is encouraged to maintain this certificate for display to future residents.
 6. If the landlord chooses to and successfully completes the third phase of the Crime Free Program, a metal sign will be made available to the landlord to display at the property location in a conspicuous location. The sign exhibits the "Crime Free" logo and indicates compliance with the Crime Free national standards. The sign should be displayed in a conspicuous location to advertise that the landlord is committed to a crime free location.
- D. The coordinator will be a resource for the owners/landlords and property managers in the Village of Orland Park. He or she will be available to the landlords and try to assist them with their questions, issues and problems.

42.4.3 CRIME FREE MULTI-HOUSING PROGRAM RECORD KEEPING

- A. The coordinator will be required to input the information from the rental property application tendered to the Village of Orland Park by the owner/landlord, into the "Crime Free EasyTracking Software".
- B. The coordinator will keep a record of all owners/landlords, or property managers that have attended the Crime Free Multi-Housing training seminar.
- C. The coordinator will keep records of calls for service, violations, notes and citations at residential properties covered by the ordinance and identify problem locations, utilizing the "Crime Free EasyTracking Software".

- D. The coordinator will contact owners/landlords when problem locations are identified and work with the landlord to solve the problem. The coordinator will document the contact, and any resolution discussed with the owner/landlord
- E. The reporting officer will have the responsibility of inputting information into the "Crime Fee Easy Tracking Software" system upon responding to a call of criminal nature at a rental property. The information requiring input into the software is the identification of the resident and the nature of the call. The purpose of "Crime Fee Easy Tracking Software" system is to identify and monitor problem locations. When closing the call in Mobile, the officer shall select "Crime Free Housing Incident" in the Disposition Entry Form drop down box.
- F. An annual report of the Crime Free Multi-Housing Program will be written and submitted to the Chief of Police.

42.4.4 CRIME FREE MULTI-HOUSING PROGRAM ENFORCEMENT

- A. Upon the identification of a violation, by the resident, household member, guest, or the landlord/owner, the coordinator will take action to resolve the violation.
 - 1. If the violation is by the resident, household member or guest, the coordinator will contact the landlord/owner to advise him/her of the violation. The coordinator will require the owner/landlord to attempt to resolve the violations with the resident(s).
 - 2. Upon a criminal violation, the coordinator will demand the landlord/owner provide a copy of the lease and Crime-Free Lease Addendum. This demand will be in writing, delivered via registered U.S. Mail. The owner/landlord will have (15) fifteen days to deliver the lease and lease addendum to the coordinator for review.
 - a. Upon review of the documentation with the owner/landlord, the owner/landlord may be given a letter, "Confirmation of Arrest", at which time this letter will direct the owner to begin eviction proceedings against the resident for the violation of the Crime Free Housing ordinance.
 - 3. Upon a violation of the nuisance violation requirement of the ordinance, the coordinator will demand a copy of the lease and Crime Free Lease Addendum from the owner/landlord. This demand will be in writing, delivered via registered U.S. Mail. The owner/landlord will have (15) fifteen days to deliver the lease and lease addendum to the coordinator for review.
 - a. Upon review of the documentation with the owner/landlord, the owner/landlord may be given a letter, "Confirmation of Multiple Nuisance Occurrences", at which time this letter will direct the owner to begin eviction proceedings against the resident for the violation of the Crime Free Housing ordinance.
 - b. If the owner/landlord fails to respond to the demands for the documentation, or fails to act upon either violation letters, the coordinator will initiate enforcement action against the owner/landlord by writing, and delivering via registered U.S. Mail, a citation identifying the violation under Title 5 Section 8 of the ordinance.
 - c. The citations will be municipal ordinance violations, subject to hearing through the municipal violation hearing.
 - d. The coordinator will generate a case report through the Orland Park Police Departments report writing program.
 - 4. Under Village Ordinance Title 5 Chapter 8, the owner/landlord/manager is required to support this ordinance and there are prescribed sections of the ordinance that require the owners/landlords/manager to be held accountable under the ordinance. Registering of the property, attending the required training and obtaining the signed Crime Free Lease Addendums upon the signing of the lease agreement are examples of the requirements under the ordinance. If the owner/landlord/manager fails to take the appropriate action under the Crime Free Multi-Housing Ordinance, the owner/landlord/manager is subject to penalty through the Municipal Ordinance Violation System (MV). The owner/landlord/manager will be notified by letter, sent via certified U.S. Mail, of the violation and provided with remedies to comply with the ordinance by the coordinator of the Crime Free Multi-Housing Program. Failure to comply will result in the issuance of a Municipal Ordinance Violation Citation. After the issuance of the Municipal Ordinance Violation Citation and finding by the hearing officer that the owner/landlord/manager is not in compliance, the license to rent this property will be subject to revocation.

- B. Upon continued non-compliance of the Rental Housing Ordinance, the coordinator will work with personnel from Developmental Services, to have the license revoked. The property will be posted informing that the license has been revoked and the property can no longer be occupied, pursuant to Title 5 Chapter 8.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-5

SUBJECT: SEXUAL ASSAULT NURSE EXAMINER (S.A.N.E.) AND CHILD ADVOCACY CENTER PROTOCOL

EFFECTIVE DATE: March 1, 2011

AUTHORITY: Timothy J. McCarthy

REVIEW DATE: March 1, 2021

REVIEWER: Investigations Division Commander

INDEX AS:

42.5.1. INITIAL RESPONSE

42.5.2. INTERVIEWING RESTRICTIONS

42.5.3. SANE PROTOCOL

42.5.4. REPORT WRITING

PURPOSE:

To establish procedures that both outline restrictions of interviewing minors involved in sex crimes and create a protocol for the forensic examination of sexual assault victims and the collection of evidence by trained Sexual Assault Nurse Examiners (S.A.N.E.) and/or emergency room personnel.

POLICY:

It is the policy of the Orland Park Police Department to thoroughly investigate all criminally related sexual incidents. In order to limit both the physical and psychological effects on the victims and safeguard the validity of the investigation, the Orland Park Police Department has established a procedure to limit the interviewing of minors involved in sex crimes. Additionally, in situations where a forensic examination is necessary and/or required, Sexual Assault Nurse Examiners (S.A.N.E.), whenever feasible, shall conduct such examinations. If a S.A.N.E. examination is not practical, appropriate emergency room medical personnel will then conduct the examination.

DEFINITIONS:

Children's Advocacy Center: is a facility that provides a community resource to facilitate the identification, intervention, and prevention of child abuse.

Sexual Assault Nurse Examiner (S.A.N.E.): is a registered nurse who has been specially trained to provide comprehensive care to sexual assault patients in a medical setting. Sexual Assault Nurse Examiner's are highly skilled in conducting forensic examinations.

S.A.N.E. Center: A designated hospital to which a Sexual Assault Nurse Examiner will respond to conduct an examination of a sexual assault victim.

Sexual Assault Evidence Collection Kit: An evidence kit provided by the Illinois State Police for the collection and documentation of forensic evidence from the victim of a sexual assault.

Victim Sensitive Interview: The interviewing of a minor in an environment that is sensitive to the victim's needs and developmental level. This collaborative approach minimizes the stress a minor undergoes in an investigation, and brings together the expertise of a multi-disciplinary team of professionals.

ORDER:

42.5.1. INITIAL RESPONSE

- A. Patrol Officers will generally be the first law enforcement personnel to have contact with the victim of a sex crime. Due to the nature of these offenses, the first responding officers will perform the following:
1. Make immediate notification to the field supervisor of the call for service
 2. Render immediate aid to the victim
 3. Obtain the name and age of the victim
 4. Obtain a general description of the offender(s) if at large, vehicle description, direction of travel, and if any weapons were involved
 5. Determine the location of the occurrence
 6. Conduct a cursory search for the offender(s) on scene if applicable
 7. Preserve the crime scene
 8. Separate and interview witnesses older than 13 years of age
 9. Perform a neighborhood canvas if applicable
 10. Provide victims with written information advising them of their rights and options. The written information can be found on the Illinois Attorney General's website, www.illinoisattorneygeneral.gov
 11. Offer to provide or arrange transportation to a hospital emergency room for medical and forensic services.

- B. The shift supervisor or designee will ensure that an Investigations Division supervisor is notified.

1. The Investigations Division supervisor will decide if an investigator shall respond.

42.5.2 INTERVIEW RESTRICTIONS

- A. While interviewing is one of the key components in gathering facts and evidence of a crime, the following restrictions are in place to safeguard the integrity of the investigation:
1. First responders will not interview victims under the age of 18 about any sexually related crime.
 - a. The exception to the interview restrictions are if the sex crime (criminal sexual assault, abuse, solicitation, etc.) had just occurred and the offender(s) are at large. The responding officer may then ask the victim and/or witnesses for public safety information, namely the general description of the offender(s), vehicle description, direction of travel, and if any weapons were involved
 2. The responding officer(s) shall immediately cease the interviewing of a victim, who is under the age of 18, when the officer, during the course of any investigation, becomes suddenly aware of facts relating to the inappropriate touching of the victim or inappropriate sexual conduct of an offender.
 3. The responding officers or investigator will not interview victims, witnesses, or offenders under the age of 14.
 4. It is the responsibility of the Children's Advocacy Center to interview witnesses and victims under the age of 14.
 5. The Children's Advocacy Center will conduct videotaped interviews with victims up to and including 13 years of age.
 6. Victims, at least 14 and not older than 17, can be interviewed by only a specially trained Orland Park Police Officer.
 7. The juvenile victim of a sexual assault or abuse and/or the parent(s) or legal guardians will be advised of the following:
 - a. A S.A.N.E. Center, namely Christ Hospital, 4440 W 95th St., Oak Lawn, IL. (708) 684-8000 (01/2016), is the recommended medical facility although not the required location to perform an examination.
 - b. There are no costs incurred by the victim or family for the S.A.N.E. examination

42.5.3 S.A.N.E. PROTOCOL

- A. If the sexual assault examination is to take place at a S.A.N.E. Center, namely Christ Hospital, the following procedures shall be abided by:
1. If a sex crime has occurred after seven (7) days, no evidentiary exam will be performed and an assigned investigator will follow-up with a S.A.N.E. Center at a later date.
 2. The victim should refrain from eating, drinking, changing clothes, showering, douching, or smoking prior to the examination.
 3. If the victim is wearing the same clothes at the time of the incident, the S.A.N.E. Center will collect and inventory the clothing for evidence.
 - a. The reporting officer will ensure the victim is provided additional clothing from home
 4. If the victim is not wearing the same clothes, the reporting officer or assigned evidence technician shall attempt to locate the clothing for evidence. Each item of clothing worn at the time of the incident will be placed into separate paper inventory bags and inventoried.
 5. The reporting officer shall contact Christ Hospital at (708) 684-8000 (01/2016) and advise the medical staff of the pending arrival of a victim of a sex crime requiring a S.A.N.E. examination.
 - a. If Christ Hospital is on bypass, provided below is the list of priority hospitals to send the juvenile or adult victim of a criminal sexual assault:
 - 1) South Suburban Hospital, 17800 South Kedzie Ave, Hazel Crest, if unavailable then,
 - 2) Palos Community Hospital, 12251 S 80TH Ave, Palos Heights or
 - 3) Silver Cross Hospital, 1900 Silver Cross Blvd, New Lenox
6. The hospital personnel must be informed that the minor has or not has been through a Victim Sensitive Interview (V.S.I.).

B. Transportation

1. If feasible, a sworn member of the Orland Park Police Department shall accompany the victim to the hospital to ensure that he or she arrives safely and to assist medical personnel with any questions or concerns.
2. If the victim requires immediate emergency medical treatment, the Orland Fire Protection District will be contacted and the paramedics will follow standard treatment protocol.
3. If the victim requires transportation to a local S.A.N.E. Center, an Orland Fire Protection District ambulance may be summoned per a Memorandum of Understanding or the reporting officer can transport in a department vehicle.

C. Examination

1. Once the S.A.N.E. has begun the examination, the reporting officer and/or investigator shall not interrupt examination, except for serious emergencies.
2. Upon completion of the examination, the S.A.N.E. and the reporting officer/investigator shall confer as to the forensic value of the S.A.N.E. examination results. The S.A.N.E. will provide the officer with the following if available and prepared:
 - a. Victim's Packaged clothing
 - b. If utilized the Illinois State Police Sexual Assault Evidence Collection Kit
 - c. Any original notes and/or reports

42.5.4 REPORT WRITING

Effective January 1, 2017 Under Public Act 099-0801, Officers must document every allegation of sexual assault or sexual abuse and prepare a written report

A. Mandatory report writing shall include the following:

1. The victim's name or other identifier and contact information

2. The time, date and location of the offense
3. Information provided by the victim
4. Information about the suspect, including description and name
5. Names and contact information of persons with knowledge of what happened before, during or after the sexual assault
6. Names of the medical professionals who examined the victim and any information they provided
7. If sexual assault evidence was collected, the name and contact information for the hospital nad whether the victim consented to testing of the evidence
8. If urine or blood sample was collected and whether the victim consented to testing of a toxicology screen
9. Information the victim consented to allow the medical professionals to disclose
10. All other relevant information



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-6
SUBJECT: CONFIDENTIAL INFORMANT PROCEDURES
EFFECTIVE DATE: April 1, 2010
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Investigations Division Commander

INDEX AS:

- 42.6.1. CONFIDENTIAL INFORMANT POLICY
- 42.6.2. CONFIDENTIAL INFORMANT FILE SYSTEM
- 42.6.3. CONFIDENTIAL INFORMANT HANDLING
- 42.6.4. CONFIDENTIAL FUNDS CONTROL AND AUDIT

PURPOSE:

The purpose of this order is to provide protocols for the control and use of confidential informants (CI).

POLICY:

It is the policy of the Orland Park Police Department agency to take necessary precautions by developing sound informant control procedures. In many instances, the use of a confidential informant is essential for a successful investigation. While the use of confidential informant can be an effective tool in investigations, it can be undermined by misconduct of the confidential informant or improper handling by the officer using the informant.

DEFINITIONS:

Confidential informant: An individual who, in an arrangement with law enforcement authorities, agrees to serve in a clandestine capacity to gather information for those authorities on suspected criminal activity or known criminal operatives in exchange for compensation or consideration.

Confidential informant file: File maintained in order to document all information that pertains to confidential informants.

Compelling public interest: For purposes of this policy, situations in which failure to act would result or likely result in loss of life, serious injury, or have some serious negative consequence for persons, property, or public safety and therefore demand action.

Handler: The officer primarily responsible for supervision and management of a confidential informant.

ORDER:

42.6.1 CONFIDENTIAL INFORMANT POLICY

A. Management and control

The procedures set forth in this section are to be used in the management and control of all confidential informants. These procedures will be followed strictly and uniformly unless the Investigations Division Commander deems an exception to be an operational necessity.

B. Recruitment of informants

Informants may generally be recruited from the following sources:

1. Department arrestees pending adjudication proceedings.
2. Volunteers.
3. Informants of other law enforcement agencies.

C. Initial Suitability Determination

1. An officer requesting use of an individual as an informant shall complete a Confidential Informant Packet consisting of a Personal History form (Attachment A), signed waiver (Attachment B), and an intelligence report (Attachment C). The packet shall include sufficient detail regarding the risks and benefits of using the individual so that a suitability determination can be made. The following information shall be addressed in the Confidential informant packet where applicable:
 - a. Age, sex, and residency status
 - b. Employment status or occupation
 - c. Affiliation with legitimate businesses and illegal or suspicious enterprises
 - d. Extent to which potential information, associations, or other assistance could benefit a present or future investigation
 - e. Relationship between the potential confidential informant and the target of an investigation
 - f. The confidential informant's motivation in providing information or assistance
 - g. Risk that he or she might adversely affect an existing or future investigation
 - h. Extent to which provided information can be corroborated
 - i. Prior record as a witness
 - j. Criminal history, to include whether he or she is the subject of a pending investigation is under arrest, or has been charged
 - k. Whether he or she is reasonably believed to pose a risk to the public, or is a flight risk
 - l. Whether he or she is a substance abuser
 - m. Whether he or she is related to anyone in law enforcement
 - n. Whether there is risk of physical harm to the potential confidential informant or his or her immediate family or relatives for cooperating with the police
 - o. Any prior or current service as a confidential informant with this or another law enforcement organization
2. Each confidential informant's suitability shall be reviewed annually.
3. Any information that may negatively affect a confidential informant's suitability during the course of his or her use shall be forwarded to the Commander of Investigations or his designee immediately for review and to determine an appropriate action as soon as possible.
4. Investigations supervisors shall review and approve all informant files.
5. Investigations supervisors shall attend debriefings of confidential informants periodically as part of the informant management process.
6. All informants identified by the Patrol Division will be brought to the attention of an Investigations Division supervisor for enrollment in the informant master file and will be subject to the same procedures and controls.
 - a. Patrol officers have the authorization to develop and use informants during the course of their investigations.
7. Confidential Informant contracts shall be terminated and the confidential informant file placed in inactive status when the source has not been used for one year or more.

D. Special Confidential Informant Approval Requirements

Certain individuals who are being considered for use as a confidential informant require special review and approval. They include the following classes of individuals:

1. Juveniles

Use of a juvenile under the age of 18 as a confidential informant may only be undertaken with the advance approval of the Investigations Division Commander or his designee, and with the written authorization of the individual's parents or guardians. Authorization for such use should be granted only when a compelling public interest can be demonstrated.

2. Individuals Obligated by Legal Privilege of Confidentiality

This class of individuals includes, but may not be limited to, attorneys, physicians, and members of the media. The office of the prosecutor and the chief of police shall be consulted before any officers use such individuals as confidential informants.

3. Governmental Officials

This includes persons in high-level and highly sensitive local, state, or federal governmental positions. No governmental official will be used as a confidential informant without the approval of the Chief of Police.

42.6.2 CONFIDENTIAL INFORMANT FILE SYSTEM

A. The Commander of Investigations or designee shall be responsible for developing and maintaining master informant files and a confidential informant indexing system. The Investigations Division Commander shall retain the Master File logbook in a secure location.

B. Each file shall be coded with an assigned informant control number for identification within the indexing system and shall include the following information:

1. The completion of the Personal History form (Attachment A)
2. Completion of the signed waiver (Attachment B)
3. The results of the discreet background investigation
4. Verification of residence, address, telephone, and place of employment
5. Marital status and number of children
6. Vehicles owned and their registration numbers
7. Color photograph of the confidential informant
8. Fingerprinting of the confidential informant
9. Written synopsis of the detailed interview
10. Gang affiliations
11. Prior cooperation with law enforcement agencies - case history and disposition
12. Completion of the confidential informant checklist (Attachment C)

C. Informant files shall be used for the following purposes:

1. Provide a source of background information about the informant
2. Provide a complete history of the information received from the informant
3. Enable supervisory review and evaluation of information given by the informant
4. Minimize incidents that could be used to question the integrity of investigators or the reliability of the confidential informant
5. Help prevent unwanted duplicate uses of the same confidential informant by officers in this department

- D. The Investigations Division Commander shall ensure that information concerning informants is strictly controlled and distributed only to officers and other authorities who have a need and a right to such information.
- E. All disclosures or access to informant files shall be recorded in the File Review Sheet (Attachment D) and include information such as the requesting officer or agency, the purpose of access or disclosure, the information conveyed, and the date and time of access or dissemination.
- F. The name of a confidential informant shall not be included in an affidavit for warrant unless judicial authority is obtained to seal the document from public record or the informant is a subject of the investigation upon which the affidavit is based. Additionally, officers shall scrupulously avoid providing details of a confidential informant's actions or involvement in arrest reports and other documents available to the public.
- G. No portion of a confidential informant's file shall be entered into any other electronic or related database without controls sufficient to exclude access to all but authorized personnel with a need and a right to know.
- H. Handlers are responsible for ensuring that information of potential value to other elements of the department is provided promptly to other authorized supervisory personnel.
- I. Employees leaving employment with the department have a continuing obligation to maintain as confidential the identity of any confidential informant and the information provided unless obligated to reveal such identity or information by law or court order.

42.6.3 CONFIDENTIAL INFORMANT HANDLING

- A. Confidential informants are assets of the department, not the individual handler.
- B. Confidential informants shall not be used without authorization of the department through procedures identified in this policy.
- C. Confidential informants shall not be used to gather information on individuals who are not otherwise under investigation or suspicion of criminal conduct.
- D. Confidential informants shall not be used for gathering information purely of a political nature or for other information gathering efforts that are not connected with a criminal investigation.
- E. All confidential informants shall sign and abide by the provisions of the departmental informant agreement.
- F. The primary officer handling the confidential informant shall discuss each of the provisions of the agreement with the confidential informant, with particular emphasis on the following:
 - 1. Informants are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures, and will not carry a weapon.
 - 2. Informants will be arrested if found engaging in any illegal activity.
 - 3. Informants are prohibited from engaging in actions or activities that could be deemed entrapment.
 - 4. Informants are prohibited from engaging in self-initiated information or intelligence gathering without departmental direction and approval.
 - 5. Every reasonable effort will be taken to ensure the confidentiality of the informant but, upon judicial order, he or she may be required to testify in open court.
 - 6. Informants may be directed to wear a listening and recording device.
 - 7. Informants and their personal property will be thoroughly searched before and after a controlled purchase.
 - 8. Informants will be de-briefed after an operation in an attempt to identify pertinent information including but not limited to:
 - a. Statements of the subject(s) who are the focus of the criminal investigation
 - b. The layout of a residence, business, or other designated location
 - c. The identification and location of narcotics, stolen merchandise, United States currency, and/or weapons
 - d. Number of additional residents especially children

- e. Associates that are present
 - f. Any animals that may pose a threat
 - g. Any other information pertinent for conducting a safe and viable criminal investigation
- G. A supervisor shall be present during all narcotic purchase investigations (controlled buy, buy/bust, reverse drug buy).
- H. Officers shall take the utmost care to avoid conveying any confidential investigative information to a confidential informant (such as the identity of other informants, surveillance activities, covert vehicles or search warrants) other than what is absolutely necessary and appropriate for operational purposes.
- I. No member of this agency shall knowingly maintain a social relationship with cooperating individuals, or otherwise become personally involved with confidential informants beyond actions required in the performance on duty.
- J. Members of this agency shall not solicit, accept gratuities from, or engage in any private business transaction with a confidential informant.
- K. Meetings with confidential informants shall be conducted at locations and times that vary and with another officer present. One officer surveilling from a nearby position is acceptable.
- L. Two officers must be present when a female confidential informant is contacted or assists in any investigation.
- M. Confidential informants are not to be trusted; when reasonably possible, officers shall corroborate information provided by a confidential informant and document efforts to do so in the informant or case file.
- N. Informants will remain in the physical presence of the handler until after the execution of a signed search warrant.
- O. Methods to protect the identity of informants

All informant contacts shall be subject to the following control measures:

1. Understanding of the amount and method of informant payments, if any
2. Understanding of the restrictions placed on the expenditure of advance money by the informant
3. Understanding of the procedures to be followed in establishing contacts and meetings
4. Understanding of the procedures to be followed if the informant is arrested
5. Understanding of the informant's testimony requirements and obligations
6. Understanding of the Department's limitations in protecting the identity of the informant
7. Understanding of the Department's future obligations to the informant once contact has been severed

P. Monetary Payments

The Department will not tolerate criminal activity on the part of any informant. If during an investigation, an officer becomes aware of illegal acts by the informant, prosecution will be sought. Special attention should be given so that the informant does not misuse department funds (i.e. by pocketing part of the buy money so he or she would benefit financially).

1. All fees and rewards paid to confidential informants shall be commensurate with the value of the information, the risk factors involved, and/or assistance provided the department.
2. Payments to confidential informants need an investigations supervisor's approval and are a cash-on-delivery basis
3. Officers shall provide accounting of monies received and documentation for expenditure of confidential funds expended.
4. The confidential informant shall sign a receipt with his real name for any payments received
5. Two officers shall be present when making payments or providing funds to confidential informants

6. The Investigations Division Commander shall ensure that the process for authorization, disbursement, and documentation of confidential informant payments, as well as the accounting and reconciliation of confidential funds is consistent with Orland Park Police Department Policy

42.6.4 CONFIDENTIAL FUNDS CONTROL AND AUDIT

A. Accessibility

Disbursement of Official Advanced Funds of the Orland Park Police Department is subject to fiscal controls, including proper receipt (if possible) and record. The Investigations Division Commander shall be responsible and accountable for the disbursement of all special funds and shall ensure that the following conditions are met:

1. The monies are being expended to accomplish a legitimate police purpose.
2. A receipt and record of each expense is obtained and filed.
3. Filing of an Expense Justification Form detailing the Investigative case factors, the confidential informant to be paid (list by CI number) and the amount to be drawn from the fund.
4. The confidential informant must sign the payment voucher before any monies can be paid. Advance payments will not be allowed unless authorized by the Investigations Division Commander.

B. Accounting

The Criminal Investigations Division Commander will retain a log book detailing all Official Advanced Funds of the Orland Park Police Department currently in use for ongoing investigations, on hand or present and spent between the normal balance and auditing of the fund.

C. Auditing

Auditing of the Official Advanced Funds of the Orland Park Police Department will occur as directed by the Finance Director. The Investigations Division Commander or his designee will conduct a regular monthly audit. Semi-annual (January/July) and surprise audits will be conducted and documented by the Chief of Police. The Chief of Police retains the right and authority to make unannounced audits of the investigative funds to ensure:

1. Adherence to the procedures set forth in this directive.
2. Proper fiscal control measures are being followed.

D. Criteria for use.

The Department allocates special funds to the Investigations Division for expenses incurred pursuant to:

1. Informant operations
2. Drug buys.
3. Liquor law violation investigations
4. Gambling law violation investigations
5. Vice investigations
6. The use of "flash" money
7. The use of "props"
8. Other investigations for which formal department purchase and expense procedures cannot be followed

E. All payment of confidential funds in excess of five hundred (\$500.00) dollars must have approval of the Chief of Police or designee.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-7
SUBJECT: ELECTRONIC RECORDING OF CUSTODIAL INTERROGATIONS
EFFECTIVE DATE: July 21, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Investigations Division Commander

INDEX AS:

42.7.1 ELECTRONIC RECORDING REQUIREMENTS

42.7.2 ELECTRONIC RECORDING RESPONSIBILITIES

42.7.3 ELECTRONIC RECORDING PROCEDURES

PURPOSE:

The purpose of this order is to establish guidelines and procedures for the electronic recording of custodial homicide interrogations.

POLICY:

It is the policy of the Orland Park Police Department to electronically record homicide interrogations as outlined in 725 ILCS 5/103-2.1 and 705 ILCS 405/5-401.5.

DEFINITIONS:

Custodial Interrogation: Any interrogation during which:

- A. A reasonable person in the subject's position would consider himself or herself to be in custody, and
- B. During which a question is asked that is reasonably likely to elicit an incriminating response (See 725 ILCS 5/103-2.1).

Place of Detention: A building or a police station that is a place of operation for a municipal police department or county sheriff department or other law enforcement agency, not a courthouse, that is owned or operated by a law enforcement agency at which persons are or may be held in detention in connection with criminal charges against those persons (See 725 ILCS 5/103-2.1 and 705 ILCS 405/5-401.5).

Electronic Recording: Defined as the use of motion picture audiotape, videotape or digital recording.

ORDER:

42.7.1 ELECTRONIC RECORDING REQUIREMENTS

- A. Custodial interrogations for investigations for offenses identified in 725 ILCS 5/103-2.1 must be electronically recorded and preserved.
- B. The recording requirement also applies to persons under age 17 at the time of the crime under investigation, if he/she is charged in a criminal or juvenile court proceeding for an act that, if committed by an adult, would be brought under one of the listed incidents above, per 705 ILCS 405/5-401.5.
- C. Any juvenile under the age of 13 years interviewed as a suspect for one of the above listed investigations must have an attorney present.

D. No consent to electronically record is required during interrogations of suspects in the above listed incidents as the recording is mandated by Illinois State Statute.

1. If, during the course of an electronically recorded custodial interrogation, the accused makes a statement that creates a reasonable suspicion to believe the accused has committed an offense other than an offense required to be recorded under conducted under 725 ILCS 5/103-2.1., the interrogators may, without the accused's consent, continue to record the interrogation as it relates to the other offense.

E. Any electronic recording of an interrogation involving a criminal incident other than those listed above will require the consent of the person being interrogated.

F. Any oral, written, or sign language statement of an accused (adult or juvenile) made as a result of a custodial interrogation at a police station or other place of detention shall be presumed to be inadmissible as evidence against the accused in any criminal proceeding brought under any offense listed in section 42.7.1 A of this order unless:

1. An electronic recording is made of the custodial interrogation; and
2. The recording is substantially accurate and not intentionally altered (See 725 ILCS 5/103-2.1(b) and 705 ILCS 405/5-401.5 (b)).

42.7.2 ELECTRONIC RECORDING RESPONSIBILITIES

A. The Investigations Division Commander, or his designee, will ensure that interview rooms designated for electronically recorded interrogations are properly equipped to comply with Illinois State statute.

B. The Investigations Division Commander, or his designee, will ensure personnel have been trained in the set-up, operation, and monitoring of recording equipment.

42.7.3 ELECTRONIC RECORDING PROCEDURES

A. Recording Protocol

1. A trained police employee will operate and monitor the recording equipment throughout the interrogation.
2. Only one interrogation may be recorded on each tape or disc. This requirement does not apply to a computer hard drive system.

B. Tape Control

1. Tapes and discs of interrogations are considered evidence. A copy will be made of any original to be submitted to the State's Attorney's Office.
2. Original tapes and discs will be tagged and submitted to the Evidence and Recovered Property Section (ERPS).
3. All recordings shall be confidential and exempt from public inspection and copying, as provided under Section 7 of the Freedom of Information Act (5 ILCS 140), and the information shall not be transmitted to anyone except as needed to comply with this Section (See 725 ILCS 5/103-2.1(g)).
4. Every electronic recording required per this Order and State Statute must be preserved until such time as the defendant's conviction for any offense relating to the statement is final and all direct and habeas corpus appeals are exhausted, or the prosecution of such offenses is barred by law (See 725 ILCS 5/103-2.1(c)).



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-8
SUBJECT: LIVE AND PHOTOGRAPHIC LINE-UP PROCEDURES
EFFECTIVE DATE: January 1, 2015
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Investigations Division Commander

INDEX AS:

- 42.8.1 LINE-UP ADMINISTRATOR RESPONSIBILITIES
- 42.8.2. INSTRUCTING THE EYEWITNESS
- 42.8.3 SEQUENTIAL LIVE AND PHOTOGRAPHIC LINE-UPS
- 42.8.4 LIVE AND PHOTOGRAPHIC REQUIREMENTS
- 42.8.5 METHODS OR LOCATIONS TO AUDIO AND VIDEOTAPE LINE-UPS

PURPOSE:

The purpose of this order is to establish guidelines and procedures for recording live and photographic line-ups.

POLICY:

It is the policy of the Orland Park Police Department to record all line-ups, live and photographic, in accordance to 725 ILCS 5/107A-0.1 and 107 A-2. Recording of show-ups is not required under Illinois Statute.

DEFINITIONS:

Independent Line-up Administrator: A sworn member of the department who is not participating in the investigation and is unaware of which person in the line-up is the suspected perpetrator.

Filler: People of similar height, build, and complexion who may be prisoners, actors or volunteers and are placed in a live or photographic line-up along with a suspect.

Live Line-up: A group of persons displayed live to an eyewitness for purposes of identification (excludes show ups).

Photographic Line-up: A procedure in which photographs are displayed to an eyewitness for the purposes of identification.

Sequential Line-up: A live or photographic line-up in which each person/photograph is presented to the witness separately and then removed from view before the next person/photograph is presented.

Sequential Random Photographic Line-up: Photographs are placed in folders, randomly numbered and shuffled, and then presented where administrator cannot see and nor does he know which folder contains the suspect.

Simultaneous Line-up: A live or photographic line-up in which persons or photographic are presented to the witness simultaneously Independent

ORDER:

42.8.1 LINE-UP ADMINISTRATOR RESPONSIBILITIES

- A. An Independent Administrator must be used to conduct all identification procedures (excludes show ups) unless not practical.

1. If Independent Administrator is not used, document why in the LINE-UP REPORT.
2. If an Independent Administrator is not available to perform a photographic line-up, a sequential random photographic line-up shall be used unless not practical.
3. Every witness must be given an advisory form with new statutory admonishments (SEE LINE-UP ADVISEMENT FORM by Independent Administrator or LINE-UP ADVISEMENT FORM by Non-Independent Administrator).
 - a. Advisements shall be in writing and signed by the witness.
 - b. If the eyewitness refuses to sign, the Line Administrator shall write refused and sign any required forms.
4. The Line-up Administrator, unless not practical, shall complete the LINE-UP REPORT, upon the conclusion of the eyewitness viewing the live or photographic line-up.
 - a. A separate LINE-UP REPORT is required for each eyewitness.

42.8.2. INSTRUCTING THE EYEWITNESS

- A. The eyewitness shall be instructed:
1. If recording the line-up is practical, an audio and video recording of the line-up will be made for the purpose of accurately documenting all statements made by the eyewitness, unless the eyewitness refuses to the recording of the line-up, and that if a recording is made it will be of the persons in the line-up and the eyewitness;
 2. The perpetrator may or may not be presented in the line-up;
 3. If an independent administrator is conducting the line-up, the independent administrator does not know the suspected perpetrator's identity or if the administrator conducting the line-up is not an independent administrator, the eyewitness should not assume that the line-up administrator knows which person in the line-up is the suspect;
 4. The eyewitness should not feel compelled to make an identification;
 5. It is as important to exclude innocent persons as it is to identify a perpetrator; and
 6. The investigation will continue whether or not an identification is made (SEE LINE-UP ADVISEMENT FORM by Independent Administrator or LINE-UP ADVISEMENT FORM by Non-Independent Administrator).

42.8.3 SEQUENTIAL LIVE AND PHOTOGRAPHIC LINE-UPS

- A. Sequential line-ups shall be used when conducting both live and photographic line-ups unless not practical.
1. If a sequential line-up is not utilized, the reason(s) shall be documented in any applicable report.

42.8.4 LIVE AND PHOTOGRAPHIC REQUIREMENTS

- A. All identification procedures must be videotaped unless witness refuses.
- B. Video recordings shall be conducted of the suspect or photographs AND the eyewitness.
- C. All live line-ups must be photographed.
- D. Only one suspect shall be placed in any live or photographic line-up.
- E. The suspect shall not be substantially different in appearance from other fillers.
- F. Do not reuse fillers if the witness views more than one line-up.
- G. Move the suspect and fillers for each eyewitness.
- H. Never inform the eyewitness where the suspect is or what he looks like.
- I. All participants shall speak or perform any requested actions.

- J. All line-up participants must be out of view of the witness prior to the line-up.
- K. Document all statements made by the eyewitness during the line-up as to the perpetrator's identity (SEE LINE-UP REPORT).
- L. If the witness makes an identification, do not provide information on the suspect until the line-up viewing is complete.
- M. At least five (5) fillers shall be included in a photographic line-up in addition to the suspect.
- N. At least three (3) fillers shall be included in a live line-up in addition to the suspect.
- O. Separate the witnesses before and during all line-up procedures.
- P. No documentation or information concerning previous arrest shall be visible or communicated to the witness.
- Q. The suspect shall not stand out and his photographic shall be "contemporary" with fillers (use same formats, i.e. not one D.L. and the rest booking photographs, or old and new).
- R. To extent practical, photographs shall resemble the suspect perpetrator's appearance at time of offense.
- S. Solely at the eyewitness's request, the line-up administrator may present a person or photograph to the eyewitness an additional time but only after the eyewitness has first viewed each person or photograph one time.
- T. If the eyewitness identifies a person as a perpetrator, the line-up administrator shall continue to sequentially present the remaining persons or photographs to the eyewitness until the eyewitness has viewed each person or photograph.
- U. A written report is required and must comply with statutory requirements for live or photographic line-ups (SEE LINE-UP REPORT).
- V. Unless it is not practical or the witness refuses, a video record of all line-up procedures shall be made.
 - 1. If not recorded, the reasons outlining why it was not practical or the reason(s) for the witness' refusal shall be documented in any applicable written report.
- W. All statements made by the eyewitness during the identification shall be recorded, unless refused.
- X. If the eyewitness refuses to sign any applicable form, the line-up administrator shall note the refusal of the eyewitness to sign and shall also sign the advisements (SEE REQUEST NOT TO RECORD LINE-UP FORM).
- Y. Document all reasons for non-compliance with the statute in any applicable form and written report.

42.8.5 METHODS OR LOCATIONS TO AUDIO AND VIDEOTAPE LINE-UPS

- A. The Orland Park Police Department's lock-up is equipped to perform any live line-up.
 - 1. The use of department issued portable recording equipment is available to adhere to Illinois statute.
- B. The Investigations Division interview room is equipped to both capture audio and video of photographic line-ups.
- C. The department has developed a mobile arbitrator unit for use in the field or in situations where the Investigations interview room is not practical or available.
- D. Marked patrol units are equipped with an arbitrator video system. If needed, a live or photographic line-up may be conducted in a manner that is within the requirements of the statute on the recording system at the vehicle.
- E. In the event of exigent circumstances, the use of a department issued smart phone may be used.
- F. Any line-up recording shall be considered evidence and retained in accordance with 84-1 EVIDENCE AND RECOVERED PROPERTY ADMINISTRATION AND OPERATIONS.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 42-9
SUBJECT: SEXUAL ASSAULT AND SEXUAL ABUSE INVESTIGATION
EFFECTIVE DATE: 1 May 2017
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2022
REVIEWER: Investigation Division Commander

INDEX AS:

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- 42.9.6 EVIDENCE COLLECTION, CRIME SCENE PROCESSING AND CHAIN OF CUSTODY
- 42.9.7 VICTIMS' RIGHTS AND VICTIM NOTIFICATION
- 42.9.8 FOLLOW-UP INVESTIGATIVE PROCEDURES

PURPOSE: The trauma of sexual assault and sexual abuse often leads to emotional, physical, and economic consequences for the victim. The diminished ability of victims to recover from their sexual assault or sexual abuse has been directly linked to the response of others to their trauma. The response of law enforcement can directly impact both a victim's ability to heal and his or her willingness to actively participate in the investigation by law enforcement.

Victim participation is critical to the successful identification and prosecution of sexual offenders, which can prevent new victimization. For this reason, improving the criminal justice system's response to victims of sexual assault and sexual abuse is critical to protecting public safety.

The Orland Park Police Department will:

- A. Treat sexual assault and sexual abuse as criminal conduct.
- B. Respond to sexual assault and sexual abuse calls for assistance without unnecessary delay.
- C. Take all reasonable steps to prevent re-traumatization of sexual assault victims and ensure referrals for follow up services are provided to victims and witnesses.

DEFINITIONS:

"Consent" means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused will not constitute consent. The victim's manner of dress at the time of the offense will not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented

to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. [720 ILCS 5/11-1.70]

“Evidence-based, trauma-informed, victim-centered” means policies, procedures, programs, and practices that have been demonstrated to minimize re-traumatization associated with the criminal justice process by recognizing the presence of trauma symptoms and acknowledging the role that trauma has played in a sexual assault or sexual abuse victim's life and focusing on the needs and concerns of a victim to ensure compassionate and sensitive delivery of services in a nonjudgmental manner. [725 ILCS 203/10]

“Law enforcement agency having jurisdiction” means the law enforcement agency in the jurisdiction where an alleged sexual assault or sexual abuse occurred. [725 ILCS 203/10]

“Sexual assault evidence” means evidence collected in connection with a sexual assault or sexual abuse investigation, including, but not limited to, evidence collected using the Illinois State Police Sexual Assault Evidence Collection Kit as defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act or a urine sample collected when there is reasonable cause to believe that a person has consumed a controlled substance without his or her consent. [410 ILCS 70/1a; 725 ILCS 203/10]

“Sexual assault or sexual abuse” is defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act. An act of nonconsensual sexual conduct or sexual penetration, as defined in Section 11-0.1 of the Criminal Code of 2012, including, without limitation, acts prohibited under Sections 11-1.20 through 11-1.60 of the Criminal Code of 2012. [725 ILCS 203/10].

42.9.1 DISPATCH/CALL TAKER RESPONSE:

Telecommunicators will provide a trauma-informed response to victims of sexual assault and sexual abuse in accordance with standards established by the Office of the Statewide 9-1-1 Administrator pursuant to 20 ILCS 2605/2605-53(a)(1) and should implement the following procedures when receiving allegations of sexual assault and sexual abuse:

- A. Assess immediate safety of victim and need for emergency medical services.
- B. Gather vital information for responding officers.
- C. Provide information to the victim on preserving evidence

42.9.2 INITIAL RESPONDING OFFICER DUTIES:

Responding to initial reports of sexual assault or sexual abuse:

- A. Contact victim as soon as possible and address safety concerns
 1. Assess need for hospital emergency and forensic services and summon emergency medical assistance, if needed, or offer to provide or arrange for transportation. [725 ILCS 203/25(a)(2)]
 2. If the victim consents to a medical forensic exam, the officer will not be present during the physical exam, unless requested by the victim.
 3. An officer may conduct a joint interview with health care providers, with victim consent.
- B. Provide victim or third-party reporter with the “Mandatory Notice for Survivors of Sexual Assault Form” and document in the narrative of the report that the form was provided. [725 ILCS 203/25(a)(1);(b)]
- C. Provide victim or third-party reporter with the Written Statement of Explanation of Crime Victim Rights - Statement of Marsy's Rights within 48 hours of initial contact to inform victims of their rights under the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Act and document in the narrative of the report that the form was provided. [725 ILCS 120/4(b)]
- D. Assist victim.

Inform the victim that he or she does not need to make a decision about participating in the criminal justice process at this time.

1. If the responding officer speaks with the victim after the close of court business hours and if a judge is available, the officer will offer to provide or arrange accessible transportation for the victim to the nearest available circuit judge or associate judge so the victim may file a petition for an emergency civil no contact order or an order of protection. [725 ILCS 203/25(a)(3)]

2. Contact an agency social worker or victim advocate, if available, or identify other resources for the victim, including the National Sexual Assault Hotline (1-800-656-4673).
 3. Determine the best way to contact the victim for follow-up based on the victim's concerns about privacy, confidentiality, and safety.
- E. Assess for drug-facilitated sexual assault.
- F. Notify an investigating officer, if other than the responding officer. After January 1, 2019, the investigation will be assigned to an officer trained in sexual assault and sexual abuse investigations pursuant to Section 10.19(d) of the Illinois Police Training Act. If no trained investigating officer is available, the agency will seek assistance from another law enforcement agency with officers trained in sexual assault and sexual abuse investigations pursuant to Section 10.19(d) of the Illinois Police Training Act pursuant to [725 ILCS 203/20(g)]
- G. Follow evidence collection, crime scene processing, and chain of custody policies and protocols.
1. Preserve crime scene, if possible.
 2. Conduct crime scene processing, documentation of evidence collected, and chain of custody.
 3. Look for evidence suggesting co-occurring, serial, and/or interconnected crimes.
- H. Conduct preliminary/initial victim interview utilizing evidence-based, trauma-informed, victim-centered interview questions and techniques.
1. Determine the primary language of victim and any translation needs. If the interview is conducted at a hospital, the officer may request interpretive services from the hospital. [725 ILCS 203/25(c)] If the interview is conducted at another location, refer to agency policy regarding the use of interpreters. Use of friends and family as interpreters should be avoided, if at all possible.
 2. Victim will not be required to submit to an interview. [725 ILCS 203/20(e)]
 3. Victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test. [725 ILCS 200/1]
 4. A private location should be secured, if possible.
 5. A victim's request for a person, advocate, or attorney for the purposes of support or consultation should be accommodated, if possible. If such person is needed but not available, the interview should be paused to allow the victim to contact the National Sexual Assault Hotline (1-800-656-4673) for immediate support.
 6. Utilize a Children's Advocacy Center for a forensic interview of a child victim, when available, in accordance with the Children's Advocacy Center's written operational protocol as required by Section 3(c) of the Children's Advocacy Center Act. [55 ILCS 80/3(c)]
 7. Concerns or needs of specific populations/communities should be taken into consideration.
- I. Fulfill mandatory reporting requirements and document any notifications made in the narrative of the report.
1. If responding to report of sexual assault or abuse of a child, a Children's Advocacy Center will be notified, if available in the jurisdiction.
 2. Suspected abuse or neglect of any child will be immediately reported to the Department of Children and Family Services at 1-800-252-2873. [325 ILCS 5/4]
 3. If responding to a report of sexual assault or abuse, which has occurred within the previous 12 months, of an adult with disabilities aged 18 through 59 or a person aged 60 or older who resides in a domestic living situation, who because of a disability or other condition or impairment is unable to seek assistance for himself or herself, the officer will report this suspicion, within 24 hours, to the Department on Aging at 1-866-800-1409. [320 ILCS 20/4]

- 4. Officer will immediately report any long-term care facility resident subjected to abuse or neglect, with whom the officer has had direct contact, to the Department of Public Health at 1-800-252-4343. [210 ILCS 30/4]
- J. Complete a written report.
- K. Send a copy of the written report, if the incident occurred in another jurisdiction, to the law enforcement agency having jurisdiction in person or via fax or email within 24 hours of receiving the reported information using the "Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction Form". [725 ILCS 203/20(c)]. If confirmation from the law enforcement agency having jurisdiction of its receipt of the report is not received within 24 hours of sending the report, the agency will follow up with the agency having jurisdiction. [725 ILCS 203/20(d)]

42.9.3 MANDATORY REPORT WRITING:

- A. Reporting methods. A written report will be completed when receiving information about a sexual assault or sexual abuse crime from the following:
 - 1. A victim. [725 ILCS 203/20(b)(1)]
 - 2. Hospital or medical personnel. [725 ILCS 203/20(b)(7)]
 - 3. A witness. [725 ILCS 203/20(b)(6)]
 - 4. A third-party reporter who has the consent of the victim. [725 ILCS 203/22]
 - a. The name and contact information of the third-party reporter will be documented in the report.
 - b. The reporter's affirmation that he or she is reporting with the consent of the victim will be documented in the report.
- B. Documentation of facts in the report. The report will include information required by 725 ILCS 203/20(b), if known, whether provided at the time of initial report or obtained through investigation and should:
 - 1. Include documentation of signs of physical and psychological trauma to the victim.
 - 2. Include documentation of any aggravating factors present included in 720 ILCS 5/11-1.30; 11-1.40; 11-1.60 or other relevant statutes.
 - 3. Detail and describe the victim's lack of consent, with documentation of the victim's subtle and overt actions. Silence does not imply consent.
 - 4. Clearly document, if a consensual encounter turned non-consensual, the details of how and when the suspect's behavior changed and how the victim expressed or demonstrated non-consent to the continued acts.
 - 5. As accurately as possible, use the victim's, witness's, and/or suspect's own words in writing. The language used by the victim will not be sanitized or cleaned up.

42.9.4 DUTIES OF OFFICERS INVESTIGATING SEXUAL ASSAULT AND SEXUAL ABUSE:

Prior to January 1, 2019, all investigations of sexual assault and sexual abuse should be assigned to an officer who has completed training in sexual assault investigations pursuant to Section 10.19(d) of the Illinois Police Training Act, if one is available. After January 1, 2019, all investigations of sexual assault and sexual abuse will be assigned to an officer who has completed the required training. [725 ILCS 203/20(g)]

Investigating sexual assault and sexual abuse cases:

- A. Determine the primary language of the victim, witnesses, and suspects and any translation needs. If a victim interview is conducted at a hospital, the officer may request interpretive services from the hospital. [725 ILCS 203/25(c)]. Use of friends and family members as interpreters should be avoided, if at all possible.
- B. Interview the victim utilizing evidence-based, trauma-informed, victim-centered interview questions and techniques.
 - 1. Victim will not be required to submit to an interview. [725 ILCS 203/20(e)]

2. Victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test. [725 ILCS 200/1]
3. A comprehensive follow-up interview should be conducted after the victim has been medically examined and treated and personal needs have been met.
4. A victim should be allowed to complete at least two full sleep cycles before an in-depth interview occurs, if at all possible; however, a victim's request to complete the interview sooner should be honored.
5. A private location should be secured, if possible.
6. A victim's request for a person, advocate, or attorney for the purposes of support or consultation should be accommodated, if possible. If such person is needed but not available, the interview should be paused to allow the victim to contact the National Sexual Assault Hotline (1-800-656-4673) for immediate support.
7. The role or impact of drugs or alcohol should be taken into consideration.
8. Sources of additional evidence during the victim interview, including electronic communications or knowledge of prior victims, should be explored.
9. Concerns or needs of specific communities/populations should be taken into consideration. Officers should be aware of possible defense strategies, including denial, identity, alibi, and consent, and document the relevant information provided.
10. Officers should be conscious of the timing of releasing information to the victim or the public if the use of a photo array is possible.
11. A case should not be automatically closed following a recantation by the victim; additional inquiry is necessary to determine the cause of the recantation.
12. When concluding the follow-up victim interview, the officer should:
 - a. Inform the victim about the next steps in the investigation. Let the victim know when he or she can expect to be contacted again.
 - b. Encourage the victim to contact the officer if he or she remembers any additional information or evidence and assure the victim that it is common to remember additional information with the passage of time.
 - c. Help the victim develop a safety plan, if there are safety concerns, and encourage the victim to call the police if the suspect violates any criminal or court orders, or if the suspect (or the suspect's family or associates) contacts the victim in any way (in person, by phone, through social media, etc.).
 - d. Encourage the victim to work with an advocate to assess future needs.

C. Conduct witness interviews.

1. Identify and interview individuals present during assault.
2. Identify and interview individuals who witnessed pre-assault or post-assault conduct or statements of the suspect or the victim.
3. Identify and interview outcry (disclosure) witnesses.
4. Identify and interview prior victims for evidence of the suspect's propensity to commit sexual abuse or sexual assault.

D. Conduct suspect investigations.

1. Prior to contacting the suspect, officers should attempt to:
 - a. Conduct a background check and criminal history for victim and officer safety.

1. Look for accusations, criminal charges, and convictions for interconnected crimes, especially crime involving violence.
 2. Conduct LEADS or NCIC search that shows all law enforcement contacts.
- b. Evaluate sources of digital evidence.
 - c. Consider conducting pretext communications with consideration given to minimizing the emotional impact on the victim. Consult the state's attorney's office regarding legal requirements.
 - d. Develop a timeline of pre- and post-assault behaviors and communications.
2. Assess the circumstances for either a noncustodial interview or a custodial interview.
 3. Conduct suspect interviews.
 - a. Attempt to interview every suspect identified.
 - b. Audio and video record the entire interview.
 4. Consider a suspect medical forensic exam.
 - a. Immediately after the preliminary suspect interview, determine whether a forensic sexual assault examination should be obtained for the suspect.
 - b. Consider legal requirements.
 1. Obtain a search warrant to collect any evidence from the body of the suspect, take photographs of any findings on the body, or collect clothing; or
 2. Obtain consent from the suspect to collect any evidence from the body of the suspect, take photographs of any findings on the body, or collect clothing. If an exam is conducted with the suspect's consent, document that the suspect was informed of his or her right to decline any part of the examination and to leave at any time.
 - c. Collect evidence.
 1. If a health care provider is conducting the forensic examination of the suspect, a law enforcement officer will be present at all times.
 2. If in custody, the suspect will be given a Miranda warning before being asked medical history questions by the health care provider or investigator.
 5. When possible, enter information into the FBI Violent Criminal Apprehension Program Database or forward to the appropriate agency for entry.
 6. Identify potential modus operandi when suspect is unknown.
- E. Evaluate sources of digital evidence including photographs, video, social networking sites, blogs or forums, hidden video recording devices, and computer spyware programs for information related to the sexual assault or sexual abuse. Look for evidence of, investigate, and document any monitoring, surveillance, targeting, and grooming behaviors employed by the suspect through technological means.
- F. Follow evidence collection, crime scene processing, and chain of custody policies and protocols.
- G. Complete mandatory report writing requirement
- H. Consult with State's Attorney's Office to determine what additional information is needed.

42.9.5 SUPERVISOR DUTIES:

Supervisors should have an understanding of the impact of trauma on a victim and proper trauma-informed responses by officers. Officers supervising officers responding to and investigating sexual assault and sexual abuse cases should:

- A. Ensure that officers responding to and investigating sexual assault and sexual abuse utilize evidence-based, trauma-informed, victim-centered policies, procedures, programs, and practices.

- B. If requested by an officer, or when deemed necessary, respond to assist officers investigating sexual assault and sexual abuse.
- C. Review all sexual assault police reports for accuracy, consistency, and victim-centered responses.
- D. Provide officer mentoring and accountability.
- E. Ensure officers and investigators understand case coding and appropriately clearing sexual assault cases.
- F. Review all sexual abuse or sexual assault cases cleared by exception or unfounded to ensure cases were not prematurely closed. A case should not be cleared by exception or unfounded until the results of the sexual assault evidence testing are returned and all evidence is reviewed.
 - 1. Suspend, inactivate, or otherwise remove cases not cleared by arrest, cleared by exceptional means, or unfounded from an officer's active caseload when all leads have been exhausted and no further investigation is possible.
- G. Ensure officer and investigator training requirements are met.

42.9.6 EVIDENCE COLLECTION, CRIME SCENE PROCESSING, AND CHAIN OF CUSTODY:

- A. An officer will take possession of sexual assault evidence collected by hospital personnel within no more than five days of the completion of the medical forensic exam and document the possession of the evidence in the report. [725 ILCS 203/30(a); 725 ILCS 203/30(b)]
- B. If a victim declines to consent to testing the evidence, the agency will store evidence for five years from completion of medical forensic exam or five years from victim's 18th birthday, whichever is longer. [725 ILCS 203/30(d)]
 - 1. The victim or the victim's designee will be provided the following information "Storage and Future Testing of Sexual Assault Evidence Form" P.A. 99-0801 - Form C may be used. [725 ILCS 203/30(e)]
 - a. The evidence will be stored at the Orland Park Police Department located at 15100 Ravinia Ave Orland Park, IL 60462 in accordance with [725 ILCS 203/30(e)(1)]
 - b. The victim may provide consent for testing at a later date by in accordance with [725 ILCS 203/30(d)]:
 - 2. The Orland Park Police Department will notify:
 - a. A victim or victim's designee if the agency's storage period for sexual assault evidence exceeds five years or the victim's 23rd birthday. [725 ILCS 203/30(f)(g)]
 - b. A victim or victim's designee that the storage period for their sexual assault evidence will be ending soon, if such notice has been previously requested by the victim, in order to provide the victim sufficient time to decide whether to consent to testing the evidence.
- C. If a victim consents to testing the sexual assault evidence, the officer will:
 - 1. Submit evidence, including but not limited to the Illinois State Police Sexual Assault Evidence Collection Kit, urine specimen, clothing, and crime scene evidence such as condoms, tissue, and bedding, for testing within 10 days of receipt of consent pursuant to the Sexual Assault Evidence Submission Act and document the submission in the case report. [725 ILCS 202/10; 725 ILCS 203/30(b)] No law enforcement agency having jurisdiction may refuse or fail to send sexual assault evidence for testing that the victim has consented to be tested. [725 ILCS 203/30(c)]
 - 2. Provide the victim or victim's designee with written information informing the victim of his or her right to request information regarding the submission and results of the testing. "Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Form" P.A. 99-0801 - Form B may be used. [725 ILCS 203/35]
- D. Follow the protocol for responding to victims who want to sign the written consent to test sexual assault evidence after the evidence has been transferred to agency. [725 ILCS 203/30(f)]
- E. Drug- and alcohol-facilitated sexual assault.

1. If a drug- or alcohol-facilitated sexual assault is suspected, it is recommended that urine be collected as soon as possible after the assault.
 - a. If possible, transport the victim to a facility where the sample can be taken.
 - b. If the first urine has been voided, urine collection should still be encouraged up to 120 hours (five days) after the sexual assault has occurred, as it could still have evidentiary value.
2. No sample analysis may be performed unless the victim returns a signed written consent form after the sample was collected. [720 ILCS 5/11-1.10(g)] The victim has five years after the sample was collected to consent to testing. [725 ILCS 203/30(d)]
3. If samples are taken by the hospital for medical purposes, the officer should not request the hospital personnel to test a victim's blood or urine without the consent of the victim.
4. With the victim's consent, any blood or urine samples collected will be submitted to an Illinois State Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center) for analysis. [725 ILCS 202/10]
5. A victim should be notified that once a written consent form for analysis is signed, he or she has 48 hours to revoke consent. [ISP 6-386 (4/16)]
6. An officer should check for digital evidence corroborating the narrative, such as video, credit card purchases, mobile phone records, and receipts.
7. An officer should obtain a warrant, when appropriate, to search the home(s) of the suspect(s) for drugs and paraphernalia and conduct searches of computers of the suspect(s).

F. DNA

1. When evidence analysis indicates an association with an individual (CODIS hit), the Illinois State Police Crime Laboratory or other appropriate laboratory will request that the law enforcement agency obtain a confirmatory buccal swab (reference standard) from the suspect.
2. Every effort should be made to locate the suspect to obtain a confirmatory swab.

42.9.7 VICTIMS' RIGHTS AND VICTIM NOTIFICATION:

- A. Officers will provide the Statement of Marsy's Rights to victims within 48 hours of initial contact, informing victims of the rights provided by the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victims Compensation Act. [725 ILCS 120/4(b)]
- B. Officers will advise victims of the availability of crime victim compensation and that any information concerning the Crime Victims Compensation Act and the filing of a claim may be obtained from the Office of the Attorney General. [740 ILCS 45/5.1(b)]
- C. Crime victims have the right to be treated with fairness and respect for their dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process. [725 ILCS 120/4(a)(1)]
- D. At the request of the crime victim, officers will provide notice of the status of the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation, until such time as the alleged assailant is apprehended or the investigation is closed. [725 ILCS 120/4.5(a)]
- E. Officers will provide notice to a victim if a closed case is reopened to resume the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation. [725 ILCS 120/4.5(a-5)]
- F. Victims may have a person, advocate, or attorney with them for the purposes of support or consultation.
- G. A victim has a right to request information regarding the submission and testing of forensic evidence. Upon the request of the victim who has consented to the testing of sexual assault evidence, officers will provide the following information in writing [725 ILCS 203/35(a)]:

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center), within seven days of submitting the evidence to a laboratory.
2. Any test results provided to the law enforcement agency by the laboratory, within seven days of receipt of the results by the agency, including, but not limited to whether:
 - a. a DNA profile was obtained from the testing of the sexual assault evidence from the victim's case;
 - b. the DNA profile developed from the sexual assault evidence has been searched against the DNA Index System or any state or federal DNA database;
 - c. an association was made to an individual whose DNA profile is consistent with the sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation; and
 - d. any drugs were detected in a urine or blood sample analyzed for drug-facilitated sexual assault and information about any drugs detected.

42.9.8 FOLLOW-UP INVESTIGATIVE PROCEDURES:

A. Forensic and offender hits (CODIS matches) relating to sexual assault and sexual abuse cases from Illinois State Police Crime Laboratories or other laboratories are to be received by the Investigation Division Commander who/which should:

1. Log receipt of hit information from laboratories;
2. Assign an officer to investigate the CODIS hit and potential impact on the investigation;
3. Document all investigative steps taken as a result of the CODIS hit; and
4. Consult with the local state's attorney's office about the results of the investigation following the CODIS hit.

B. Victim Notification.

1. If the status of a cold case changes, including instances where a case is reopened to resume investigation, a crime lab has notified law enforcement of a DNA database "hit," or an offender has been arrested on a warrant, notice to the victim will be provided unless it would unreasonably interfere with the investigation. [725 ILCS 120/4]
2. Prior to notification and communication with the victim, officers should consult with the agency social worker or rape crisis advocate. Notification to the victim should be coordinated with the social worker or rape crisis advocate to permit the social worker or advocate to be present if possible. Officers should attempt to notify the victim at a time, place, and manner that provides as much privacy as possible.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 43-1
SUBJECT: VICE, DRUGS AND ORGANIZED CRIME
EFFECTIVE DATE: June 15, 2014
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Investigations Division Commander

INDEX AS:

- 43.1.1 RECEIVING AND PROCESSING COMPLAINTS
- 43.1.2 MAINTAINING INVESTIGATIVE FILE SECURITY
- 43.1.3 CONFIDENTIAL FUND AVAILABILITY
- 43.1.4 CONTROL AND USE OF SURVEILLANCE AND UNDERCOVER EQUIPMENT
- 43.1.5 SURVEILLANCE, UNDERCOVER, DECOY, AND RAID OPERATIONS
- 41.1.6 REPORTING TO THE CHIEF OF POLICE

PURPOSE:

The purpose of this order is to establish procedures and responsibilities related to the investigative methods used in vice, drug and organized crime control operations.

43.1.1 RECEIVING AND PROCESSING COMPLAINTS

A. The Orland Park Police Department is committed to investigating all vice, drug, and organized crime complaints. This is accomplished in the following manner:

1. When an officer receives a complaint, the officer will conduct a thorough preliminary investigation, documenting all information on a case report.
 - a. In those instances where an immediate follow-up investigation is indicated, the reporting officer will inform an on-duty patrol supervisor of the complaint received.
 - b. The patrol supervisor will then seek assistance from the Investigations Division.
 - c. When immediate follow-up is not required, the reporting officer will document the drug, organized crime or vice complaint on a case report and submit the report for review. Upon receiving a report, the reviewing supervisor will forward a copy directly to the Investigations Division Commander.
 - d. The Investigations Division Commander or designee will review the report and determine if a follow-up investigation is warranted.
 - e. Investigators assigned to follow up a drug, organized crime, or vice case will conduct a thorough investigation and attempt to substantiate the reported information.
 - 1) If substantiated, the investigator (via the supervisor) will notify the Investigations Division Commander.
 - 2) The Investigations Division Commander will determine the scope of the investigation and whether to seek assistance from an outside law enforcement agency specializing in the type of investigation identified.
2. The written report shall contain any related information conveyed or received from outside agencies.

- B. Evaluation of drug, organized crime and vice complaints is necessary as investigations often require considerable expenditures of time, money, and effort.
- a. It is imperative that complaints be evaluated for accuracy and credibility.
 - b. Efforts will be made to determine the scope and relative importance of the complaints received.
 - c. To aid in determining the scope of efforts made to investigate drug, organized crime and vice complaints, the following criteria will be considered:
 - 1) The validity of the information;
 - 2) The criminal nature of the problem;
 - 3) The significance of the problem;
 - 4) The sufficiency of investigative leads;
 - 5) The investigative techniques that can be utilized;
 - 6) The sufficiency of resources to investigate the complaint;
 - 7) The extent of any operational problems; and
 - 8) The law enforcement agency, which should have primary investigative responsibility.

43.1.2 MAINTAINING INVESTIGATIVE FILE SECURITY

- A. Upon assignment for active investigation, all vice, drug, and organized crime complaints shall be assigned a case report number.
- B. The Investigator assigned to investigate a complaint shall submit an incident report providing sufficient information to establish the active status of the case without compromising the investigation.
- C. All records, reports, and investigative documents relating to active organized crime, drug, and vice investigations shall be maintained in a secure location within the Investigations Division.
- D. Access to records, reports, and information from active organized crime and vice investigations shall be on a need-to-know basis as authorized by the Chief of Police or designee and shall be for the purpose of conducting official investigations by the Orland Park Police Department personnel.

43.1.3 CONFIDENTIAL FUND AVAILABILITY

- A. The Department maintains a special investigative fund that includes money allotted to support operational efforts in drug, organized crime and vice investigations.
- B. Fiscal management of confidential funds used in efforts against drug, organized crime and vice activities are strictly administered and accounted for in accordance with General Order 17.4, FISCAL MANAGEMENT

43.1.4 CONTROL AND USE OF SURVEILLANCE AND UNDERCOVER EQUIPMENT

- A. Department-owned surveillance and undercover equipment will be stored in a secured area within the Investigations Division. Use of this equipment will be at the discretion of the Investigations Division supervisors.
 1. Unauthorized or personal use of any Department-owned surveillance or undercover equipment is strictly prohibited.
- B. Authorization for the loan or use of this equipment to another law enforcement agency may be given by the Investigations Division Commander, or a designee. In instances where the equipment is lent to an outside law enforcement agency, the Investigations Division Commander or a designee will ensure it is signed out and in good operating condition when returned.

43.1.5 SURVEILLANCE, UNDERCOVER, DECOY, AND RAID OPERATIONS

- A. The Orland Park Police Department has the capacity to conduct covert operations for the control of vice, drug and organized crime activities through the investigative activities of the Investigations Division.

1. Undercover, surveillance, and decoy operations shall be coordinated by and/or conducted by the Commander of Investigations or his designee

B. Guidelines for Initiating and Conducting Covert Operations

1. Vice, drug, or organized crime surveillance, undercover, decoy, and raid plans shall be completed prior to an operation and shall include the provisions identified in this directive, which are appropriate to the operation undertaken.
2. The operations plan is the first step in the investigative process.
3. The plan must be thorough, in writing, and must show the intended direction of the investigation. The plan shall be associated with a case report number as soon as a case number is assigned.
4. The Investigations supervisor shall be responsible for ensuring the plan is complete and approved. The Investigations supervisor's signature on the plan shall indicate plan approval. Minimum provisions for investigative operations planning shall include the following:
 - a. Possible suspects, offenses and victims should be analyzed.
 - b. The analyses should identify each suspected offense or category of offenses with pertinent dates and time frames.
 - 1) It should explore the relationship between victims and offenders utilizing biographical and criminal history data.
 - 2) Probable offenders, their habits, associates, vehicles, methods of operation, and other pertinent data should be identified and analyzed.
 - 3) Targets of undercover operations should be identified and analyzed to determine background information, weapons used, criminal history, known associates, etc.
 - 4) All offenses, victims, and offense locations should be examined in an attempt to determine modus operandi.

5. Legal Ramifications

- a. When appropriate, the appropriate States Attorney's Office shall be contacted to determine possible legal ramifications of the operation.
 - 1) The written plan should outline the States Attorney's role (if any) in the operation.
 - 2) This includes discussing any prosecutorial or liability problems that may exist or develop.
 - 3) The written plan should indicate the dates and times of meetings or conversations with the States Attorney's Office or Village Attorney and include a summary of the meeting or conversation.

b. Copies of warrants should be attached to the plan if available.

6. Objectives and Details of the Operation

- a. All covert operations shall be well planned and personnel briefed on an individual case basis prior to implementation.
- b. The briefing shall include the objective and details of the operation in compliance with the guidelines established by this directive.
- c. All pertinent site characteristics shall be reviewed.
- d. The officers involved shall be familiarized with the objectives and details of the operation, the neighborhood, or target area.
- e. The neighborhood or target areas of operation shall be analyzed and surveyed prior to infiltration to identify potential hazards, possible threats, and possible surveillance points.
- f. The type of surveillance to be used (moving, stationary, etc.) should be identified.
- g. The plan should include a detailed map with routes in and out of the area indicated as needed.

Descriptions of individuals at the location to be searched shall be provided in the plan.

- h. Surveillance operations must be based on an articulable suspicion that the person or thing under surveillance is involved in criminal activity.

7. Determining Operational Procedures

- a. Operational procedures shall be determined for observation, tails, effecting arrests, surveillance, and high risk entries.
- b. Plans for approaching, entering, securing, and leaving the search location shall be stated. Written details regarding assigned surveillance areas, responsibility, initiation and termination should be included.
- c. Conditions and procedures for making arrests shall be stated including the transportation and destination of the arrestee.
- d. If the operation will not immediately result in an arrest, the written plan shall state such.
- e. Procedures for observation of the operation and arrest shall be developed for each operation.
- f. The investigating police officers and undercover police officers conducting covert operations shall document all pertinent activities and observations made relative to the criminal activity being investigated.

8. Expense Funds

- a. Expense money shall be provided as necessary from the Investigations Divisions' Confidential Fund.
- b. All necessary operating funds shall be provided by Investigations personnel from the Confidential Fund and appropriately receipted as outlined in the directive in General Order 42.6.4, CONFIDENTIAL FUNDS CONTROL AND AUDIT

9. Communication

- a. The means for routine and emergency communication among involved personnel shall be established. Communications with specialized support units shall be established.
- b. The plan shall state that radio communications will be conducted on a specific frequency. If any other means of communication is to be used, the plan should indicate the method, i.e. cellular phone.

10. Equipment and Vehicles

- a. Equipment and vehicle needs shall be determined and appropriate arrangements made and indicated on the written plan.
- b. Provisions shall be made to discuss, select, and prepare specialized equipment to be used, such as, rams, pry bars, protective clothing, etc.
- c. The names of personnel assigned to drive vehicles and vehicle descriptions shall be included in the plan.

11. Officer Protection

- a. Provisions shall be made for providing relief during extended operations to involved personnel, backup security, and perimeter protection for officers.
- b. All personnel assigned to the operation and their detail shall be listed in the plan.
- c. An appropriate number of backup officers will be determined and deployed based on the analysis of the situation.
- d. A suitable number of surveillance officers shall be determined and deployed based on an analysis of the situation to provide backup and perimeter security.
- e. A selection of personnel such as patrol officers, specialized units, etc. shall be predetermined if needed for the operation.

- f. Assignment of responsibilities and duties of all members involved, such as internal and external security, entry teams, evidence collection, etc. shall be prearranged.

12. Officer Identity

- a. Undercover and surveillance officers should be provided with false identities, disguises, and necessary credentials as required by the operation.
- b. When appropriate, decoy officers may disguise themselves to better resemble victims.
- c. Personnel participating in decoy operations shall be identified prior to the operations with a complete clothing and/or vehicle description.

13. Confidentiality and Cover

- a. Every effort shall be made to maintain overall confidentiality and cover of the officers involved in the operation.
- b. The confidentiality of officers acting in undercover capacities will be maintained by limiting that knowledge to a need-to-know and right-to-know basis.
- c. The written plan should note who knows and who is authorized to know undercover officer's identities.

14. Authorization

- a. Major organized crime, decoy, vice surveillance, raid or undercover operations shall not be initiated without the approval of the Investigations Commander.
- b. The Chief of Police or his designee must approve any decoy, sting, or reverse sting operations.

15. Designating Supervision

- a. The Investigations Division supervisors shall be responsible for overseeing, coordinating, and supervising the investigative operation.
- b. The Investigations supervisor shall notify the on-duty watch commander of the operation.
- c. The written plan shall state which Investigations supervisor(s) shall be overseeing the operation.

16. Contacts With Suspects

- a. Methods for making initial and subsequent contacts with the target by the officer or undercover officer and any necessary precautions shall be determined and specified on the written plan.
- b. Initial contact will usually be through an informant and the plan shall state the appropriate information for subsequent contacts.

17. Searching For and Seizing Evidence or Contraband

- a. All search warrants obtained by Orland Park Police Department personnel shall meet the statutory requirements set forth in the Illinois Compiled Statutes (725 ILCS 5/108).
- b. All search warrants and raids shall be executed with the authorization of the Investigations Commander or his designee.
- c. The primary investigating officer or supervisor shall complete a written search warrant/raid plan and shall conduct a briefing with officers involved.
- d. The plan shall be written in adherence to the guidelines contained in this directive for conducting covert operations prior to the execution of the search warrant.
- e. The search location should be photographed and/or videotaped before the search for evidence or contraband begins.
- f. Only those police officers designated should actively search for evidence or contraband. When an officer locates evidence or contraband to be seized, that officer should not move the evidence.
- g. The officer designated to collect the evidence should be notified. The evidence collection officer

should provide that the evidence is photographed in its original location, collected and inventoried pursuant to guidelines established in General Order 82.3 EVIDENCE TECHNICIAN PROGRAM OPERATION

- h. The evidence collection officer should maintain a log of seized property indicating the following information for each item seized:

18. Specialized Equipment

- a. The pre-raid briefing shall address the selection and use of specialized equipment and personnel such as:
 - 1) Entry tools such as rams, pry bars, shields, etc.
 - 2) Vehicles to be used for covert approaches
 - 3) K-9 units, South Suburban Emergency Response Team personnel, federal agents, etc.

19. Uniformed and Non-Uniformed Police Officers

- a. All non-uniformed personnel shall wear approved raid jackets or other approved apparel readily identifying them as Orland Park Police Officers.
- b. Uniformed police officers shall be used whenever possible as the first officer in view when occupants of the location to be searched are made aware of the operation.
- c. All persons involved in conducting a raid will wear approved safety equipment as deemed appropriate. All raid participants shall wear a bulletproof vest.

20. Case Agent

- a. The police officer who is the principal investigator in a case shall ensure that all search warrant or raid activities are properly documented on an Orland Park Police Department written report.
- b. All search warrants executed by Orland Park Police Department personnel shall require a case report number.
- c. If the search warrant is part of an ongoing investigation, that investigation's case number shall be used.
- d. If the search warrant is not part of an ongoing investigation, an Orland Park Police Department case report number shall be assigned and the appropriate documentation provided.

21. Emergency Assistance

- a. The written plan should include consideration of the need for support from outside agencies including medical and fire-fighting capabilities.
- b. Such potential shall be reviewed in the planning of the operation and contingency plans shall be included for contacting emergency assistance personnel should it become necessary.

22. Coordination of Department and Interagency Efforts

- a. All Orland Park police officers are encouraged to forward any organized crime and vice related information to the Investigations Division.
- b. Investigations personnel shall release timely and pertinent intelligence information to appropriate Orland Park Police Department personnel.
- c. All members of the Department shall disseminate information of potential value to the investigative process to appropriate Investigations Division personnel and to patrol personnel.

23. Other Law Enforcement Agencies

- a. Investigations Division Supervisors shall be responsible for requesting and coordinating organized crime and vice control efforts with other law enforcement agencies.
- b. The Orland Park Police Department Investigations Division shall assist other law enforcement agencies to the fullest extent possible in Investigations into organized crime and vice activities.

- c. The Orland Park Police Department's participation in any organized crime or vice control task forces shall be documented to include provisions for:
 - 1) Communication among participating agencies
 - 2) Coordination of enforcement activities
 - 3) Cooperation among participating agencies

43.1.6 REPORTING TO THE CHIEF OF POLICE

The Chief of Police shall be briefed by the Investigations Division Commander concerning all vice, drug, and organized crime investigations and their outcome.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 44-1
SUBJECT: JUVENILE ADMINISTRATION AND OPERATIONS
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Investigations Division Commander

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44.1.15. ANNUAL REVIEW OF JUVENILE PROGRAMS

PURPOSE:

The purpose of this order is to state the Department's commitment to programs designed to prevent and control juvenile delinquency, promote cooperation with other segments of the juvenile justice system, and provide for the evaluation of the Department's youth programs.

DEFINITIONS:

Minor: As defined in 705 ILCS 405/1-3, a person under the age of twenty-one (21) years and subject to the Juvenile Court Act.

Delinquent Minor: As defined in 705 ILCS 405/5-105(3), any minor who prior to his/her 18th birthday has violated or attempted to violate, regardless where the act occurred, any federal or state law or municipal ordinance.

Station Adjustment: As defined in 705 ILCS 405/3-3), the informal handling of an alleged offender by a juvenile officer.

Informal Station Adjustment: a procedure when a juvenile police officer determines that there is probable cause to believe that the minor has committed an offense. A minor shall receive no more than 3 informal station adjustments statewide for a misdemeanor offense within a 3 year period without prior approval from the States Attorney's office. A minor shall not receive no more than 3 informal station adjustments statewide for a felony offense within a 3 year period, without prior approval from the States Attorney's office. An informal station adjustment does not constitute an adjudication of delinquency or a criminal conviction. A minor shall not receive a combined total of no more than 5 informal station adjustments statewide during his or her minority.

Formal station adjustment: a procedure when a juvenile police officer determines that there is probable cause to believe the minor has committed an offense and an admission by the minor of involvement in the offense. The minor and the parent or legal guardian must agree in writing to the formal station adjustment (both people signing the station adjustment form) and must be advised of the consequences of violation of any term of the agreement. A copy of this form is given to the parent. A minor shall not receive no more than 3 formal station adjustments statewide for a misdemeanor offense without the State's Attorney's approval within a 3 year period. A minor shall receive no more than 2 formal station adjustments statewide for a felony offense without the State's Attorney's approval within a 3 year period. The total amount of Formal Station Adjustment's statewide within the period of minority may not exceed 4 without the State's Attorney's approval.

Minor Requiring Authoritative Intervention (MRAI): As defined in 705 ILCS 405/3-3, any minor under the age of eighteen (18) who is:

- a. Absent from home without the consent of parent, guardian or custodian, or
- b. Beyond the control of his/her parent, guardian or custodian, in circumstances which constitute a substantial or immediate danger to the minor's physical safety; and
- c. who after being taken into limited custody and offered interim crisis intervention services, where available, refuses to return home after the minor and his/her parent, guardian or custodian cannot agree to an arrangement for an alternative voluntary residential placement or to the continuation of such placement.

Limited Custody: As defined in 705 ILCS 405/3-4, a law enforcement officer may, without a warrant, take into limited custody, a minor who the law enforcement officer reasonably determines is:

- a. Absent from home without consent of the minor's parent, guardian or
- b. beyond the control of his/her parent, guardian or custodian, in circumstances which constitute a substantial or immediate danger to the minor's physical safety.

Temporary Custody: As defined in 705 ILCS 405/3-7, a law enforcement officer may, without a warrant, take into temporary custody a minor:

- a. Whom the officer, with reasonable cause, believes to be a minor requiring authoritative intervention; and
- b. who has been adjudged a ward of the court and has escaped from any commitment ordered by the court, or;
- c. who is found in any street or public place suffering from an sickness or injury which required care, medical treatment or hospitalization, or;
- d. who is an addicted, neglected, abused or dependent minor as defined in the Juvenile Court Act, Sections 405/2-3 and 405/4-3.

ORDER:

44.1.1 POLICY STATEMENT

- A. The Orland Park Police Department is committed to the development, implementation, and maintenance of programs designed to prevent and control juvenile delinquency. To that end it shall be the policy of the Department:
 1. to comply with the Juvenile Court Act which is designed to consider the moral, mental, and physical welfare of minors and the best interest of the community.
 2. that the constitutional rights of minors shall never be abridged. Juveniles have the same constitutional rights as adults, including rules of evidence for court processing.
 3. to refer juveniles to other criminal justice agencies, public social service agencies or private social service agencies within the parameters of the Juvenile Court Act in order to divert non-serious and/or social problems from the formal juvenile justice system and to solve individual and community problems by means of community and regional resources.

44.1.2. JUVENILE COMPONENT AND OPERATIONAL FUNCTIONS

- A. The Department maintains a formally organized juvenile operations component which is coordinated through the Investigations Division. This component called the Juvenile Unit, coordinates and implements the specific youth related programs and activities of the Department. The unit is supervised by a sergeant who is responsible for the daily monitoring, planning and coordinating of activities. The Unit provides services which not only promote crime prevention through delinquency control, but also other services which furnish care, protection and understanding to the youth of the community.
- B. Juvenile Operational Functions
 - 1. The Unit is responsible for the performance of a number of specialized functions which include, but are not limited to:
 - a. Investigating criminal offenses committed by juveniles and against juveniles.
 - b. Investigating allegations of child abuse, neglect, and dependency.
 - c. Investigating cases where minors require authoritative intervention.
 - d. Assisting patrol personnel with youth related matters as needed.
 - e. Maintaining liaison with area schools, social agencies, juvenile courts, probation departments, community service organizations, other law enforcement agencies, and related groups interested in youth matters and concerns.
 - 2. The Department's juvenile operations, function shall include, but not be limited to:
 - a. Designing and implementing programs intended to prevent and control delinquent behavior by juveniles.
 - b. Follow-up processing of juvenile arrests.
 - c. Coordinating or preparing court cases in which a juvenile offender is involved.
 - d. Diverting juvenile offenders away from the juvenile justice system and adjusting cases at the Department level.
 - e. Maintaining liaison with schools, social service agencies, and other organizations which provide services for local youths.
 - f. Locating and returning runaway juveniles.

44.1.3 JUVENILE OFFENDER DISPOSITIONAL ALTERNATIVES

- A. With the intent of protecting both public safety and individual liberty, officers shall use the least coercive among reasonable alternatives when investigating offenses or incidents involving youthful offenders. These alternatives include, but are not limited to, any of the following:
 - 1. Informal resolution/verbal warning.
 - 2. Parent to handle.
 - 3. Station adjustment with no further action.
 - 4. Station adjustment with social service referral.
 - 5. Station adjustment with restitution.
 - 6. Referral to Traffic Court with citation.
 - 7. Referral to Juvenile Court.
- B. Before an alternative is chosen, the officer shall make a history inquiry to determine if the youth has had any prior police contact. This inquiry will include at a minimum the Orland Park PRMS, Illinois State CQH, and the jurisdiction of residence. A Juvenile Officer shall choose the alternative identified in the above listed section that is most suitable to the nature of the case.
- C. Factors to Consider in Diversion

1. When making a decision to divert a youthful offender away from the juvenile justice system, juvenile officers will consider the following factors:
 - a. The nature of the alleged offense.
 - b. The age and maturity level of the alleged offender.
 - c. Prior police contacts of the alleged offender.
 - d. Family dynamics, such as lack of parental controls or suspected substance abuse within the home, etc.
 - e. Availability of community based rehabilitation programs and the suitability of the alleged offender to specific programs.
- D. In all cases juvenile offense dispositions will include a parent conference and at least one of the following:
 1. Petition
 2. Informal Station Adjustment Agreement
 3. Formal Station Adjustment Agreement
 4. M.V. Ticket
 5. Parent to Handle
 6. Diversion Program

44.1.4. JUVENILE CUSTODIAL PROCEDURES FOR NON-CRIMINAL BEHAVIOR

- A. Minor Requiring Authoritative Intervention (MRAI).
 1. Youths that meet the statutory requirements defined in 705 ILCS 405/3-3, can be taken into limited custody by law enforcement officers. (Limited custody is not the equivalent of an arrest.)
 2. Procedures for handling MRAI's and limited custody situations are delineated in 705 ILCS 405/3-4.
 3. All MRAI's requiring crisis intervention services will be referred to the current state mandated youth service organization. A representative will respond to the Police Department after receiving notification that a MRAI has been placed into limited custody.
 4. MRAI's who are in limited custody may be placed in the front lobby interview room designated for such activity.
- B. Neglected, abused, dependant, or addicted minors.
 1. Youths that meet the statutory requirements defined in 705 ILCS 405/2-3 and 405/4-4.
 2. Procedures for handling neglected, abused, dependant and addicted minors and temporary custody situations are delineated in 705 ILCS 405/2-7 and 405/4-4.
 3. When an officer is confronted by a situation where temporary custody can be taken of a neglected, abused, addicted, or dependant minor, he will advise a supervisor of the case circumstances and request approval before exercising temporary custody.
 4. After an officer takes temporary custody described in this section, he will immediately contact the Illinois Department of Children and Family Services (DCFS) by calling the abuse hot-line at 1-800-25-ABUSE. DCFS will refer the case to a local office for follow-up. A juvenile officer will also be notified.

44.1.5 JUVENILE CUSTODIAL PROCEDURES FOR DELINQUENT CONDUCT

- A. Officers are to adhere to the following guidelines when taking a juvenile into custody for a delinquent act:
 1. As soon as possible, the parent, guardian, or legal custodian is to be notified that their son/daughter is in police custody and the reason for such custody will be explained. Normally, this notification should take place within one hour of the juvenile being taken into custody.

2. A Juvenile Report will be completed along with other supporting documents as needed. Any youthful offender 13 years of age or older who has committed a delinquent act or status offense shall be processed according to the procedures outlined in 44.1.8 of this order.
 3. The arresting officer shall advise the juvenile arrestee of his constitutional rights under the Miranda decision, when appropriate.
 4. Public Act 85-1443, Illinois Juvenile Detention Law, effective July 1, 1989, revised juvenile detention limitations and set a twelve hour maximum time period for juvenile detention. Detention begins when a juvenile enters a building housing a jail or a lock-up and it pertains to the use of hardware to make custody secure. Custody includes handcuffing a youth to a chair, isolating a youth in a closed room, and locking a youth in an interview or booking area. After twelve hours, the juvenile must be transferred to a juvenile detention home or to a community-based program, or be released. The twelve hour time period runs continuously once secure detention begins regardless of interruptions for investigative interviews or processing.
 5. Transportation does not count as detention nor does "eyeball" security. "Eyeball" security consists of placing the juvenile under the constant visual observation of the officer without use of intervening barriers or restraints.
 6. The law further identifies three classifications of delinquent minors for detention purposes:
 - a. Minors under 10 years of age cannot be detained in a secure facility.
 - b. Minors 10 and 11 years of age shall be detained for only 6 hours.
 - c. Minors under 18 years of age, but at least 12 years of age may be detained for up to twelve hours when detention is in a room that is separate and independent from other confinement areas. In these cases:
 - 1) Periodic supervision of minors under 18 must be maintained.
 - 2) Male and female minors under 18 shall not be confined in the same room.
 7. Only juveniles charged with the alleged commission of a delinquent offense or for which a delinquency petition has been filed may be detained in a detention room. No part of this law refers to the limited custody provisions of the MRAI Article of the Juvenile Court Act.
 8. Also see General Order 72.5, Prisoner Processing, Section 4, Juvenile Detention.
- B. The Juvenile Court Act, specifically, 705 ILCS 405/5-4(6) and 405/5-4(7) provides for the charging of a minor (who is at least 16 years of age when the offense is committed) as an adult if they have committed certain specific offenses.
- C. Juvenile Detention Center Screening
- Whenever it is determined that juveniles are to be transported to the Juvenile Detention Center, the juvenile officer shall contact the Juvenile Detention Screening Office (312/433-7142).
1. The juvenile officer shall review the detention criteria prior to making the call and determine if the juvenile meets the detention criteria (See detention screening information form).
 2. The transporting officer will provide the youth home with three copies of all reports relating to the arrest and the Juvenile 101, ASA copy of fingerprints, Juvenile Arrest Report (Rap Sheet).
 3. The juvenile officer will ensure that the juvenile's parent or guardian is notified of the transport. The juvenile officer will provide a completed Juvenile Detention Hearing Notice to the juvenile's parent. The parent will sign the original and will be provided a copy. The juvenile officer will place the original notice in the juvenile arrest jacket and sign the Juvenile Detention Hearing Notice.

44.1.6 CUSTODIAL INTERROGATION OF JUVENILES

- A. The following guidelines are designed to assist officers when conducting a custodial interrogation of a juvenile accused of a delinquent act or felony. This directive is intended to guide officers without limiting their use of good judgment as it relates to the exercise of discretion.
- B. Effective January 1, 2017 officers are required to conduct electronic recording of interrogations of juvenile offenders for any act that if committed by an adult would be a misdemeanor offense under Article 11 of the Criminal Code of 2012 or any Felony offense.

- C. When a juvenile is in custody for a delinquent act and is the subject of interrogation.
- D. A juvenile that committed a felony and is the subject of interrogation an officer must:
 - 1. As soon as possible, the parent, guardian, or legal custodian is to be notified that their son/daughter is in police custody and the reason for such custody will be explained.
 - 2. Advise the juvenile of their constitutional rights under the Miranda decision prior to questioning.
 - 3. The duration of the questioning must be limited to a reasonable period to avoid causing undue stress for the juvenile.
 - 4. No more than three officers will be involved in the interrogation, one of which should be the designated juvenile officer, acting on behalf of the parent if no parent, guardian or attorney is present. It is preferred to have a parent or guardian present during questioning.
 - 5. Ensure that the Department's procedures and the procedures for any possible forthcoming actions of the Juvenile Justice System is explained to the juvenile.

44.1.7. NON-CUSTODIAL PATROL SITUATIONS

- A. Patrol officers are encouraged to use the least coercive enforcement action of the reasonable alternatives consistent with the proper execution of law enforcement responsibilities. Some examples of non-custodial alternatives include:
 - 1. Informal resolution/verbal warning.
 - 2. Parent to handle.
 - 3. Written citations.
 - a. Uniform traffic citation.
May be issued for violations of the Illinois Vehicle Code, or equivalent Village ordinances.
 - b. Non-traffic complaint.
May be issued to a juvenile with the approval of a supervisor.
- 4. Juvenile Contact Report
May be used to document more serious violations.
- B. In non-custodial enforcement situations involving drug or alcohol offenses by a juvenile, notification shall be made to a parent, guardian or other responsible adult and arrangements made for their release. Arrangements for release include:
 - 1. Parent or guardian responds to scene.
 - 2. Parent or guardian authorizes release to other individual.
 - 3. Juvenile taken home.
 - 4. Other arrangements made for release.

44.1.8. PROCESSING OF JUVENILE OFFENDERS

- A. Procedures
 - 1. Officers will utilize (2) two different reports when making an Offense report with a juvenile. Juvenile Arrest Report and a Juvenile Contact Report has boxes A or C. The Juvenile Arrest Reports will remain in the Investigations Division in the arrest jacket and the Juvenile Contact Reports will be kept in the Records Division. Indicate A for Arrest or C for Contact on the Juvenile Supplemental Report.
 - 2. Juvenile offenders will be fingerprinted and photographed when the juvenile is arrested. A Juvenile Arrest Report will be issued on all arrests and must be accompanied by a Juvenile Arrest Jacket. Only juvenile officers or supervisors can pull a Juvenile Arrest Jacket.
 - 3. Officers will arrest juvenile offenders for actual criminal offenses and status offenses. A juvenile arrest will include a Juvenile Arrest Report, Juvenile Arrest Jacket, Formal or Informal Station Adjustment or

Petition, (Juvenile 101) fingerprints and photographs. Officers must continue to use careful discretion when issuing Juvenile Arrest Reports (including a Juvenile Arrest Jacket, fingerprints and photographs) for minor criminal offenses. Note: when a Juvenile Arrest Jacket is issued, that paperwork remains for sixty (60) years.

4. A Juvenile Arrest Report with a Juvenile Arrest Jacket (including fingerprints and photographs) must accompany all Formal and Informal Station Adjustment Agreements. Officers will not issue Station Adjustments for Juvenile Contacts.
5. In most cases an Informal Station Adjustment will be the favorable option. Officers must check the number of adjustments prior to issuance. Juvenile records should be reviewed for this information. Create a new folder within the Juvenile Jacket for each new offense when submitting.
6. M.V. (Municipal Violation) Tickets are a valuable tool and viable alternative to issuing a Juvenile Arrest Report for certain offenses, i.e., Disorderly Conduct, Assault, Simple Battery, minor Criminal Damage to Property, minor Drug Offenses, Possession of Alcohol by Minor, Curfew and retail Thefts. Officers will not issue a M.V. Ticket to a Juvenile under the age of 13 years. A Juvenile Contact Report must be completed and submitted when all M.V. Tickets are issued to a juvenile. No Juvenile Arrest Report, Juvenile Arrest Jacket, fingerprints or photographs are required in this case.
7. Formal Station Adjustments will only be issued for offenses designated as felonies or on our Department's list of offenses to be submitted to the Bureau of Identification. Formal Station Adjustments must have an admission of guilt or involvement by the juvenile to be issued. Parents must also sign the Formal Station Adjustment. If parents refuse to sign or there is no admission of involvement or guilt, an Informal Station Adjustment or a Juvenile Petition must be completed.

B. Fingerprinting of Juvenile Offenders

1. All Juveniles that are taken into custody based upon probable cause, and when a Juvenile Arrest Report and a Juvenile Arrest Jacket are generated, the juvenile will be fingerprinted. The fingerprints will then be submitted to the Bureau of Identification.
2. Officers shall follow the procedures for traffic offenses (DUI, Reckless driving) per 625 ILCS, fingerprint and photograph if required as you would if it was an adult. A Juvenile Arrest Report and a Juvenile Arrest Jacket must be issued. If arresting a juvenile on a long form complaint, a Juvenile Arrest Report and a Juvenile Arrest Jacket with fingerprints and photographs is needed. Preferably a citation can be issued for an offense (No Valid DL) with a Juvenile Contact Report.

C. Consideration of Fingerprinting in Station Adjustment Diversion Plans

Juvenile Offenders shall be fingerprinted and photographed at anytime after the juvenile is arrested for a class A misdemeanor, and the arresting officer reasonably believes that the juvenile will not satisfactorily complete the provisions of any formal or informal station adjustment agreement.

D. Fingerprinting Runaway Juveniles

1. Runaway Juveniles must be fingerprinted and photographed (a Juvenile Arrest Report and Juvenile Arrest Jacket will be issued) on initial juvenile arrest jacket issuance.
2. Upon the return of any Juvenile runaway, parents, guardian, or legal custodian will be directed to bring the juvenile to the station for processing.
3. First time Juvenile runaways will be fingerprinted and photographed and a juvenile arrest jacket will be issued. Repeat offenders will be photographed only if subsequent offense is past a three month period since a prior offense had taken place. There is no need to reprint a Juvenile Runaway Offender. Runaway juveniles may only be printed on a juvenile fingerprint card. No Live Scan printing is permitted for returned runaways.

E. Juvenile Retail Theft Complaints

1. For Retail Theft complaints under \$10.00 and the juvenile offender has no prior retail theft arrests, a Juvenile Contact Report shall be completed and parent contact shall be made.
2. For Retail Thefts from \$10.00 up to \$300.00 and the juvenile is a first time offender, a Juvenile Contact Report shall be completed and a conference with a parent by a juvenile officer shall be completed. The result of the conference will be the determination by the Juvenile Officer as to the proper disposition for the juvenile. This may include one of the following:
 - a. Release to parent for proper home discipline.

- b. Referral to the Orland Township Juvenile Program.
- c. Issuance of a M.V. Citation
- 3. Retail Thefts \$300.00 and under and is a second offense, a Juvenile Contact Report will be completed and a M.V. Citation shall be issued. Any subsequent offenses shall be referred to the Orland Township Juvenile Program or referred for petition as determined by the Juvenile Officer and processed as an arrest.
- 4. Retail Thefts over \$300.00 and no priors. A Juvenile Arrest Report will be completed; A Diversion to the Orland Township Juvenile Program will be completed, accompanied by a Juvenile Arrest Jacket with fingerprints and photographs and a Station Adjustment Agreement.
- 5. Retail Theft arrests over \$300.00 and a second or subsequent offense, a Juvenile Arrest Report, Juvenile Arrest Jacket, fingerprints, photographs, Juvenile 101, Juvenile Arrest Sheet (Rap Sheet) copies of Miranda and statements. The Juvenile Offender shall be petitioned.
- 6. Retail Theft incidents with a juvenile with multiple juvenile and/or adult offenders all of whom are active participants, the officer shall total the valued amount of the entire theft, identify prior offenses if any, and base the enforcement on that previously identified procedure listed above.

F. Detention and Release

- 1. If a juvenile is placed in detention and a juvenile lock-up card is generated, stamp the lock-up card JUVENILE. When the juvenile is released, forward the lock-up card attached to the outside of the Juvenile Arrest Jacket.
- 2. Juvenile officers shall be responsible for the release of all arrested juveniles. Due to the fact that a Juvenile Arrest Report or a Juvenile Contact Report will be completed anytime contact is made with a juvenile, a Juvenile Release form is not required. The juvenile officer releasing the arrested juvenile will be responsible to identify the person to whom the juvenile is released.
- 3. When preparing the Juvenile jacket for Petitions, the original plus three (3) copies of the following is required:
 - a. Juvenile 101,
 - b. Juvenile Report,
 - c. Juvenile Arrest Report (Rap Sheet),
 - d. Miranda Warnings,
 - e. Written statements and
 - f. Copies of any evidence including photographs.
- 4. A supervisor shall review and approve all juvenile dispositions prior to the juvenile's release.

44.1.9. STATION ADJUSTMENT DISPOSITIONS

- A. All formal and informal station adjustments shall be issued by Juvenile Officers under the following guidelines:
 - 1. Probable cause to believe that the juvenile has committed an offense must be established before a Juvenile Arrest and a Station Adjustment Agreement may be issued.
 - 2. Only Juvenile Officers may complete a Station Adjustment Agreement.
 - 3. Every attempt to complete a Station Adjustment shall be done prior to the juvenile release.
 - 4. All Formal and Informal Station Adjustment Agreements must be accompanied by a Juvenile Arrest Report. No Station Adjustments will be issued without a Juvenile Arrest Report being completed.
- B. For questions concerning Station Adjustment Agreements, Officers should refer to the Illinois Law Enforcement Training and Standards Board, Illinois Police Agency Model Juvenile handbook and Procedures Manual, Section VII Juvenile Police Officer Duties and Responsibilities.

44.1.10 ALTERNATIVES TO COURT REFERRAL

A. When the delinquent act is not serious, and a record check shows no prior delinquency, after conferring with the complainant and the youth's parent or guardian, the Juvenile Officer shall consider the disposition of station adjustment. This procedure involves resolving the matter at the police level without referral. Consequently, the Juvenile Officer will:

1. Contact the youthful offender's parent or guardian and inform them of the facts of the investigation. Request that they respond to the Police Department for a parental interview.
2. Conduct the parental interview and seek insight into the youth's behavior. This is best accomplished through good counseling techniques and avoiding the appearance of an interrogation.
3. Gather and weigh all factors to determine the most appropriate resolution to the case. In most cases, this resolution will be a station adjustment with release to parents, guardians or legal custodian.

B. Procedures for formal and informal station adjustments are found in Section 9 of this order.

44.1.11 PROCEDURES FOR COURT REFERRAL

Juvenile Officers may exercise discretion when determining dispositions in youth matters. However, the discretion used in youth matters should be predicated on uniform standards. The following guidelines are not intended to limit discretion, but simply to make the exercise of it in youth matters consistent, appropriate and defensible. The following guidelines are to be considered prior to determining a youth disposition, especially when the recommendation may include a referral to Juvenile Court:

1. Delinquent acts that if committed by an adult would be felonies.
2. Delinquent acts involving the use of weapons.
3. Gang related delinquent acts.
4. Delinquent acts involving physical violence.
5. Delinquent acts committed by a youthful offender who is on probation or supervision by the Juvenile Court.
6. Repeated delinquent acts within a 12 month period.
7. Refusal to participate in selected diversion program.
8. Cases where it is apparent that parental supervision is lacking and such lack of supervision is a contributing factor to delinquent behavior.

44.1.12 DEPARTMENT JUVENILE RECORDS

A. Juvenile Contacts/Arrest Reports. Officers will complete Juvenile Reports only for incidents involving actual criminal offenses and status offenses.

B. To conform with the legal requirements and confidentiality of juvenile records, the following guidelines will be adhered to:

1. All arrest and identification records pertaining to juveniles will be kept separate from adult records.
2. Expungement of juvenile arrest records can only be accomplished by valid court order. All expungements in accordance with guidelines set forth in 705 ILCS 405/1-9.
3. The disposal of all juvenile records shall be accomplished in accordance with guidelines set by the State of Illinois.
4. The confidentiality of law enforcement records is strictly governed by 705 ILCS 405/1-7. Records may be viewed by law enforcement officers on a need to know basis only.

C. Juvenile Records Accountability

1. The Records Section is responsible for the collection, dissemination and retention of juvenile records.
2. All requests for access to juvenile records will be forwarded to a Juvenile Unit Supervisor for review and approval.

44.1.13 SCHOOL LIAISON PROGRAM

- A. The Department, through the combined efforts of the Unit and Community Education/Crime Prevention Unit, will fulfill the following responsibilities within the school environment:
1. Act as a resource with respect to delinquency prevention.
 2. Provide guidance on ethical issues in the school classroom setting upon request.
 3. Provide a counseling service to students on an individual basis.
 4. Show students the role of law enforcement in today's society.

44.1.14 OTHER JUVENILE JUSTICE AGENCIES

- A. The Orland Park Police Department encourages input from the Juvenile Justice System and social service organizations when implementing new programs and policies that deal with juvenile matters. Some of these organizations are:
1. Cook and Will County Juvenile Probation Departments.
 2. Cook and Will County Juvenile State's Attorney's Offices.
 3. Illinois Department of Children and Family Services (DCFS).
- B. Input from various agencies is requested prior to formulation of any new programs or policies and when needed in the revision of existing programs and policies.

44.1.15 ANNUAL REVIEW OF JUVENILE PROGRAMS

- A. On an annual basis, an evaluation of all enforcement and prevention programs relating to juveniles will be completed. The evaluation shall include:
1. An assessment of both the quantitative and qualitative elements of the Department's youth related activities.
 2. Recommendations for youth program changes and/or modifications.
- B. The evaluation will be prepared by the Unit Supervisor at the direction of the Investigations Division Commander. The evaluation will be forwarded via the chain of command to the Chief of Police.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 44-2
SUBJECT: ABANDONED NEWBORN INFANT PROTECTION ACT PROCEDURES
EFFECTIVE DATE: August 18, 2004
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2013
REVIEWER: Juvenile Unit Supervisor

INDEX AS:

44.2.1. POLICY STATEMENT

44.2.2 PROCEDURES AND RESPONSIBILITIES

44.1.3. PRESUMPTION UNDER THE ACT

PURPOSE:

The purpose of this order is to establish procedures, consistent with the mandates of the Abandoned Newborn Infant Protection Act (the Act), to be followed by members of the Department in the event that an infant is abandoned at Orland Park Police Headquarters.

DEFINITIONS:

Newborn Infant: means a child who a licensed physician reasonably believes is 7 days old or less at the time the child is initially relinquished to a hospital, police station, fire station, or emergency medical facility, and who is not an abused or neglected child.

Police Station: means a municipal police station or a county sheriff's office.

Relinquish: means to bring a newborn infant to a hospital, police station, fire station or emergency medical facility and to leave the infant with personnel of the facility, if the person leaving the infant does not express an intent to return for the infant or states that he or she will not return for the infant.

Temporary Protective Custody: means the temporary placement of a newborn infant within a hospital or other medical facility out of the custody of the infant's parent.

ORDER:

44.2.1 POLICY STATEMENT

- A. The Illinois General Assembly has created the Abandoned Newborn Infant Protection Act (the Act) which establishes procedures to be followed when a parent relinquishes a newborn infant to a hospital or other "facility." The Act specifically designates police stations as such a "facility."
- B. The Act is intended to enable the parent(s) of a newborn to relinquish the infant to a safe environment, to remain anonymous, and to avoid civil or criminal liability for relinquishing the infant.
- C. Pursuant to the Act, the Orland Park Police Department shall:
 1. accept and provide all necessary emergency services and care to a relinquished newborn infant, in accordance with this Act;
 2. arrange for the transportation of the relinquished infant to the nearest hospital as soon as possible;

3. inform the parent of the name and location of the hospital to which the infant was transported, if the parent returns to the police station within 72 hours after relinquishing the infant;
4. allow the relinquishing parent to remain anonymous and to leave the police station without being pursued, provided that the infant shows no signs of abuse or neglect. Department members coming into contact with any such infant should make a physical appraisal of the condition of the infant and if any signs of abuse or neglect are observed, the relinquishing parent should be held until an investigation can be completed;
5. tell the parent that by relinquishing the child anonymously, he/she will have to petition the court if he/she wants to prevent the termination of parental rights and retain custody;
6. offer the parent an information packet containing prescribed materials;
7. make a report to the state within 12 hours of accepting a relinquished newborn; and
8. train all personnel with respect to the requirements of the Act.
9. post a sign in a conspicuous place, identifying the police department as a relinquishing location.
10. public disclosure of any information involving any relinquishment or transfer under this act is prohibited by law.

44.2.2. PROCEDURES AND RESPONSIBILITIES

In the event that a parent comes to a police station for the purpose of relinquishing an infant pursuant to the Act, Department personnel shall adhere to the following procedures;

A. Orland Park Police Department Employees Making initial Contact

1. Any employee of this Department that is approached at Orland Park Police Headquarters by a parent of a Newborn Infant who is apparently intending to relinquish custody pursuant to this Act, shall make every effort to summon a police officer and delay the departure of the relinquishing parent for the purpose of making an assessment of the condition of the newborn infant. Any delay in allowing the relinquishing parent to depart anonymously from the police facility shall only be due to efforts to make a physical appraisal of the condition of the infant and ensure that no signs of abuse and/or neglect are present.

B. Police Officer of Record

1. Upon receiving a newborn infant, pursuant to the Act, a police officer should make a physical appraisal of the condition of the infant and if any signs of abuse and/or neglect are noted, the relinquishing person should be held pending an investigation. A criminal investigation will not be initiated solely because a newborn infant is relinquished pursuant to this Act unless there is evidence that the child is more than 7 days old or if there is evidence of abuse or child neglect.
2. If there is no evidence of abuse or neglect of the relinquished newborn infant, the relinquishing person has the right to remain anonymous and leave the Department and not be pursued or followed. Before the relinquishing person leaves the Department the officer shall;
 - a. verbally inform the relinquishing person that by relinquishing the child anonymously, he or she will have to petition the court if he or she desires to prevent the termination of parental rights and regain custody of the child;
 - b. offer the relinquishing person the appropriate information packet (packets available in forms storage room and Investigations Division);
 - c. request the parent to express their intentions regarding their intent to return for the child and document that expression.
3. Subsequent to the relinquishment of the newborn the officer shall arrange for the transportation of the infant to the nearest hospital. The officer will complete a full report.

C. Shift Commander

1. The shift commander shall ensure the procedures found within this order are followed and the incident is documented appropriately. Any decision to initiate an investigation related to any attempt to relinquish an infant shall be reviewed by the shift commander. The shift commander will determine if an investigation is to proceed and if an investigator should be summoned.

2. The shift commander will ensure that a report is made to the Illinois Department of Children and Family Services within 12 hours of accepting a relinquished newborn.

D. Juvenile Unit Supervisor

The Juvenile Unit Supervisor will coordinate and supervise the following activities in accordance with the Act;

1. coordinate any follow-up activity that may be required as a result of any attempt to relinquish a newborn at Orland Park Police Headquarters;
2. maintain appropriate records of any relinquished newborn infant and make the appropriate information available to the parent(s) should they return to the Orland Park Police Headquarters within 72 hours after relinquishing an infant requesting information;
3. develop and maintain informational packets, as prescribed by the Act, that is to be provided to any person that attempts to relinquish a newborn infant at police headquarters by the reporting officer.

44.2.3 PRESUMPTIONS UNDER THE ACT

A. The following presumptions are provided for within the language of the Act;

1. There is a presumption that by relinquishing a newborn infant in accordance with this Act, the infant's parent consents to the termination of his or her parental rights with respect to the infant;
2. There is a presumption that a person relinquishing a newborn infant in accordance with this Act;
 - a. is the newborn infant's biological parent; and
 - b. either without expressing an intent to return for the infant or expressing an intent not to return for the infant, did intend to relinquish the infant to the hospital, police station, fire station, or emergency medical facility to treat, care for, and provide for the infant in accordance with this Act.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 45-1
SUBJECT: CRIME PREVENTION
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Unit Supervisor, Community Relations/Crime Prevention

INDEX AS:

45.1.1. POLICY STATEMENT

45.1.2. CRIME PREVENTION/COMMUNITY EDUCATION COMPONENT AND FUNCTION

45.1.3. TARGETED CRIME PREVENTION PROGRAMS

45.1.4. CRIME PREVENTION POLICY INPUT

45.1.5 COMMUNITY EDUCATION/CRIME PREVENTION UNIT STAFFING

DEFINITIONS:

Neighborhood Watch Program: Consists of relatively informal groupings of subdivision or neighborhood residents bonding together to look out for each other within their neighborhood and to report problems and suspicious activity to the police.

PURPOSE:

The purpose of this order is to declare the Department's commitment to crime prevention, establish the crime prevention component and inform all employees that they play a role in the Department's overall crime prevention efforts.

ORDER:

45.1.1. POLICY STATEMENT

- A. The Department is committed to crime prevention as a Department-wide philosophy, not just a specific program. All employees play a role in the Department's overall crime prevention efforts. Consequently, the success of Department crime prevention strategies and tactics depend on all police employees working together in partnership with the community.
- B. Specific crime prevention programs have been developed, implemented and maintained by the Department which are intended to reduce the incidence of criminal activity in the community. The formulation of these programs is based on several factors which include a strong commitment by the Chief of Police and Command Staff to the concepts of reducing crime through:
 1. Proactive crime prevention programs.
 2. Application of community policing strategies.
 3. Citizen participation and involvement with the police.
 4. Utilization of crime analysis data.

45.1.2. CRIME PREVENTION/COMMUNITY EDUCATION COMPONENT AND FUNCTION

- A. The Department maintains a formally organized crime prevention component within the Investigations Division. This component, called the Community Education/Crime Prevention Unit, coordinates and implements the specific crime prevention, community education, and crime resistance activities of the Department. The Unit is supervised by a Unit Supervisor (Sergeant) who is responsible for the daily monitoring, planning, and coordinating of activities.
- B. The Community Education/Crime Prevention Unit prepares and implements long and short term programs and presentations dealing with the prevention of crime and reduction or loss of property. Despite these structured programs and presentations, community education in crime prevention remains a shared responsibility of all Department employees. Each employee is expected to promote good community relations and take a proactive approach to preventing crime.
 - 1. The following are proactive programs and activities in which Department employees participate, including but not limited to:
 - a. Identifying potential crime risks in the community and recommending target hardening solutions.
 - b. Participating in law enforcement displays throughout the community.
 - c. Interacting with homeowner and neighborhood watch groups.
 - d. Distributing community education/crime prevention literature.
 - e. Interacting with Community through Village and department web sites.
 - f. Contributing to various community education/crime prevention presentations.

C. Crime Prevention Priorities

- 1. The Crime Analysis Unit identifies criminal activity by crime type and geographic area. Such information shall be used by the Community Education/Crime Prevention Unit in prioritizing community education and prevention strategies to reduce the identified crime risks.

D. Evaluating Effectiveness

On an annual basis, the Community Education/Crime Prevention Unit shall evaluate all Department crime prevention programs according to qualitative and quantitative criteria. This evaluation shall be in written form, and shall be used to determine the operational value and priority of individual crime prevention approaches and programs.

45.1.3. TARGETED CRIME PREVENTION PROGRAMS

- A. The key to any successful crime prevention program is an active, involved and educated public. While this involvement may take many forms, the cornerstone programs of the Community Education/Crime Prevention Unit; efforts focus on the following:
 - 1. Bank and Business Security
 - Provides education in crime prevention strategies on crimes specific to the business community.
 - 2. Gang Activity Programs
 - Provides education about the gang culture to the public to include the signs of gang activity.
 - 3. Drug Abuse Resistance Education (DARE)
 - DARE is an educational program presented by uniformed, specially trained police officers in the classroom. DARE is intended to help young people recognize and resist pressures that influence their decisions about drugs, gangs, and violence.
 - 4. School Programs
 - Crime prevention education is provided to age groups from preschool through high school.
 - 5. Neighborhood Watch
 - Provides education in crime prevention strategies on crimes specific to neighborhood communities.
 - 6. Safety Education Programs

Preventative education on personal safety issues for all age groups from preschool through senior citizen. Programs include Teen Citizens Police Academy for teens, shoplifting prevention for businesses, fraud prevention for senior citizens and homeowners and Citizens' Police Academy.

7. Beat Representative Programs

Patrol Officers that are specially trained and selected to participate in community contact programming are known as Beat Representatives. These officers will work with the Community Relations/Crime Prevention Unit to address issues and concerns specifically related to the areas of the community that they are assigned to represent.

B. Liaison with Community Groups

1. Crime prevention officers shall maintain active roles in community interest groups and civic organizations with an emphasis on the positive exchange of police and citizen concerns.
2. Any Department employee who has special expertise or knowledge may be called upon to present a program to community organizations or groups.
 - a. Any employee who conducts a presentation to any outside organization shall initiate a Community Presentation Activity Summary Report.
 - b. The presentation and report must be pre- approved by the Chief of Police, or his designee.
3. The Community Education/Crime Prevention Unit will coordinate the organization of Neighborhood Watch Programs for citizens who request this service.
 - a. Under the direct guidance of the Community Education/Crime Prevention Unit, Neighborhood Watch Groups will meet and address mutual concerns pertaining to security, safety, and policing efforts in their neighborhoods.

45.1.4. CRIME PREVENTION POLICY INPUT

- A. Upon request from another city department, or at the direction of the Chief of Police, the Community Education/Crime Prevention Unit will provide a crime prevention perspective for the development and/or revision of zoning policies, building codes, fire codes, commercial and residential building permits. The crime prevention perspective will focus on enhancement of security and the reduction of criminal opportunity through planning and design.

45.1.5. COMMUNITY EDUCATION/CRIME PREVENTION UNIT STAFFING

- A. The Community Education/Crime Prevention Unit is staffed by full-time employees who receive training in current crime prevention theory and practices.
1. The responsibilities of these employees include the planning and coordinating of crime prevention programs, community education programs, school safety programs and community relations efforts.
 2. Other responsibilities include the presentation and sharing of the latest crime prevention techniques and methods with other employees of the Department with the objective of encouraging them to have an impact on preventing crime in the community.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 45-2
SUBJECT: COMMUNITY RELATIONS
EFFECTIVE DATE: 1 July 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 May 2023
REVIEWER: Unit Supervisor, Community Relations/Crime Prevention

INDEX AS:

- 45.2.1. POLICY STATEMENT
- 45.2.2. COMMUNITY RELATION COMPONENT AND FUNCTION
- 45.2.3. COMMUNITY RELATIONS REPORTING
- 45.2.4. SURVEY OF CITIZEN ATTITUDES
- 45.2.5. COMMUNITY RELATIONS PROGRAM EVALUATION

PURPOSE:

The purpose of this order is to establish the policies, related procedures and components of a community relations program.

ORDER:

45.2.1. POLICY STATEMENT

- A. The Orland Park Police Department is committed to responding to the needs of and establishing a close working relationship with the community as a Department-wide philosophy, not just a specific program.
- B. It is the policy of the Orland Park Police Department that citizen participation and involvement with the police is the framework for addressing community concerns and problems.

45.2.2. COMMUNITY RELATION COMPONENT AND FUNCTION

- A. The Community Education/Crime Prevention Unit coordinates and implements the specific crime prevention, community education, crime resistance and community relations activities of the Department.
- B. The Community Education/Crime Prevention Unit will establish a Department-wide Community Relations Plan to include:
 1. Establishing liaison with formal community organizations and other community groups.
 2. Developing community relations policies for the Department.
 3. Publishing Department objectives, problems, and successes related to community relations.
 4. Conveying information transmitted from citizens organizations to the Department.
 5. Improving Department practices bearing on police community relations.
 6. Identifying training needs through interviews with citizen representatives, consultations with those involved in internal investigations, and conferences with supervisors.
 7. Establishing community groups where such groups do not exist.

C. In an attempt to promote Department-wide participation and enthusiasm, information regarding the Community Relations Plan should be disseminated to employees through:

1. Roll call training sessions.
2. Informational memorandums.

D. Community Relations Coordination

1. Although all employees of the Department are responsible for maintaining favorable community relations, community education/crime prevention personnel will have primary responsibility for community relations programming.
2. The Investigations Division Commander will maintain overall responsibility for the Department's community relations programs provided through the Community Education/Crime Prevention Unit.

E. Community Relations - A Shared Responsibility

1. The Orland Park Police Department is committed to responding to the needs of and establishing a close working relationship with the community as a Department-wide philosophy, not just a specific program. All employees share responsibility for achieving community relations objectives and play a vital role in the overall community relations efforts of the Department. The success of community relations strategies and tactics depend on all police employees working together in partnership with the community.

45.2.3 COMMUNITY RELATIONS REPORTING

A. The Community Education/Crime Prevention Unit Supervisor will be responsible for preparing and forwarding to the Chief of Police, through the Division Commander, a report that includes, at a minimum, the following elements:

1. A description of current concerns as voiced by the community.
2. A description of potential problems that have a bearing on law enforcement activities within the community.
3. A statement of recommended actions that address previously identified concerns and problems.

45.2.4 SURVEY OF CITIZEN ATTITUDES

A. The Community Relations/Crime Prevention Unit Supervisor, at the direction of the Chief of Police, will direct the development, distribution, collection and analysis of a survey of citizen attitudes and opinions. This survey should be conducted at least biannually and include, but not be limited to, the opinions and attitudes of citizens about:

1. Overall Department performance.
2. Overall competence of Department employees.
3. Officer attitude and behavior toward citizens.
4. Concern over safety and security within the Department's service area as a whole.
5. Concern over safety and security within the beat where the respondent resides.
6. Recommendations and suggestions for improvements.

B. Community Input

Input from the community can help ensure that Department policies accurately reflect the needs of the community. Various policies of the Department are designed and intended to reflect the needs expressed by the community and individual citizens. Citizen input will always be encouraged and suggestions/opinions are gathered in the following ways:

1. Annual citizen surveys.
2. Department participation with civic organizations and community groups.

3. Community meetings with Department personnel in attendance.

45.2.5. COMMUNITY RELATIONS PROGRAM EVALUATION

- A. On an annual basis, the Investigations Division Commander shall prepare a report regarding the Department's community relations programs. This report is intended to be an annual review and evaluation of all community relations programs (including the Community Relations Plan identified in section 3 of this directive) and their applicability to current conditions in the Department. Additionally, several specific objectives to be identified in the report include:
 1. The effectiveness of Department community relations programs in terms of addressing community concerns. Measurements of effectiveness are to include feedback from a representative sampling of citizens, community groups and employees.
 2. Recommendations and suggestions for improvements.
 3. Goals and objectives for the upcoming year.
 4. The budget impact of any new program.
- B. The annual evaluation shall be reviewed by the Management Staff and will assist in the new development and/or modification, if necessary, of community relations policies.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 45-3
SUBJECT: COMMUNITY ORIENTED POLICING
EFFECTIVE DATE: 1 May 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 May 2023
REVIEWER: Commander Investigations Division

INDEX AS:

- [45.3.1. POLICY STATEMENT](#)
- [45.3.2. DEPARTMENT EMPLOYEE TRAINING](#)
- [45.3.3. COMMUNITY ENGAGEMENT PROGRAM](#)
- [45.3.4. PROBLEM SOLVING](#)
- [45.3.5. PROBLEM ORIENTED POLICING STAFF COORDINATION AND RESPONSIBILITIES](#)
- [45.3.6. ATTACHMENTS TO THE DIRECTIVE](#)

PURPOSE:

The purpose of this General Order is to describe and formalize the Community Policing Program of the Orland Park Police Department which has been named Orland Park Community Oriented Policing (OPCOP).

DEFINITIONS:

Community Engagement: any activity, program or procedure that creates constructive communication between the police department and members of the community to identify issues of concern to them.
Problem Solving: the ultimate goal of community engagement and the process whereby the department and members of the community work together to resolve an issue that has been identified through our community engagement programs or by any other means.

ORDER:

45.3.1. POLICY STATEMENT

Orland Park Community Oriented Policing is a philosophy of crime prevention that promotes programs between the police department and our residents and business people. This process is intended to lead to the identification and resolution in a timely manner of issues and problems of a criminal or quasi-criminal nature that adversely affect the residents and businesses of our community.

45.3.2. DEPARTMENT EMPLOYEE TRAINING

- A. Every sworn member of the Orland Park Police Department will receive orientation during their field training in regard to the department's community policing program as outlined in this and related General Orders.
- B. Every member of the department will receive formal training in problem oriented policing within their first two years as a member of the Orland Park Police Department.
- C. Selected members of the department will attend training seminars on conflict resolution and confrontation skills.

45.3.3. COMMUNITY ENGAGEMENT PROGRAM

- A. Every member of the department is involved in our community policing program at all times by effectively communicating with our residents and business persons to identify and resolve issues of a criminal or

- quasi-criminal nature that are of concern to them.
- B. Specific programs have been developed to enhance our efforts to effectively communicate and engage the community to identify issues of a criminal or quasi-criminal nature that are of concern to them. Many of the most significant programs for community engagement and problem resolution are described as follows:
1. Walk - Talk (General Order 41.1.16.).
 2. Bike Patrol (General Order 41.7).
 3. Community surveys.
 4. Cookout with Cops
 5. Teen Citizen Police Academy
 6. Citizen's Police Academy
 7. Crime Prevention Programs (G. O. 45.1).
 - a. Neighborhood Watch.
 - b. National Night Out.
 - c. Vacation Watch.
 - d. Neighborhood Beat Representative Program.
 8. DARE.
 9. Permanent beats and shifts.
 10. Selective traffic control.
 11. Youth Alcohol and Tobacco Interdiction Program.
 12. Youth Alcohol and Drug Referral Program.
- C. All members of the department are required to be familiar with all of the programs outlined in this General Order.

45.3.4. PROBLEM SOLVING

- A. Police officers will be allowed by their supervisor to attempt to use their problem solving skills and their training with the SARA Model and Problem Solving Triangle to address problems in a comprehensive fashion on their beat.
- B. Police officers will refer problems that they have addressed at the same location and with the same people three (3) times or more to their supervisors via the POP Referral Form for review and approval.

45.3.5. PROBLEM ORIENTED POLICING STAFF AND RESPONSIBILITIES

- A. Problem Oriented Policing Officer (POP)
 1. The POP officer is a position appointed by the Chief of Police under the command of the Commander of Investigations.
 2. The POP officer will review incidents as assigned via the POP Referral Program in regard to problems that have been addressed by the Patrol Division at the same location on at least three (3) occasions in which no resolution has been reached.
 3. The POP officer will review the referrals and direct and coordinate our problem solving efforts to eliminate or better manage the problems while working with the beat officers, neighbors, village resources and others who may be of assistance.
 4. The POP officer will document all efforts on each problem using the department issued case management system.
 5. The POP Officer will insure that the progress, approved resolution or the method of handling the issue is communicated with all appropriate parties. Specific notification must be made to appropriate police

officers and supervisors via interdepartmental memos or by electronic correspondence.

B. Supervisory Responsibilities

1. Supervisors must effectively communicate with patrol officers in regard to ongoing and continued problems and allow the officer the time to resolve the problem using the problem solving skills that they have been trained with.
2. Supervisors will review all POP Referral Forms to insure that they thoroughly document the problem and the officer(s) response to it and upon approval forward the referral form to the Patrol Division Commander.

C. Patrol and Investigations Division Commanders' Responsibilities

1. The Patrol Division Commander will review the POP Referral Forms and forward them to the Investigations Division Commander upon approval.
2. The Investigations Division Commander will review the POP Referral Form and assign it to the POP Officer for appropriate action.

45.3.6. ATTACHMENTS TO GENERAL ORDER

A. POP Referral Form.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 45-4
SUBJECT: LIMITED ENGLISH PROFICIENCY PROCEDURES
EFFECTIVE DATE: December 5, 2012
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2021
REVIEWER: Commander of Administration/Technical Services

INDEX AS:

45.4.1 AVAILABLE LEP SERVICES

45.4.2 REQUESTING INTERPRETATION SERVICES PROCEDURES

45.4.3 ACCESSING INTERPRETATION SERVICES PROCEDURES

45.4.4 FIELD ENFORCEMENT

45.4.5 CUSTODIAL INTERROGATION AND BOOKINGS

45.4.6 COMMUNITY OUTREACH

45.4.7 CITIZEN COMPLAINTS

45.4.8 REPORTING

45.4.9 TRAINING

PURPOSE:

The purpose of this policy is to establish guidelines for assessing the needs of Limited English Proficient (LEP) individuals and for the use of interpretation and translation services.

POLICY:

The Orland Park Police Department recognizes the importance of effective and accurate communication between its personnel and the community that they serve. Language barriers can impede effective and accurate communication in a variety of ways. Language barriers can sometime inhibit or even prohibit individuals with LEP from accessing and/or understanding important rights, obligations and services, or from communicating accurately and effectively in difficult situations. Hampered communication with LEP victims, witnesses, alleged perpetrators, and community members can present the Department with safety, evidentiary, and ethical challenges. Ensuring maximum communication ability between law enforcement and all segments of the community serves the interests of both.

DEFINITIONS:

Bilingual - The ability to use two languages proficiently.

Interpretation - Is the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

Language Line Services -- the Department's contracted, 24 hours per day/7 days per week telephonic language interpretation service that provides access to interpreters with the ability to interpret and translate over 170 languages.

Interpreter – An individual with a fluency in a language other than English, who has the ability to interpret or translate for others in certain situations.

Limited English Proficiency (LEP) - Designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g. speaking or understanding), but still be LEP for other purposes (e.g. reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

Primary Language - Means an individual's native tongue or the language in which an individual most effectively communicates. Orland Park Police personnel should avoid assumptions about an individual's primary language. Department personnel should make every effort to ascertain an individual's primary language to ensure effective communication.

Translation - Is the replacement of written text from one language (source language) into an equivalent written text in another language (target language).

ORDER:

45.4.1 AVAILABLE LEP SERVICES

A. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services, where available. LEP individuals may elect to accept interpreter services offered by the Department at no cost or choose to provide their own interpreter services at their own expense. Department provided interpreter services may include, but are not limited to:

1. Bilingual Staff

Individual officers and employees need not be certified as interpreters, but need only have a competent understanding of the language involved. When bilingual employees of this Department are not available, employees from other departments within the area may be requested by a supervisor depending on the circumstances.

2. Audio Recordings

From time to time, the Department may develop audio recordings of important information needed by LEP individuals. For example, officers may be provided with a canine warning or crowd dispersal order for broadcast in a language most likely to be understood by involved LEP individuals.

3. Telephone Interpreter Services

The Support Services Supervisor will maintain a list of qualified interpreter services which may be contacted to assist LEP individuals upon approval of a supervisor. Such services shall be available, among others, to sworn personnel who utilize Department cellular phones.

4. Community Volunteers

Depending on the circumstances, location and availability, responsible members of the community may be available to provide qualified bilingual services. Sources for these individuals may include local businesses, banks, churches, federal agencies, local police departments, neighborhood leaders, and school officials. The Department will attempt to maintain and update a list of qualified community volunteers.

5. Family and Friends of LEP Individual

While family, friends and children of an LEP individual may frequently offer to assist with interpretation, it is not generally recommended except in emergency or very informal and non-confrontational situations. Further, the nature of the contact and relationship between the LEP individual and the individual offering services must be carefully considered (e.g. victim/suspect).

6. Federal Law Enforcement Agencies

The Federal Bureau of Investigations (F.B.I.) will provide interpreter services to local law enforcement under very strict guidelines. The FBI's Domestic Investigations and Operations Guide (DIOG) describes the general conditions under which the FBI may render assistance to non-Federal agencies (https://www.eff.org/files/filenode/FBI_guidelines/domestic_investigations_and_operations_guide_part5.pdf).

45.4.2 REQUESTING INTERPRETATION SERVICES PROCEDURES

A. Absent an exigent circumstance, Department personnel in need of interpretation services will make a request through a supervisor after first attempting to identify the LEP individual's primary language.

45.4.3 ACCESSING INTERPRETATION SERVICES PROCEDURES

- A. In order to provide LEP individuals with meaningful access to police services when they are victims of or witnesses to alleged criminal activity or other emergencies, the Orland Park Police Department has designated its 911 lines as its top priority for language services. Department personnel will make every reasonable effort to accommodate such LEP individuals utilizing 911 lines.
 - 1. When a 911 call-taker receives a call and determines that the caller is a LEP individual, the call-taker should quickly determine whether sufficient information could be obtained to initiate an appropriate emergency response. If pertinent information can not be obtained and the language is known, the call-taker shall immediately determine if a bilingual staff member is immediately available to handle the call.
 - 2. If a bilingual staff member is not available or the language spoken is unknown, the call-taker will immediately contact Language Line Services for an appropriate interpreter to assist.
 - 3. If Language Line Services is used, the call-taker will provide the Language Line interpreter with the appropriate questions to ask the LEP caller to ensure the proper police response. The call-taker will make written notes in the call that the 911 caller is an LEP individual and indicate the language spoken. This information shall be provided to responding Department personnel. Dispatchers will make every effort to dispatch the appropriate bilingual officer to the assignment, if available.
- B. It is Department personnel's responsibility to develop and ask all applicable questions. Under no circumstances will an interpreter independently question a LEP individual. The interpreter's role is to serve as a neutral third party, taking care not to insert his or her perspective into the communication between the parties.

45.4.4 FIELD ENFORCEMENT

- A. Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts which may involve LEP individuals. Because the scope and nature of these activities and contacts will inevitably vary, the Department recognizes that it would be virtually impossible to provide immediate access to complete translation services to every officer in the field.
- B. Each officer and/or supervisor must assess each such situation to determine the need and availability for translation services, as identified in 45.4.1 AVAILABLE LEP SERVICES, for all involved LEP individuals.
- C. Although not every situation can be addressed within this policy, it is important that an officer is able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action taken with an LEP individual. It would also, for example, be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

45.4.5 CUSTODIAL INTERROGATION AND BOOKINGS

- A. To ensure that the rights of LEP individuals are protected during arrest and custodial interrogation, the Department places a high priority on providing competent translation during such situations. As such, accuracy is a priority. Moreover, a failure to protect the rights of LEP individuals during arrests and interrogations presents risks to the integrity of the process. Department personnel must recognize that miscommunication during the interrogations or crime witness interviews may have a substantial impact on the evidence presented in any related criminal prosecution. An authorized interpreter shall be used for any interrogation or taking of a formal statement where the suspect's or witness' legal rights could be adversely impacted. When performing a service for an associated agency, it is permissible to utilize an interpreter so designated by that agency.
- B. Miranda warnings, and other vital written materials, will be available to the suspect or witness in his or her primary language. In the case of a language in which forms have not been translated and in the case of illiteracy, forms will be read to the suspect or witness in his or her primary language using an authorized interpreter or if none is available, telephonic service (Language Line Services) or other LEP services.
- C. Employees providing translation services shall also be aware of the inherent communication impediments to gathering information from the LEP individual throughout the booking process or any other situation in which an LEP individual is within the control of Department personnel. Because medical screening questions are used to elicit information on individual's medical needs, suicidal inclinations, presence of contagious diseases, potential illness, resulting symptoms upon withdrawal from certain medications, or the need to segregate the arrestee from other prisoners, it is important for this Department to make every reasonable effort to provide effective language services in these situations.
- D. The Commander of Investigations shall keep a list of qualified interpreters that are available for in person translations.

45.4.6 COMMUNITY OUTREACH

- A. Community outreach programs, and other such services offered by this Department, have become increasingly recognized as important to the ultimate success of more traditional law enforcement duties. As such, this Department will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services to LEP individuals and groups.

45.4.7 CITIZEN COMPLAINTS

Any LEP individual who wishes to file a complaint with the Department shall be provided assistance in their primary language by any available LEP services. The Department will make every reasonable effort to communicate the disposition of any complaint in a comprehensible manner.

45.4.8 REPORTING

- A. Officers shall document in any related report whether the LEP used interpreter services provided by the Department or some other source.
- B. Information on the interpreter shall be collected and documented in the applicable report including any applicable credentials, life experience, and schooling as it relates to the foreign language proficiency.

45.4.9 TRAINING

- A. In an effort to ensure that all employees in public contact positions (or having contact with those in custody) are properly trained, this Department will provide periodic training in the following areas:
 1. Employee awareness of LEP policies, procedures, forms and available resources.
 2. Employees having contact with the public (or those in our custody) are trained to work effectively with in-person and telephone interpreters.
 3. Training for supervisory staff, even if they may not interact regularly with LEP individuals, in order that they remain fully aware of and understand this policy, so they can reinforce its importance and ensure its implementation



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 45-5
SUBJECT: BICYCLE REGISTRATION
EFFECTIVE DATE: July 15, 2013
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2022
REVIEWER: Patrol Division Commander

INDEX AS:

45.5.1 REGISTRATION PROCEDURES

PURPOSE:

The purpose of this order is to establish policy and procedures for the registration of bicycles with the police department by residents of the Village of Orland Park.

POLICY:

Bicycles registration will assist the department in reuniting residents with lost or stolen bikes.

ORDER:

45.5.1 REGISTRATION PROCEDURES

- A. Any Orland Park resident wishing to register a bicycle will meet with a department employee who will complete a bicycle registration form.
- B. The form will include identifying characteristics of the bicycle along with owner identifier and contact information.
- C. The employee will issue a registration sticker and record the sticker number on the registration form.
- D. The employee registering the bicycle will submit the completed form to the records division.
- E. A clerk will enter the information into the computerized bicycle registration file.
- F. The form will be archived until disposal is permitted and the computerized records will be maintained.
- G. Officers recovering a found bicycle will check the bicycle registration file for possible owner information.
 1. If the owner of the bicycle cannot be found, the officer will submit the bicycle into the Evidence Recovery and Property Section as outlined in General Order 84-1 EVIDENCE AND RECOVERED PROPERTY ADMINISTRATION AND OPERATIONS.
- H. The department will encourage residents to register their bicycles through annual public relations efforts.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 45-6
SUBJECT: RIDE-ALONG PROGRAM
EFFECTIVE DATE: October 11, 2013
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2017
REVIEWER: Patrol Division Commander

INDEX AS:

45.6.1 ELIGIBILITY FOR RIDE-ALONG

45.6.2 RIDE-ALONG PROCEDURES

45.6.3 WAIVER AGREEMENT

45.6.4. RESPONSIBILITIES

PURPOSE:

The purpose of this policy is to provide guidelines for the Orland Park Police Ride-Along Program.

POLICY:

It is the policy of the Orland Park Police Department to offer a very restrictive Ride-Along Program in order to further police and community relations and to provide civilians the opportunity to view police operations under certain restrictions. This program allows the participants the opportunity to acquaint themselves with an officer's work environment under regulated safe conditions and guidelines.

ORDER:

45.6.1 ELIGIBILITY FOR RIDE-ALONG

- A. Eligibility for the ride-along program may include, but not limited to:
 1. Participants of the Orland Park Police Department's Citizen Police Academy;
 2. Interns; or
 3. Any adult authorized by the Chief of Police or the Deputy Chief of Police.

45.6.2 RIDE-ALONG PROCEDURES

- A. All requests to participate in the ride-along program are subject to approval of the Chief of Police or the Deputy Chief.
- B. A screening consisting of an in-house records review, a criminal history inquiry and a LEADS check shall be conducted prior to submittal for final approval.
- C. If a field-training officer is unavailable, participants shall be assigned to non-probationary officers only.
- D. Participants shall be advised of the following prior to the scheduled ride-along:
 1. Only one participant per transporting officer is allowed.
 2. Participants are allowed one ride-along in a twelve-month period.

3. The ride-along shall not exceed four hours in duration, with the exception for interns.
 - b. The transporting officer may end the ride-along earlier if safety circumstances dictate.
 - c. The participant may end the ride-along at any time.
4. Due to the confidential nature of the profession, the participants must agree not to publicly discuss the names of persons involved in police matters.
5. Participants shall not be permitted to carry any weapon, flashlight, camera, radio, tape recorder unless authorized by the Chief of Police or the Deputy Chief.
 - a. Exceptions are granted to law enforcement personnel from other jurisdictions.
6. Participants shall be dressed in business casual attire.
7. Participants shall identify themselves, if asked, as authorized citizen observers.
8. Participants shall not leave the department vehicle or participate in any police related activity unless directed by the transporting officer.
8. Participants may not interfere in any way with an officer's performance of duty. However, participants will be required to assist an officer upon request and only under extreme emergency circumstances.
4. The participant will not become involved in any situation as required by the preceding paragraph. The participant will be allowed to observe as much of any situation as possible consistent with preserving their safety and protecting the rights of those involved.
5. Under certain circumstances, it may be prudent for the transporting officer to drop off the participant at a safe location until the completion of a police call.

E. Officers shall not engage in any pursuits when conducting a ride-along.

45.6.3 WAIVER AGREEMENT

- A. All participants, except those who employed by the department, shall complete the Orland Park Police Department Indemnification Agreement Ride-Along form prior to the scheduled ride-along.
- B. At least one day prior to the commencement of the ride-along, the original waiver agreement and required law enforcement inquiries shall be turned into Administration for review, filing and final approval.

45.6.4. RESPONSIBILITIES

- A. The supervisor of Training, Development and Review shall be responsible for the completion of the paperwork for Interns.
- B. The completion of the applicable paperwork for participants of the Orland Park Police Department's Citizen Police Academy shall be the responsibility of a supervisor assigned to the Investigations Division.
- C. The Watch Commander on the affected shift shall be responsible for the completion of applicable paperwork for all other eligible individuals identified in 45.6.1 of this order.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 46-3
SUBJECT: BOMB THREAT INCIDENTS
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Unit Supervisor, Training Development and Review

INDEX AS:

46.3.1 BOMB THREAT RESPONSE PROCEDURES

46.3.2 SEARCHING PROCEDURES

46.3.3 SUPERVISORY RESPONSIBILITIES

46.3.4 TELECOMMUNICATOR RESPONSIBILITIES

46.3.5 PATROL OFFICER RESPONSIBILITIES

46.3.6 EXPLOSION/BOMBING INCIDENTS

PURPOSE:

The purpose of this order is to provide members of the Orland Park Police Department with guidelines for responses to bomb threats within our jurisdiction and to heighten the awareness of police officers of the inherent danger of explosives and bombs and the damage and injury that these devices can cause.

ORDER:

46.3.1 BOMB THREAT RESPONSE PROCEDURE

A. Bomb Threats

1. Bomb threats are delivered three ways:
 - a. threat is communicated
 - b. suspect device is found
 - c. both of the above
2. Usually a verbal warning is telephoned to the target or to some agency that will forward the threat to the target.
3. The reason that a majority of bomb threats are made is to obtain total evacuation causing disruption of business, lost production, unnecessary expenses and employee fears.

B. Response Procedures

1. The Orland Park Police Department will not order the evacuation of a building, company or facility solely because of a bomb threat. This is the management's responsibility.
2. Building or Facility Management personnel should have a pre-existing plan for conducting a search, which includes:
 - a. Personnel assigned;

- b. When to initiate plan;
- c. A coordinated search plan;
- d. Communications during the search;
- e. Decision when to evacuate;
- f. When to terminate search.

C. Discovery of Suspicious Devices

- 1. Police officers have the authority and responsibility to evacuate people from any potentially dangerous area.
- 2. The Orland Park Police Department will order the evacuation of a building or facility upon the discovery of a suspicious object or device.
- 3. Actual or suspected suspicious devices can only be touched or handled by trained explosives technicians.
- 4. Do not use your radio or cellular telephone within the area of a suspected device.
- 5. Move people away from the device. Do not move the device.
- 6. Evacuate all persons from the danger area. Do not allow anyone in the danger area.
- 7. Identify and cordon off the danger area. The area may vary depending on the size of the device. Refer to the attached Bomb Threat Stand-Off Distance Guide when determining the threat and evacuation distances from the device.
- 8. Advise the Bomb and Arson Section of the Cook County Sheriff's Police Department of the exact location and an accurate description of the device.
- 9. Arrange to have either building security or an officer meet the Bomb and Arson Technicians at the entrance to the site.

D. Evacuation Procedure for Suspicious Devices

- 1. Evacuation may be "partial", that is people may be moved from the area of immediate danger without the need to empty an entire building.
- 2. Prior to initiation of evacuation a plan should be formulated based upon the available facts to insure that departure from the building will be efficient, orderly and as risk free as possible.
- 3. The plan should be formulated in such a way to avoid panic by the people being evacuated.
- 4. Evacuees should be taken to a designated assembly area where they can be accounted for.
- 5. Persons in the immediate danger area should be evacuated first, followed by persons from above and below the danger area.
- 6. Officers may want to consider letting people believe that evacuation is due to a gas leak, electrical problem or environmental problem rather than for a bomb threat in order to avoid panic and injuries that may result.
- 7. Officers will advise the evacuees to leave all windows and doors open to allow the blast wave to escape in the event of detonation, as well as to allow searchers easy access to all parts of the building.
- 8. Only Bomb and Arson Technicians should be authorized to enter in an evacuated danger area where a suspicious device has been found. All others, including police officers, must be kept out.

46.3.2 SEARCHING PROCEDURES

A. Exterior Search

- 1. A thorough search of the exterior area is extremely important since these areas are most accessible to the bomber, especially at night when the building is closed. The type of location (residential, commercial, industrial) will dictate the areas to be examined. The exterior area should include sewers,

flower beds, trees, window boxes, alleys, telephone booths, parked vehicles, gutters, shrubs, lawn ornaments, gangways, trash cans, drain pipes, porches, ledges and areas around signs.

B. Public Area Search

1. The next area to be examined should be areas of the building which are normally open to the public such as rest rooms, lobbies, stairways and reception rooms. These areas are frequent targets and should be checked very carefully. Searchers should check these areas throughout the building, moving systematically upward, floor by floor. Each room or area searched should be marked or accounted for in a predetermined manner to prevent duplication of effort and loss of time.

C. Detailed Room Search

1. The final step of a bomb search is the detailed room search. It is imperative to have a person such as a janitor or maintenance person who is familiar with the surrounds assist with the detailed room search.
2. The detailed room search should be conducted by using the following room search techniques:
 - a. Audio check. The audio check is accomplished by simply listening closely to background noises in the room to determine if any unusual or unfamiliar sounds are evident. Explosive devices are often armed or set to explode using a simple mechanical alarm clock or kitchen timer. These devices give off an audible noise that is easily recognized.
 - b. Dividing the room. The room should be divided among the searchers based on the number of items to be searched rather than the size of the room. This type of division will lead to a more efficient operation and better division of labor. The room should be further divided into levels based on height. The first level is usually from the floor to about waist high. The second level is usually from waist to about head high, and the third from head to ceiling. Each of these areas should be searched separately, with all searchers working on the same level at one time.
 - c. First-level search. Each searcher should start searching their way around the room, checking all items resting on the floor near the wall. Next they should check items in the center of the room up to the predetermined height. Searchers should check under rugs and carpets, always folding back rather than rolling the rug, since a pressure sensitive device may be activated by placing or releasing pressure on the carpet. The first level search should also include items which may be mounted on or in walls, such as air conditioners, baseboard heaters and built-in cupboards. This search usually consumes the greatest amount of time. The use of electronic or medical stethoscopes can be very useful if available to check walls, furniture and floors for concealed items.
 - d. Second-level search. This second level search, from waist to head height, will include pictures on the walls, built-in bookcases and tall furniture.
 - e. Third-level search. The third level search will examine the remainder of the room from head to ceiling. Ventilation and heating ducts and hanging light fixtures should all be checked. If there is a false ceiling in the room, a fourth level search may be called for.
3. Some points to remember when conducting this detailed search:
 - a. Never use a radio within the area of a suspected device.
 - b. Never use an elevator until it has been run through one complete cycle.
 - c. Never activate any switches or buttons whose function is not known to you. This specifically includes wall switches for lights.
4. The search should begin in the basement or subbasement. The utility room where electrical, gas or water connections start or terminate is a prime target for bombers and must be given special attention. The search should proceed room by room, upward through the building.
5. Elevator shafts and equipment are especially unpleasant areas to search, but these areas are accessible and must be included in the search. The base of an elevator shaft may have several feet of grease, dirt, trash or water which will require a search.
6. Elevators should always be run through a complete cycle before entering the cab or shaft because explosives are sometimes set to be detonated by the movement of the elevator or the counterweight which lowers as the elevator rises. Also be aware that elevator shafts contain many small openings and access ports that may contain a device.

46.3.3 SUPERVISORY RESPONSIBILITIES

- A. Upon receipt of a bomb threat supervisors will insure that notification is made in a timely manner to personnel at the affected location.
- B. A supervisor will immediately respond to the affected location and assist in the coordination of the search and/or the evacuation of the premises if warranted based upon the discovery of a suspicious device or the totality of the circumstances surrounding the bomb threat.
- C. A supervisor will authorize the notification of the Bomb and Arson Section of the Cook County Sheriff's Police upon discovery of a suspicious device.

46.3.4 TELECOMMUNICATOR RESPONSIBILITIES

- A. The TCO will immediately notify the on-duty supervisor of any bomb threat or discovery of a suspicious package.
- B. The TCO will make notification to the affected premises at the direction of the shift supervisor.
- C. The TCO's will notify the Bomb and Arson Section of the Cook County Sheriff's Police as directed by the shift supervisor.

46.3.5 PATROL OFFICER RESPONSIBILITY

- A. Officer will report to the site of a bomb threat or discovery of a suspicious device and conduct a preliminary investigation into this matter with security or administrative personnel until the arrival of a supervisor.
- B. Officer will take appropriate action as outlined in this General Order based upon the totality of the circumstances surrounding the bomb threat or discovery of a suspicious device.
- C. Officer will immediately notify a supervisor upon discovery of a suspicious device keeping in mind that they must not use their radio in the vicinity of the device.

46.3.6 EXPLOSION/BOMBING INCIDENTS

- A. When an explosion has occurred, there are multitudes of considerations that may confront the responding officers. As in other catastrophic incidents, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or additional damage by resulting fires or unstable structures.
- B. Whether the explosion was the result of an accident or a criminal act, the responding officers should consider the following actions:
 1. Assess the scope of the incident, including the number of victims and extent of injuries;
 2. Assist with first aid (Fire Department has primary responsibility);
 3. Assist with evacuation of victims (Fire Department has primary responsibility);
 4. Identify and take appropriate precautions to mitigate scene hazards such as collapsed structures, bloodborne pathogens, hazardous materials, and secondary explosive devices;
 5. Request additional resources as needed;
 6. Identify witnesses;
 7. Preserve evidence.

C. Secondary Devices

1. Members entering the scene should be alert for a possible secondary device.
 - a. Secondary explosive devices are bombs placed at the scene of an ongoing emergency response that are intended to cause casualties among responders.
 - b. Secondary explosive devices are designed to explode after a primary explosion or other major emergency response event has attracted large numbers of responders to the scene to inflict additional injury, damage, and fear.
 - c. Typically these devices will be hidden in out of view locations, or camouflaged by placing the devices in ordinary objects such as vehicles, flashlights, briefcases, flowerpots, or garbage cans.

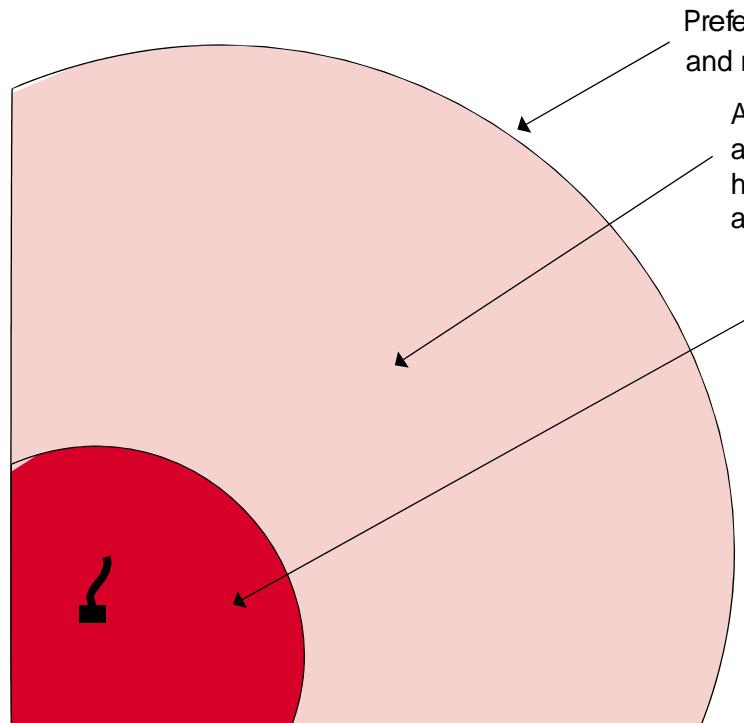
Usually the devices are detonated by a time delay, although radio-controlled devices or cell phone activated devices could also be used.

2. Expand the scene explosion boundary to at least 1000 feet horizontally and vertically from where the device exploded.
4. Keep onlookers as far away as possible.
5. The scene is to be treated as a Hazardous Material scene.
6. Protect the scene. Recovery of evidence is essential.

Bomb Threat Stand-Off Distances

Threat Description	Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
	Pipe Bomb 5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
	Briefcase/ Suitcase Bomb 50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
	Compact Sedan 500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
	Sedan 1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 533 M
	Passenger/ Cargo Van 4,000 LBS/ 1,814 KG	600 FT/ 183 M	2,750 FT/ 838 M
	Small Moving Van/ Delivery Truck 10,000 LBS/ 4,536 KG	860 FT/ 262 M	3,750 FT/ 1,143 M
	Moving Van/ Water Truck 30,000 LBS/ 13,608 KG	1,240 FT/ 378 M	6,500 FT/ 1,981 M
	Semi-Trailer 60,000 LBS/ 27,216 KG	1,500 FT/ 457 M	7,000 FT/ 2,134 M

This table is for general emergency planning only. A given building's vulnerability to explosions depends on its construction and composition. The data in these tables may not accurately reflect these variables. Some risk will remain for any persons closer than the Outdoor Evacuation Distance.



Preferred area (beyond this line) for evacuation of people in buildings and mandatory for people outdoors.

All personnel in this area should seek shelter immediately inside a building away from windows and exterior walls. Avoid having anyone outside—including those evacuating—in this area.⁴

All personnel must evacuate (both inside of buildings and out).

1: Based on maximum volume or weight of explosive (TNT equivalent) that could reasonably fit in a suitcase or vehicle.

2: Governed by the ability of typical US commercial construction to resist severe damage or collapse following a blast. Performances can vary significantly, however, and buildings should be analyzed by qualified parties when possible.

3: Governed by the greater of fragment throw distance or glass breakage/ falling glass hazard distance. Note that pipe and briefcase bombs assume cased charges that throw fragments farther than vehicle bombs.

4: A known terrorist tactic is to attract bystanders to windows, doorways, and the outside with gunfire, small bombs, or other methods and then detonate a larger, more destructive device, significantly increasing human casualties.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 46-4
SUBJECT: STRIKES AND LABOR DISPUTES
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Unit Supervisor, Training Development and Review

INDEX AS:

46.4.1. POLICY STATEMENT

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46.4.3. DUTIES AND RESPONSIBILITIES OF DETAILED OFFICERS

46.4.4. OPERATION OF PICKET LINES

PURPOSE:

The purpose of this order is to define the proper role of the department in dealing with labor disputes, to provide guidance to protect the rights of both labor and management personnel and to safeguard life and property.

ORDER:

46.4.1. POLICY STATEMENT

- A. The parties involved in a labor dispute have rights as well as responsibilities. Strikers may assemble and demonstrate peacefully to bring attention to their cause, but they do not have the right to intimidate non-strikers or to impede business. The employer has a right to keep the business open and operational free from undue interference, intimidation, damage or destruction.
- B. Within this context, it is the policy of this department that officers assigned to strikes and labor disputes shall deal fairly and impartially with the parties involved and with reasonable consideration of the emotional environment involved in these events while upholding their sworn responsibilities to protect life and property and protect the rights of all parties involved.

46.4.2. COMMAND AND OPERATIONAL PROCEDURES

A. Designation of Command Authority

Operational control of all personnel assigned to a labor action shall be the responsibility of a command level supervisor designated by the Chief of Police, or his designee.

B. Incident Commander Planning Responsibilities

1. The Incident Commander of the labor action detail shall make personal contact with management and labor representatives involved for the purposes of:
 - a. Informing the parties that the department is aware of the impending labor action and advise them of the policy of the department relating to the enforcement of law and protection of personal and corporate rights.
 - b. Emphasize to the labor representatives the importance of a peaceful demonstration, that their rights to legally assemble and protest will not be interfered with so long as it does not interfere with the legal rights of the company to transact business, and

- c. State the position of the department on warning and arresting demonstrators and the need to maintain communication at all times between department personnel and labor leaders.

C. Manpower and Equipment Requirements

1. In the event a labor action occurs or is impending and the Incident Commander determines that there is an insufficient number of officers available to safely and effectively staff the event, the Incident Commander may seek assistance from other departments under the department's mutual aid agreement as outlined in General Order 2-1, AGENCY JURISDICTION AND MUTUAL AID.
 - a. The Incident Commander should review mutual aid agreements and make preliminary contact with mutual aid departments during planning activities.
 - b. Under no circumstances shall non-sworn, civilian personnel be utilized in labor action details.
2. When determining manpower and equipment requirements, the Incident Commander shall consider:
 - a. The number of picketers, their attitude and organization;
 - b. The number of non-strikers, anti-strikers and bystanders;
 - c. Whether the striking company will attempt to stay open and whether non-striking employees will attempt to enter the premises; and
 - d. The cooperation of all parties involved in the strike.

46.4.3. DUTIES AND RESPONSIBILITIES OF DETAILED OFFICERS

- A. The primary duties and responsibilities of officers assigned to labor action duties are:
 1. Protection of life and prevention of personal injury;
 2. Protection of statutory and constitutional rights of all parties involved;
 3. Protection of personal and public property; and
 4. Maintenance of public peace.
- B. At all times during such assignment all officers are responsible for the following procedural guidelines.
 1. Officers are prohibited from fraternizing or engaging in any unnecessary conversation with picketers, management personnel or bystanders.
 2. Officers shall not enter company property except to conduct necessary police business and then only with the consent of the Incident Commander, or his designee.
 3. Officers shall not park vehicles or use the facilities or services of labor or management unless absolutely necessary in the view of the Incident Commander or other ranking supervisory personnel.
 4. Arrests for minor law violations should be kept to a minimum, and efforts should be made to control such conduct through conversation with labor leaders and management personnel.
 5. Officers shall make every attempt to verify unlawful acts committed by picketers not in their presence. Labor leaders or management representatives shall be warned that recurrence of such acts may result in arrest. Arrests will be made thereafter where probable cause exists.
 6. Verbal abuse against officers, unaccompanied by threats, should not be the sole reason for arrest. Language that incites violence or other unlawful acts shall form the basis for the physical removal and/or arrest of those responsible.
 7. Consumption of alcohol by picketers or others shall be discouraged, and persons who fail to abide with open container, public consumption, public inebriation or related laws shall be subject to arrest with supervisory approval.
 8. Persons committing unlawful acts of a substantive nature or those who persist in committing unlawful acts in the presence of an officer shall be subject to arrest. Decisions on making arrests should include:
 - a. The availability of an adequate number of suitably equipped officers to provide backup; and

- b. The seriousness of the offense relative to the potential negative effects it may have as an incitement to violence or other unlawful behavior.

46.4.4. OPERATION OF PICKET LINES

- A. Officers and supervisory department personnel will monitor the operation of picket lines consistent with the following provisions:
 1. Strikers have the right to peacefully picket and to persuade others to honor their picket line as long as their activities do not violate statutes such as trespassing, disturbance of the peace or disorderly conduct, among others. As such, officers have the obligation to protect those persons engaged in such activity.
 2. Non-striking employees, customers and members of the public have the right to enter or leave the site of the strike.
 3. Officers shall take all reasonable measures to protect the rights of the above parties. Attempts by either labor or management personnel to prevent the free exercise of these rights will first be brought to the attention of the appropriate Labor leader or management supervisor. Failure of these individuals to assist in taking corrective action will warrant police intervention in accordance with the provisions of 46.4.3. DUTIES AND RESPONSIBILITIES OF DETAILED OFFICERS of this policy.
 4. Officers shall advise persons attempting to cross hostile or potentially hostile picket lines of the possible danger involved; if appropriate, attempt to dissuade them of such action and, advise them that they must follow police instruction if they choose to cross.
 5. Officers shall provide necessary breaches in picket lines to allow interested parties to cross and shall personally escort pedestrian traffic across the line to a safe distance.
 6. Vehicular traffic shall be provided with access through picket lines after having been given appropriate warnings as stated in item 4 of this section. The volume, rate of passage and speed of vehicles crossing picket lines shall be determined by the Incident Commander, or his designee.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 46-5
SUBJECT: RAPID DEPLOYMENT POLICY
EFFECTIVE DATE: January 1, 2003
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Unit Supervisor, Training Development and Review

INDEX AS:

- 46.5.1 RAPID DEPLOYMENT ACTIVATION
- 46.5.2 RESPONSIBILITIES OF PERSONNEL
- 46.5.3 CONTACT TEAM PROCEDURES
- 46.5.4 RESCUE TASK FORCE PROCEDURES
- 46.5.5 IMPLEMENTING THE INCIDENT COMMAND
- 46.5.6 SUPPRESSIVE FIRE RESTRICTIONS
- 46.5.7 USE OF DEADLY FORCE
- 46.5.8 RAPID DEPLOYMENT TRAINING

PURPOSE:

The purpose of this policy is to provide guidelines and direction to Department personnel responding to emergency calls for service involving "active shooters."

POLICY STATEMENT:

It is the policy of the Orland Park Police Department to protect human life by any means legally possible. Officers responding to active shooter incidents shall accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooters and stop them. This may include arrest, containment, or use of deadly force.

The philosophy driving this policy recognizes that active shooters must be stopped before they can destroy any more innocent lives. This shall be the duty and responsibility of the initial responding officers, and they shall use all legal means to accomplish this duty. The prioritization of such activities, in their order of importance is:

1. Stop the active shooter.
2. Rescue the victims.
3. Provide medical assistance when possible.
4. Preserve any crime scene appropriately.

While it remains important to provide medical treatment to wounded individuals, it is the mission of the Orland Park Police Department to protect all innocent life first by stopping the actions of the active shooter.

DEFINITIONS:

Active Shooter: One or more subjects who threaten or participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding objective appears to be that of mass

murder, rather than other criminal conduct, such as robbery, hostage taking, etc. This type of incident may take place at an office, factory, commercial establishment or school. The use of any weapon prior to officer deployment is not necessary for the situation to be considered within the scope of this policy.

For purposes of this order, the term "active shooter" will also include anyone who uses any deadly weapon (knife, club, explosives, etc.) to systematically or randomly inflict death or great bodily harm on people.

Barricaded Suspect: A subject who is armed, or potentially armed, in any location, whether fortified or not, who is refusing to comply with police demands for surrender.

Casualty Collection Point (CCP): A location designated for the holding, further assessment and treatment of casualties. The CCP is a secure area within the warm zone. An ideal CCP has both concealment and cover.

Contact Team: A team of officers, assembled to proceed in the immediate pursuit of the active shooter. The focus of the contact team is to make contact and cease the actions of the active shooter by any means legally possible and appropriate. The number of officers compiling a contact team may vary depending on the totality of the circumstances and the Safety Priorities System. The contact team shall callout approximate number of victims and locations if feasible.

Cold Zone: A designated area that has been identified to contain a low degree of danger or hazards for first responders.

Critical Incidents: Any situation involving: a barricaded subject, hostage situation, sniper, terrorist activity, armed suicidal subjects, high-risk apprehension or other situations that go beyond the normal capabilities of the officers of the Department.

Hot Zone: An area that contains an immediate threat to life and safety.

Mass Casualty: Any incident where the number of victims may overwhelm the initially emergency medical response

Rapid Deployment: the swift and immediate deployment of trained police officers to on-going, life threatening situations where any delay in deployment could result in death or great bodily harm to innocent persons.

Rescue Team: A team of officers assembled for the purpose of searching for and providing assistance to injured victims and directing the uninjured away from the threat area and/or out of the building.

Rescue Task Force (RTF): A team of at least two police officers and paramedic/firefighters to assess, treat and evacuate victims to an identified warm zone. The responsibility of the police officers is to provide security and cover for the paramedic/firefighters.

Rescue Task Force Team Leader: law enforcement officer responsible for coordinating RTF movements.

Safety Priorities System: This system prioritizes the safety of all persons at or near the scene of a tactical police operation, including civilians and the police. In order to come to a difficult decision regarding the resolution of an incident, these priorities must be established and used.

Warm Zone: An area of indirect threat – areas that have been cleared or the threat has been isolated. A warm zone can be considered cleared but not secured.

The Orland Park Police Department Safety Priorities System is established as follows:

- Hostages
- Involved non-subject civilians
- Police Officers
- Subjects

ORDER:

46.5.1 RAPID DEPLOYMENT ACTIVATION

The following crisis incidents may indicate the need to activate a rapid deployment response:

A. Aggressive Deadly Behavior

1. The event is ongoing and the suspect(s) is actively engaged in causing death or great bodily injury. This may be the result of:

- a. An "active shooter"
 - b. An attack with edged weapon(s)
 - c. Placing and/or detonating explosive devices
 - d. An attack with any other deadly weapon system
2. The incident location is believed to contain multiple potential victims:
- a. Schools, including daycare.
 - b. Crowded parks.
 - c. Playgrounds.
 - d. Commercial or retail establishments,
 - e. Sporting events.
 - f. High-rise structures, etc.
- B. Citizen/Officer Rescue
- 1. A citizen or police officer is gravely wounded and delayed recovery could result in their demise.
 - 2. The suspect(s) may or may not be actively involved in an assault; however, an assault by the suspect is imminent and immediate recovery is crucial.
 - 3. Due to the location of the victim(s), an immediate recovery may be necessary to prevent death or great bodily harm.

46.5.2 RESPONSIBILITIES OF POLICE PERSONNEL

A. Telecommunicator (TCO)

- 1. In the event an active shooter incident is reported via an emergency call to the Communications Center, the TCO shall:
 - 1. Obtain as much information as possible as to the nature and location of the threat.
 - 2. Keep the caller on the line to provide for real time information that may be forwarded to responding officers.
 - 3. Dispatch all patrol units to the scene and clear any officer not on emergency calls and direct them to the scene.
 - 4. Advise the Shift Commander and/or the Field Supervisor of the incident.
- 2. The TCO will coordinate the response of other emergency service providers.
 - a. The appropriate Fire Protection District will be notified. Responding fire service units will be directed to maintain a position outside the inner perimeter until advised of a staging area by the incident commander.
 - 1. Other agencies will be contacted as needed by the on scene commander.

B. Initial Responder's Responsibility

The initial responder will most likely be a patrol unit. The actions of the initial responders are critical and certain guidelines are to be followed.

1. Assess the Situation

Upon arrival, the first responding officer(s) will attempt to determine;

- a. The number of suspects, descriptions, and last known location.

- b. Type of weapon(s)
- c. History of violence or unconventional behavior by the suspect.
- d. It is critical that first responders assess the validity of the call.
- e. If a contact person representing the building/location where the incident is taking place is identified (i.e., school principal/official, building manager, etc.) That person should be directed to a specific safe location to await the arrival of secondary units and/or the incident commander.
 - 1) Officers should make every effort to gain as much intelligence as possible from this person before they are re-directed.
 - 2) Officers are to communicate the presence and location of this person to the Communications Center and the Incident commander, if possible.
 - 3) Communicate all available information.

To the extent they are able, arriving officer must communicate information they gather in their assessment to other responding units, supervisory personnel and the Communications Center.
 - 4) Officers will announce their location, and direct incoming units to that location.
 - 5) All responding units should limit their use of the radio to emergency traffic only and allow the officers on the scene to communicate their assessments.
 - 6) When determined that it is appropriate to do so, officers must assemble a contact team without delay.

C. Patrol Supervisory Personnel

Upon notification of an active shooter situation the Field Supervisor and/or the Shift Commander will immediately respond to the scene.

- 1. If not needed as a contact team member, the Shift Commander will immediately assume incident command and maintain command until relieved or re-directed by a higher authority.
 - a. In the event the shift commander is engaged on a contact or rescue team the next ranking officer to arrive on the scene shall assume the role of Incident Commander until relieved.
- 2. The Field Supervisor will respond and direct the activities of the contact and rescue teams as appropriate.
- 3. The Shift Commander will direct the Communications Center to make notification and summon:
 1. The full Command Staff

D. Investigations Division Responsibilities

- 1. The Investigations Division Commander will respond to the scene and meet with the Incident Commander.
- 2. The Investigations Division Commander will coordinate all investigative activities that such an incident will require.
- 3. All available on-duty Investigations personnel will respond immediately to the scene and report to the Incident Commander or the Investigations Division Commander, if present.
- 4. Only Investigators with clothing that immediately and positively identifies them as police officers will enter the location of the incident until containment has been achieved.
- 5. Once containment is achieved, Investigations personnel will coordinate witness and suspect interviews.
- 6. The Investigations Division Commander will ensure that sufficient personnel are available to conduct the necessary investigation.

46.5.3 CONTACT TEAM PROCEDURES

A. Assembling the Contact Team

1. Once a rapid deployment response has been indicated, the first responding officer shall gather and assemble a contact team.
 1. All officers that comprise a contact team should be dressed in manner that will clearly identify them as police officers.
2. Contact Team Members and Assignments.
 1. Team Leader

In the absence of a supervisor, the senior officer present will assume the role of team leader.

 1. The Team Leader delegates team member responsibilities, formulates and implements a plan.
 2. Assistant Team Leader

The Assistant Team Leader communicates with responding units during deployment and acts as a contact officer.
 3. Designated Cover Officer

The designated cover officer may be armed with a shoulder weapon. This officer provides for cover during entry and egress if necessary.
 4. Contact Officer

This will be considered a general purpose role, conducts searches, handles recovery of victims or engages the suspect, if necessary.
3. Conduct and Focus of the Contact Team.
 1. The priority for the contact team is to make contact with the suspect(s) as soon as possible and:
 - a. Stop the deadly behavior.
 - b. Limit the suspect's movements.
 - c. Prevent escape.
 - d. Continue past victims, but communicate their position to the rescue team or RTF
 - e. Communicate progress and intelligence to responders,
 - f. Provide preliminary assessment of the situation.
 2. If the contact team encounters an explosive device, they must use their own judgment in deciding to post an officer near it, or reporting, marking and bypassing it.
 3. Officers should make entry at a location other than the main entrance; if possible, as this is the place where a suspect might logically expect entry to be made and set up barricades, explosives or an ambush.
 4. All officers must restrict use of the radio.

46.5.4 RESCUE TASK FORCE (RTF) PROCEDURES

A. Assembling the RTF

1. The second set of at least two officers arriving on the scene, after the assembly of a contact team, will form a rescue team with a minimum of two paramedics/firefighters.
2. Establish a unified, integrated staging area as close to the incident as safely possible for immediate RTF deployment.

B. RTF members and assignments.

1. Team Leader

In the absence of a supervisor, the senior police officer present will assume the role of team leader.

- a. The Team Leader delegates team member responsibilities, formulates and implements a plan.
 - b. The Team Leader along with the rescue officer shall provide cover for the paramedics/firefighters as they transport and treat victims in the Warm Zone.
 - c. The Team Leader also establishes a Casualty Collection Point (CCP) within the Warm Zone at the request of the paramedics/firefighters.
2. Rescue Officer
- Conducts searches, provides security for the paramedic/firefighters and engages the suspect, if necessary with the Team Leader.
3. Paramedic/Firefighter Task Force member
- The role of the paramedic/firefighter is to assess, transport and treat victims
- C. Conduct and focus of the RTF
- The conduct of the RTF is as follows:
- 1. The priority is the rescue and recovery of victim(s).
 - 1. Enter and/or approach location to locate victim(s).
 - 2. Report suspect(s) location, if possible.
 - 3. The RTF police officers shall provide security and cover for the paramedic/firefighter members.
 - 4. Extract victim(s) to a Warm Zone and notify the Incident commander.
 - 5. The RTF paramedic and firefighter members will assess and treat the victims.
 - 6. Request additional RTFs, if necessary to extract and treat additional victims.
 - 7. Receive intelligence information from the contact team regarding position of suspect(s) and victim(s).
 - 2. When multiple victims are present:
 - 1. Expand the RTF size or number of teams.
 - 2. Emphasize custody and control
 - 3. Initiate identification and accountability of victims
 - 3. Coordinate actions with Contact Team Leader and other responding personnel.

46.5.5 IMPLEMENTING THE INCIDENT COMMAND

- A. The first commanding officer on the scene, who is not already a part of a contact or rescue team, will be the incident commander, and will establish a command post.
- B. The Incident Commander shall:
 - 1. Choose a safe staging area for arriving personnel.
 - 2. Order the dispatcher to initiate the appropriate notifications.
 - 3. Form additional contact and rescue teams or RTF teams, as necessary.
 - 4. Call for mutual aid assistance from other agencies, if necessary (i.e. Evidence technicians, bomb squad etc.).
 - 5. The activation of General Order 54.1 MEDIA RELATIONS, when time permits and for the timely release of available information to the media.
 - 6. Arrange a safe staging area for medical units and treatment of the injured.
 - 7. Post additional responding officers to guard crime scenes.

8. Arrange for a thorough clearing of the building once it is practical to do so.
- C. If a suspect is arrested or incapacitated, the Investigations Division Commander will assume control and take charge of all aspects related to the ensuing investigation.
- D. If the contact team contains the suspect(s), the South Suburban Emergency Response Team may be activated.

46.5.6 SUPPRESSIVE FIRE RESTRICTIONS

- A. Suppressive fire towards the active shooter may be necessary, especially if he has gained an advantage by height or barricade. Suppressive fire towards the position of the active shooter is permissible, so long as it appears that no innocent victims are in the line of fire
- B. This tactic can be deployed against a “target specific” threat (active shooter) or toward a “specific threat area” (known to be occupied by the suspect).
- C. This is a worst-case scenario and should only be deployed when other options are not reasonable.
- D. When using suppressive fire, consider the following:
 1. This tactic shall be communicated, if time and opportunity permit, to all concerned personnel before being implemented.
 2. When moving under fire, officers can utilize controlled suppressive fire in an attempt to stop deadly behavior.
 - a. During Officer/Citizen rescue operations or moving to gain a tactical advantage, officers can utilize controlled fire to prevent the suspect from initiating deadly behavior.
 - b. Suppressive fire should not be used if deployment of that tactic places innocent persons at greater risk than those actions of the suspect(s).
 - c. Time lapse between suspect(s) aggressive behavior and intended movement.

46.5.7 USE OF DEADLY FORCE

- A. When the suspect(s)’ behavior presents an immediate threat of death or great bodily injury to an innocent person, it may be necessary to use deadly force to stop that behavior. There is no exception to the law or policy. The following principles apply:
 1. Based on Immediate Defense of Life (IDOL)
 2. Individual officers make the decision
 3. Utilized to stop the threat
 4. *Graham v. Connor*, 490 U.S. 386 (1989), Objective Reasonableness Standard.

B. Use of Force Legalities

The Illinois Compiled Statutes, Chapter 720, provides that officers may use deadly force:

1. To protect their lives or that of another
2. To prevent the escape of one who has committed or attempted to commit a forcible felony which involves the infliction or threatened infliction of great bodily harm, or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm, unless arrested without delay.

The law regarding the use of deadly force remains the same in an active shooter incident. However, an active shooter is engaged in a continuing forcible felony, and the period for the use of deadly force against him continues until the suspect discards his weapons and surrenders or is incapacitated.

46.5.8 RAPID DEPLOYMENT TRAINING PROGRAM

- A. The Training, Development and Review Supervisor shall research and implement suitable tactical training required to support the implementation and maintenance of this program.

B. This training plan will include, but not be limited to the following techniques and concepts:

1. Team movement
 - a. Room entry and clearing techniques
 - b. Building clearing techniques
 - c. Victim/Officer rescue techniques
 - d. Recognition of explosives and improvised devices
 - e. Use of Force
 - f. Firearms skills
2. The Training, Development and Review Supervisor and the Firearms Training Coordinator will collaborate in the development of live and simulation firearm training suitable for this program.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 46-6
SUBJECT: RESPIRATORY PROTECTION
EFFECTIVE DATE: October 1, 2003
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Supervisor; Training Development and Review

INDEX AS:

- 46.6.1 RESPIRATOR SELECTION PROTOCOL
- 46.6.2 ADMINISTRATION OF RESPIRATORY PROTECTION PROGRAM
- 46.6.3 MEDICAL EVALUATION PROCEDURES
- 46.6.4 FIT TESTING PROTOCOLS
- 46.6.5 USE OF RESPIRATOR
- 46.6.6 RESPIRATORY PROTECTION TRAINING
- 46.6.7 RECORD KEEPING REQUIREMENTS
- 46.6.8 PROGRAM EVALUATION

PURPOSE:

The purpose of this General Order is to establish guidelines for the development, implementation and maintenance of a respiratory protection program for sworn members of the Orland Park Police Department. This order shall set forth specific procedures and protocols for required respirator use.

POLICY STATEMENT:

The Department will continue to make every effort to supply members with safe and effective equipment that will enable them to provide professional police service in most situations and environments. While it is more important than ever for officers to be committed to the safety of the community they serve, officers must also understand the limitations of the equipment that is available to them. The respirator equipment (APR) provided for in this program is intended to protect members in limited and temporary conditions and as a means of escape only.

A particulate filtering mask (N-95) is also issued to all sworn personnel. Procedures governing the use of the particulate mask are covered in the order 84.3, RESPONDING TO SUSPICIOUS PACKAGES AND LETTERS (Biological Agents).

DEFINITIONS:

Air-purifying respirator (APR): A device designed to protect the user by employing filters or sorbents to remove harmful substances from the air. Air-purifying respirators DO NOT supply oxygen and MUST NOT be used in oxygen deficient atmospheres or in environments where substances "immediately dangerous to life and health" may be encountered. Air-purifying respirators are designed to protect the wearer for short periods ONLY.

Atmosphere-supplying respirator: A respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

Canister or Cartridge: A container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Employee exposure: Exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection or if the respiratory protection is not worn properly.

Escape-only respirator: A respirator intended to be used only for emergency exit.

Fit factor: A quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit test: The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

Immediately dangerous to life (IDLH): an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Licensed Health Care Professional (LHCP): includes medical doctor, registered nurse, paramedic or EMT.

Qualitative fit test (QLFT): A pass/fail test to assess the adequacy of respirator fit that relies on the individual's response to a test agent.

Quantitative fit test (QNFT): An assessment of respirator fit by numerically measuring the amount of leakage into the respirator.

Service life: The period that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer

User seal check: An action conducted by the respirator user to determine if the respirator is properly seated to the face.

ORDER:

46.6.1 RESPIRATOR SELECTION PROTOCOL

- A. The Orland Park Police Department will select and provide an appropriate respirator that is adequate to protect the health of the employee and ensure compliance with OSHA statutory and regulatory requirements.
 1. The Department will evaluate potential respiratory hazard(s) that officers maybe exposed to; identify relevant factors, and base respirator selection on these factors. The following considerations shall be taken into account;
 - a. Correctly matching the respirator with the reasonably foreseen potential hazard and the officer's assignment,
 - b. Consideration of the unit's effectiveness to reduce exposure to the officer under all reasonably foreseen conditions,
 - c. Choosing a device, which will allow officers to perform their duties with the least amount of physical burden.
 - d. Any device selected shall be a NIOSH-certified respirator and will be used in compliance with the conditions of its certification.
 2. In efforts to select an appropriate respirator the Department will consider any available information from other sources such as,
 - a. State and federal emergency management agencies,
 - b. State, federal and local fire service personnel,
 - c. Other law enforcement agencies, including the U.S. Justice Department and the Illinois State Police.
 3. Respirators for IDLH atmospheres.
 - a. Any APR respirator provided to personnel is intended only for escape from IDLH atmospheres.
 - b. Specially trained members of the Department may be issued an atmosphere-supplying respirator.

46.6.2 ADMINISTRATION OF RESPIRATORY PROTECTION PROGRAM

- A. The Training, Development and Review supervisor is designated to administer the Respiratory Protection Program.

46.6.3 MEDICAL EVALUATION PROCEDURES.

- A. Prior to being issued an APR, employees shall complete a medical evaluation questionnaire (Appendix A). The questionnaire will be forwarded directly to the designated LHCP for review as required by OSHA/IDOL Standard.
 1. The Midwest Environmental Medicine office is designated as the LHCP for the purposes of the Respiratory Protection Program.
 2. The Department provides a periodic medical evaluation for each sworn employee through the Midwest Environmental Medicine office in accordance with the procedures of the Physical Fitness Program (General Order Section 1 MEDICAL EXAMINATIONS).
 - a. This periodic medical evaluation, along with the review of the medical questionnaire, will be used by the LHCP to evaluate the employee's ability to use a respirator before the employee is required to use the respirator in the field.
 3. If the LHCP determines a medical condition of an employee may restrict their ability to safely wear a respirator, the LHCP will provide for a follow-up contact with the employee.
 4. After consulting with the employee, the determining physician will then communicate the findings regarding the employee's ability to safely wear and use the APR to the Chief of Police.
 - B. Records of medical evaluations required by this section must be completed and retained in accordance with OSHA/IDOL Standards.

46.6.4 FIT TESTING PROTOCOLS

- A. Prior to the use of any respirator in the field, employees will be fit tested with the same make, model, style and size of respirator that will be used. The primary purpose for fit testing is to identify the specific respirator, best suited for each individual user. Fit testing procedures will be performed in a manner to reinforce respirator training by having wearers review proper methods of donning and wearing this equipment.
 1. The Department shall establish a record of the qualitative and/or quantitative fit test administered to each employee issued a respirator to include;
 - a. The name or identification of the employee tested;
 - b. Type of fit test performed;
 - c. Specific make, model, style, and size of the respirator tested;
 - d. Date of the fit test; and
 - e. The pass/fail results for QLFTs or the fit factor and data of the test results for QNFTs.

B. Fit Testing Procedures

All fit testing procedures shall be facilitated by a specially trained individual and done in accordance with the Fit Testing Procedure requirements found in the OSHA/IDOL Standards (29 CFR 1910.134 App A).

- C. All employees issued a respirator shall be fit tested prior to initial use in the field and annually thereafter.

46.6.5 USE OF RESPIRATOR

A. Respirator Equipment Issued.

- 1. All sworn employees will be issued and personally assigned the following equipment as part of the Department Respiratory Protection Program;
 - One Avon FM 12 Respirator with harness
 - One Avon filter canister
 - One carrying pouch

One User handbook

2. Use of prescription eyewear (glasses or contacts) is not recommended for use with an APR Respirator. Personnel who wear prescription corrective eyewear, to correct their normal vision, will be provided with monocle inserts for the issued respirator. These individuals will be provided prescription eyeglass for the monocle through an optometrist chosen by the Department at no cost to the individual.

- a. Personnel who require monocle inserts for corrective lenses in their respirator will make arrangements through the program administrator for production of the inserts to their prescription.

Note: This Avon equipment is intended solely as an escape only respirator.

3. The Department is equipped with a limited supply of atmosphere-supplying respirator (SCBA) equipment issued only to specially trained officers of the Department.

- 1) The Department SCBA equipment shall be stored in the Equipment Storage Area.
 - 2) The maintenance and operational readiness of this equipment shall be the responsibility of the Training Division Supervisor, or designee.
 - 3) Only specially trained Department members will use this equipment.

B. Individually Assigned (Avon) Equipment Availability

1. All sworn personnel are firmly advised to have their respirator equipment immediately accessible to them at all times.
2. Personnel shall carry respirator equipment appropriately on their person under the following conditions;
 - a. When directed by the Chief of Police, or designee, or
 - b. When the United States Office of Homeland Security issues a warning in accordance with the Color Coded Advisory System as follows;
 - 1) Condition Red (Severe)

C. Respirator Storage, Maintenance, and Service Life Issues.

1. Storage of Respirator: Individually assigned officers shall be responsible for the storage and readiness of their respirator equipment at all times. Officers shall follow the storage guidelines provided in the user handbook to assure equipment readiness and effectiveness.
2. Service Life Issues: Canisters are issued in factory sealed plastic bags. The canister is to remain sealed in the bag until needed. The normal service life of the canister sealed in the bag is ten (10) years. Once the canister is removed from the sealed bag the service life is reduced to approximately one (1) year).

3. Maintenance and Inspection

1. Employees shall be responsible for cleaning the respirator after each use and replacing filter canisters when necessary.
2. Cleaning will be done in accordance with the procedures found in the handbook and discussed in training.

D. Limitations on Respirator Use

1. The Avon FM 12 respirator shall not be used for firefighting or other oxygen deficient environments.
2. The Avon FM 12 respirator is intended primarily for uses as a means of emergency escape in an incident involving nuclear, biological, or chemical hazards.

E. Use of Respirators

1. Whenever sworn employees reasonably believe that an imminent threat of a nuclear, biological, or chemical nature exists, they should remove the respirator and canister from the carrying case, remove the canister from the sealed bag and affix it to the respirator. They should then put on the respirator.
2. After putting the respirator on, the employee should ensure that a proper seal exists by performing a negative pressure test as demonstrated in training.

3. Employees should then, as soon as reasonably possible, remove themselves from the environment of the threat and not remove the respirator until they are reasonably sure that they are no longer in the threatened environment.
4. Employees must maintain the seal of the respirator in the event they are unable to immediately remove themselves, until the incident is resolved or they are able to escape.

46.6.6 RESPIRATORY PROTECTION TRAINING

- A. The Program Administrator shall develop and implement a training program that will be attended by all employees issued a respirator, initially and annually thereafter or more frequently, if necessary.
 1. The training program will include the following information:
 - a. Demonstrations and practical exercises of methods for donning and adjusting respirators.
 - b. Discussion of the capabilities and limitations of issued respirators.
 - c. Inspection/testing of issued respirators for proper fit and seal.
 - d. Maintenance and storage of respirators.
 - e. Recognizing medical signs and symptoms that may limit or prevent the effective use of a respirator.
 2. Refresher training shall be conducted on an annual basis.

46.6.7 RECORD KEEPING REQUIREMENTS

- A. The Administrator will establish and retain written information regarding medical evaluations, fit testing, and the respirator program. The record keeping practice is designed to facilitate the involvement of employees in the program, assist the Department in the evaluation of the effectiveness and adequacy of the program and provide a record for compliance with OSHA/IDOL Standards.

46.6.8 PROGRAM EVALUATION

The Respiratory Protection Program will be evaluated on an annual basis to determine the effectiveness of the program. The Program Administrator will be responsible for conducting the evaluation and recommending modifications to the program.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 46-7

SUBJECT: PROCEDURES FOR TRANSITIONING TO 12 HOUR SHIFT, DISASTER / EMERGENCY RESPONSE

EFFECTIVE DATE: May 1, 2005

AUTHORITY: Timothy J. McCarthy

REVIEW DATE: March 1, 2015

REVIEWER: Deputy Chief of Police

INDEX AS:

46.7.1 PROCEDURES FOR TRANSITIONING TO TWELVE (12) HOUR PATROL SHIFTS

46.7.2 RESPONSE TEAM ASSIGNMENTS

46.7.3 COMMUNITY SERVICE OFFICER ASSIGNMENTS

46.7.4 TELECOMMUNICATOR ASSIGNMENTS

46.7.5 OTHER ASSIGNMENTS

PURPOSE:

The purpose of this policy is to provide members of the Orland Park Police Department with guidelines for the transition to twelve (12) hour work shifts in the event of a disaster or other extended emergency operation.

POLICY:

This plan is a guideline for extended emergency operations and should not be interpreted as inflexible. All managers, supervisors, sworn officers and other members must remember that emergencies may be very fluid and require innovation and flexibility of operations to effectively address the emergency based on approved operational procedures and good judgment.

In the event of extended operations during a disaster or emergency, the department may be required to institute alternate scheduling to maximize manpower to address the emergency and to fulfill our mission to serve and protect the public. This event may be accompanied by a Declaration by the Mayor and Board of Trustees, the Village Manager or his designee in accordance with 20 ILCS 3305/11.

46.7.1 PROCEDURES FOR THE TRANSITION TO TWELVE (12) HOUR PATROL SHIFTS

- A. The Chief of Police or Deputy Chief of Police will order the change to twelve hour shifts (0635-1900/1835-0700) for all sworn members and others in the event of an emergency or disaster requiring extended operations with a maximum of manpower. All days off, of any kind, will be immediately cancelled for all sworn members and others. ILEAS activation may be considered and unified command at the EOC may be activated.
- B. The day patrol shift will staff a twelve-hour patrol shift from 0635 to 1900(Patrol Team A) with nine officers, one supervisor and two CSO's. The midnight patrol shift will staff a twelve-hour patrol shift from 1835 to 0700(Patrol Team B) with nine officers, one supervisor and two CSO's. The remaining members of the day shift and midnight shift along with the afternoon shift and others will be assigned to response teams as outlined in this General Order.
- C. If the emergency occurs during the day shift, the day shift officers will remain on duty until 1900 hours and along with a ninth officer, one supervisor and two CSO's assume the 0635 to 1900 (Patrol Team A) patrol shift with no days off until the emergency is abated.

- D. If the emergency occurs during the afternoon shift; the midnight shift officers will be called in as soon as possible to staff the 1835 to 0700 (Patrol Team B) shift with nine officers, one supervisor and two CSO's with no days off until the emergency is abated. The afternoon patrol shift officers will assume response team duties when they are relieved as outlined in this General Order.
- E. If the emergency occurs during the midnight patrol shift, the midnight shift officers will remain until 0700 or when relieved and along with a ninth officer and two CSO's assume the 1835 to 0700(Patrol Team B) patrol shift with no days off until the emergency is abated.
- F. The patrol shifts will utilize Channel One for their operations. The on duty Patrol shift supervisors will coordinate for the transition to twelve- hour patrol and response teams upon the direction of the Chief of Police or Deputy Chief of Police.

46.7.2 RESPONSE TEAM ASSIGNMENTS

- A. Sworn members of the department not assigned to the two twelve-hour patrol shifts will be assigned to the response teams and contact teams using the guidelines contained herein:
 1. Day shift, midnight shift and patrol shift officers not assigned to the twelve-hour patrol shifts along with afternoon patrol shift officers, TAC Unit Officers, Traffic Unit Officers, Drug Unit Officers, POP officer, School Resource Officer, DARE Officers and the Internet Unit Investigator will be assigned to the response teams.
 2. Sworn members with star numbers ending in odd numbers will be assigned and report to the 0635 to 1900 response team (Response Team A) with no days off until the emergency is abated.
 3. Sworn members with star numbers ending in even numbers will be assigned and report to the 1835 to 0700 response teams (Response Team B) with no days off until the emergency is abated.
 4. The four afternoon shift Sergeants will be assigned to supervise the 1835 to 0700 response team (Response Team B). The senior supervisor will be in command of the response team and organize the response team into contact teams, which will consist of four to five officers, a supervisor and at least one CSO.
 5. Remaining day shift and midnight shift supervisors and, the Traffic Unit Sergeant will be assigned to supervise the 0635 to 1900 response team (Response Team A). The senior supervisor will be in command of the response team and organize the response team into contact teams, which will consist of four to five officers, a supervisor and at least one CSO. The response/contacts team will utilize channel 12 for their operations.
 6. The Commander, Lieutenant and Sergeant of Investigations and the six/seven remaining investigators will be assigned to two equally staffed intelligence/investigative teams on the same twelve-hour shifts as the patrol and response teams (Inv. Team A 0635-1900 and Inv. Team B 1835-0700). The Intelligence/Investigation teams will utilize Channel 1.

46.7.3 COMMUNITY SERVICE OFFICER ASSIGNMENTS

- A. The CSO Supervisor will assign and schedule CSO's to support the Patrol Teams and Response Teams as outlined under this plan in consultation with the Commander of Administrative and Technical Services. They will insure that these part time employees are not assigned to tasks that exceed their training or expertise or expose them to unwarranted dangers.

46.7.4 TELECOMMUNICATOR ASSIGNMENTS

- A. The Support Services Manager in conjunction with the Commander of Administrative and Technical Services will evaluate and increase TCO staffing as required in the 9-1-1 Center. TCO's may also be assigned to the EOC, as needed, with no days off, of any type, until the emergency is abated. The TCO's will be organized to handle all radio traffic on Channel One and Channel Twelve and other channels as needed.

46.7.5 OTHER ASSIGNMENTS

- A. The Patrol Division Commander, Patrol Lieutenants and the Lieutenant of Training, Development and Review will be assigned as Incident Commanders. Remaining Lieutenants will be assigned to either the patrol teams or response teams.
- B. The ESDA Coordinator will work in conjunction with the Chief of Police and Deputy Chief of Police to provide ESDA support to the patrol and response teams.

C. The Chief and Deputy Chief will assume overall command and select personnel for unified command positions as needed.

D. Manpower Summary

1. Manpower during an emergency on the twelve (12) hour patrol teams will be as follows:

Patrol Team A	Patrol Team B
0635 – 1900	1835 – 0700
1 Sergeant (non SRT)	1 Sergeant (non SRT)
9 Officers	9 Officers
2 CSO's	2 CSO's

2. Manpower for the response teams on the twelve (12) hours shifts will be approximately as follows:

Response Team A	Response Team B
0635 – 1900	1835 – 0700
3 Sergeants	4 Sergeants
25 Officers	25 Officers
4 CSO's	4 CSO's

3. Manpower for the Investigations/Intelligence Team will be approximately as follows:

Investigative Team A	Investigative Team B
0635 – 1900	1835 – 0700
1 Sergeant	1 Sergeant
3-4 Investigators	3 Investigators

E. Attached you will find the Orland Park Police Department, Disaster Plan, Manpower Allocation Chart which outlines our plan. Use this as a quick reference in the event we must activate the plan.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 46-8
SUBJECT: DIGNITARY PROTECTION
EFFECTIVE DATE: June 15, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2016
REVIEWER: Deputy Chief of Police

INDEX AS:

46.8.1 PERSONS QUALIFYING FOR DIGNITARY PROTECTION

46.8.2 DIGNITARY PROTECTION PROCEDURES

PURPOSE:

It is the policy of the Orland Park Police Department to provide security for dignitaries, visiting officials of other major governmental entities, VIPs, or other persons against whom a significant threat is perceived, or to assist other agencies in their security mission while the protectee is in the Village.

46.5.1 PERSONS QUALIFYING FOR DIGNITARY PROTECTION

- A. The President, Vice-President, and other government officials of the United States or foreign countries, federal, state, or local officials; high profile celebrities from the business or entertainment industries; notorious person, or any individual so authorized by the Chief of Police or his designee.

46.5.2 DIGNITARY PROTECTION PROCEDURES

A. Coordination and Supervision.

1. Should the impending presence of a dignitary within the Village of Orland Park give rise to concerns regarding the safety of the dignitary and/or his family, a security detail will be established.
 - a. The Deputy Chief of Police, or designee, will coordinate and supervise all security measures.
 - b. If the protectee has his own security detail, the Deputy Chief of Police, or designee, will arrange for coordination between the Orland Park Police security detail and the outside security detail.

B. Equipment Requirements

1. Arrangements should be made to obtain the following equipment and personnel, as necessary:
 - a. Body armor for the dignitary
 - b. Communications equipment
 - c. Riot gear
 - d. Vehicles
 - e. South Suburban Emergency Response Team (SSERT) and special weapons
 - f. Canine units
 - g. Mobile Field Force
 - h. South Suburban Major Crimes Task Force

2. Interagency agreements should be arranged to provide any of the following deemed necessary:

- a. Aircraft
- b. Special purpose vehicles, of any type or quantity
- c. Additional SSERT personnel
- d. Heavy ballistic protection
- e. Bomb disposal unit
- f. State Weapons of Mass Destruction Team (SWMDT).

C. Planning and Reconnaissance

1. If the Orland Park Police Department is the primary agency providing protection for the protectee, the Patrol Division Commander, or his designee, shall have the responsibility for planning and determining travel routes and alternatives. If assistance is being provided to another agency in the protection of a protectee, the Patrol Division Commander, or his designee, will coordinate with and assist the primary agency in determining the primary and alternate routes to be used, as requested.
2. If the Orland Park Police Department is the primary agency providing protection for the protectee, the Patrol Division Commander, or his designee, will ensure that an advance inspection of the sites and routes is completed to gather intelligence and evaluate the site(s). If assistance is being provided to another agency in the protection of a protectee, the Patrol Division Commander, or his designee, shall coordinate with the primary agency to obtain and distribute intelligence information pertinent to the protectee's visit.

D. Intelligence Information

1. Investigations Division personnel are responsible for gathering and disseminating intelligence to enhance the preparedness of the security detail.
2. When the protectee has his own security detail, such as the Secret Service, and maintains intelligence information on groups or persons that may be hostile towards the protectee, the Investigations Division Commander, or his designee will assign an officer to work with the detail in checking on any known person(s) in the area.

E. Coordination of Operations

1. The Patrol Division Commander, or designee, is responsible for designating a contact person who will coordinate all interagency assistance needed or anticipated for:
 - a. Fire/ambulance and hospital
 - b. State and county police
 - c. City, county and state transportation departments
 - d. Mutual aid agreement members
 - g. Emergency services
2. The Patrol Division Commander, or his designee, will:
 - a. Coordinate with and notify the designated ambulance and medical facilities prior to the dignitary's visit.
 - b. Organize and finalize a primary and secondary route to a medical facility.
 - c. In case of a medical emergency, the security detail will direct the motorcade to the prearranged emergency medical facility (generally a Level 1 trauma center).

H. Communications

1. To serve the needs of the officers and support agencies throughout the course of the detail a command post will be established. All communications pertaining to the detail will be carried out on a separate, designated radio frequency from the command post. The Patrol Division Commander, or his designee,

shall be responsible for coordinating this portion of the detail with the Communications Division.

- a. The Patrol Division Commander, or designee, will ensure that all communications procedures will be in accordance with department rules and procedures. The Patrol Division Commander, or designee, will coordinate any special contingencies or requirements.
- b. Secure communications will be carried out via mobile data computer or hard line telephone.

I. Identification

1. The Patrol Division Commander, or his designee, shall coordinate with outside agencies to provide some method of identification, both visually and by radio, of those involved in the security detail.
 2. Security team officers should stop anyone not displaying the item of identification before allowing them entrance to secured areas or in close proximity to the protectee.
- J. Any time a visiting VIP is a political or foreign governmental official, prior notification will be made with the U.S. Secret Service, Chicago Field Office at (312) 353-5431 (06/11).



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 46-9
SUBJECT: INCIDENT COMMAND PROCEDURES
EFFECTIVE DATE: June 15, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

46.9.1 INCIDENT ASSESSMENT

46.9.2 INCIDENT COMMAND SYSTEM ACTIVATION

46.9.3 ESTABLISHING COMMAND

46.9.4 DOCUMENTATION UNIT

46.9.5 PERSONNEL ACCOUNTABILITY

46.9.6 TRANSFER OR ASSUMPTION OF COMMAND

46.9.7 DEMOBILIZATION

46.9.8 AFTER ACTION REPORT

46.9.9 CRITICAL INCIDENT EQUIPMENT/OPERATIONAL READINESS

46.9.10 TRAINING AND REVIEW

PURPOSE:

The Orland Park Police Department has adopted the National Incident Management System (NIMS) as the primary method to prepare for, respond to, and manage critical incidents. NIMS is a comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide Incident Command System (ICS) approach for Federal, state, and local governments to work effectively and efficiently.

ICS may be utilized for any size or type of critical incident or event as a means to coordinate the efforts of individual members and other responding agencies as they work toward the stabilization of the incident. The ICS may expand or contract depending on the complexity of the incident and the on-scene requirements, as determined by the incident commander.

POLICY:

The Orland Park Police Department shall utilize the National Incident Management System/Incident Command System (NIMS/ICS) in conjunction with other agency policies and procedures as outlined in various written directives. These policies, plans, and agreements include, but are not limited to, the following:

1. Critical Incident Responses
2. Emergency Operations Plans

3. Public Demonstrations and Civil Disorders
4. Hazardous Material Incidents
5. Lost or Missing Persons
6. Planned Special Events
7. Village Emergency Management Plans
8. Mutual Aid Agreements
9. Hostage/Barricade Situations
10. Natural or Man-made Disasters
11. Bomb Threats/Disposals
12. Weapons of Mass Destruction Incidents
13. Terrorist Acts

DEFINITIONS:

National Incident Management System (NIMS): A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for state, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the incident command system; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Incident Command System (ICS): A standardized on-scene emergency management system that provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It can be used for all kinds of emergencies, and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident: An occurrence natural or human-caused that requires an emergency response to protect life, property, or both. Incidents can, for example, include major disasters, terrorist attacks, terrorist threats, woodland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Event: A scheduled occurrence that may require use of the ICS to be successfully completed.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments, as well as plans and contingencies for the demobilization of resources at the conclusion of the operation. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Management Team (IMT): The IMT consists of the incident commander and appropriate command and general staff personnel assigned to the incident.

Unified Command (UC): This is an application of ICS used when there is more than one agency with incident jurisdiction, or when incidents cross political or geographical jurisdictions. Agencies work together through designated members of the UC, often the senior person(s) from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies, appoint a single operations section chief, and approve a

single IAP. The IC responsibility is shared within the UC, with the function most important at the time taking the lead role. The lead responsibility may shift as the incident progresses. For example, at a crash involving hazardous materials, the fire department would assume the lead role until the HAZMAT concerns are mitigated. Then, as the incident progresses to the crash investigation phase, the lead role would shift to the police department.

Unity of Command: A chain of command designed to ensure efficiency in meeting a specific objective. Every individual assigned to an incident or event reports to one supervisor. If a responder is assigned to the HAZMAT group, he or she reports to the HAZMAT group supervisor. That supervisor, in turn, reports to a branch director, who reports to the operations section chief. In this manner, there is less confusion about who is in charge of specific functions. The exception to this is when the section chief reports to a unified command.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all operations at the incident site. Responsibilities of the IC can be assumed by the officer handling the original call to the chief of the department and any additional qualified officers, depending on the size, scope and complexity of the incident or event.

Command Staff: In an incident management organization, the command staff consists of the deputy incident commander and the special staff positions of public information officer, safety officer, liaison officer, and other positions as required (such as an intelligence officer), who report directly to the IC. They may have an assistant or assistants, as needed.

Function: Function refers to the General Staff functional areas in ICS: (1) command, (2) operations, (3) planning, (4) logistics, and (5) finance/administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, intelligence, may be established, if required, to meet incident management needs.

Section: A section is the organizational level with responsibility for one of the General Staff functional areas of incident management.

Section Chief: The title for individuals responsible for management of one of the General Staff functional sections: operations, planning, logistics, finance/administration, and intelligence (if established as a separate section). A section chief reports directly to the IC or UC and works with the command and general staff to develop and implement IAPs.

General Staff: The general staff is a group of incident management personnel organized according to function and reporting to the IC. The general staff normally consists of the section chiefs of the five main functional activities.

Deputy: A deputy is a fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the IC, general staff, and branch directors.

Assistant: This is the title for subordinates of principal command staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Safety Officer: This officer oversees the safety of all operations within the incident or event, and has the authority to stop an operation if it is unsafe. The safety officer and his or her assistants oversee tactical operations to ensure the safety of responders and the general public.

Liaison Officer: A member of the command staff responsible for coordinating with representatives from cooperating and assisting agencies.

Public Information Officer (PIO): This officer prepares and dispenses all public information regarding the incident, with the approval of the IC. In a large or complex incident, there may be many PIOs operating under a joint information system (JIS) and out of a joint information center (JIC), but there shall be only one overall PIO for the incident or event. This individual is usually assigned from the agency having primary control of the incident. All agency PIOs enter their input for the public information release, help edit it, and agree to its contents. It is then approved by the IC or UC before being released to the public. A media staging area shall be designated to ensure that media access will not interfere with law enforcement operations. The location of the media staging area should

be communicated to media outlets to help ensure their cooperation. The IC shall approve all media releases prior to the PIO giving them to the media.

Operations Section: This component has the responsibility for all tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal conditions. The operations section is responsible for implementing the IAP and achieving the objectives set forth in that plan.

Operations Section Chief (OSC): The OSC is responsible for all tactical operations within the incident or event, ensuring implementation of the IAP, and helping to develop the IAP for the oncoming shift.

Planning Section: The planning section is responsible for collecting, evaluating, and processing tactical information in order to develop an IAP with the IC, command, and general staff. Planning should establish a documentation unit, as needed.

Planning Section Chief (PSC): The PSC is the individual responsible for monitoring the current operation and determining the needs for personnel and activities for the oncoming shift. The PSC develops, writes, and disperses the IAP after it is approved by the IC.

Documentation Unit: The documentation unit maintains a master record of all personnel and components involved in the response to a critical incident, and is comprised of status recorders who maintain a chronological log, personnel rosters, and a record of all telephone communications. The unit leader ensures maintenance of all files and documentation deemed necessary to complete situation or resource status reports and required after action reports.

Logistics Section: The logistics section is responsible for meeting all support needs for the incident through appropriate procurement of facilities, food service, transportation, supplies, communications, equipment, maintenance and fueling, medical services for incident personnel, and personnel for expanding incidents or relief on long incidents. Logistics is responsible for ensuring the safety of responders when they are in a base, camp or staging area prior to deployment and ensuring that relief personnel and equipment are available for deployment as needed.

Logistics Section Chief (LSC): The LSC is responsible for ensuring that the activities for the incident or event can be sustained. This includes obtaining, securing, and maintaining the facilities needed to sustain the operation, including a base, camp, or staging area.

Finance/Administration Section: The finance/administration section is responsible for incident management activities that require finance and other administrative support services. This includes the record keeping requirements of the Federal Emergency Management Agency (FEMA); processing payroll during a critical incident; collecting and maintaining all records necessary for reimbursement of qualified expenditures; and administering all financial matters pertaining to vendor contracts and claims for reimbursement.

Finance Section Chief (FSC): The FSC ensures that personnel time, expenditures, and procurements are tracked and used in an efficient manner.

Intelligence: Intelligence can be its own section (especially in police incidents), an officer assigned to Command, or an officer within each section. This function is responsible for managing internal information, intelligence, and operational security requirements. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it is disseminated to those who need access in order to perform their missions effectively and safely. This section may be part of the command staff; assigned to the general staff; or assigned to a subset of the operations, planning, or logistics sections, depending on the need. Each section may need its own intelligence branch, group, or unit.

Division: Divisions are created in order to partition an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the OSC.

Branch: A branch has functional or geographical responsibility for major aspects of incident operations. Branches are identified by the use of Roman numerals or by functional area.

Group: A group is often a specialized unit within a division or branch. Examples include a HAZMAT group, traffic control group, or specialized group (SSERT).

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be located jointly with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Base: A base is the location where primary logistics functions are coordinated and administered. The ICP and the base may share a location. An incident can have more than one base, with each base name containing an appropriate designator to prevent confusion. If the incident is so geographically large that one base cannot support it, a second logistics section can be activated. A deputy IC (logistics) can be assigned to monitor the logistics needs of each base.

Camp: A location where personnel not currently assigned to the incident can rest and recuperate. A camp is often adjacent to a base with the term base/camp referring to both.

Staging Area: Staging areas are established to assemble resources while awaiting a tactical assignment. The operations section manages staging areas.

PROCEDURES:

46.9.1 INCIDENT ASSESSMENT

- A. The first responder shall assess the operational situation immediately upon arrival and proceed according to applicable policies and procedures.
- B. The initial responsibility for management of assigned resources lies with the first responder on scene. The initial Incident Commander will be responsible for the following duties:
 1. Assess the situation;
 2. Establish the command organization based on the needs of the incident and the assets available;
 3. Establish immediate priorities;
 4. Ensure adequate safety measures are in place;
 5. Coordinate with key people and officials; and
 6. Authorize release of information to the media.
- C. The first responder shall maintain command and control of the incident or event until relieved by a higher authority, if necessary.
- D. The Chief of Police or his or her designee shall exercise command and control over all law enforcement resources committed to an incident or event that is Village wide or multijurisdictional in nature.
- E. The Village of Orland Park's Disaster Plan, which is reviewed and updated as needed, is accessible to the command personnel in Division of Administration.
- F. Determining which incidents warrant Incident Command System (ICS) implementation is a matter of good judgment, although the use of ICS is encouraged on small or everyday recurring events to gain experience. Factors to consider for implementation include the following:
 1. Size. How large a geographical area is or will be affected?
 2. Scope. How many resources are likely to be involved? What will be necessary to achieve stabilization and/or containment?
 3. Duration. How long can one reasonably expect the event or incident to last with or without ICS intervention?

4. Multi-Agency Involvement. Will other police agencies and emergency responding departments, such as the fire department, be involved?
5. Will specialized teams be deployed, such as SSERT or search and rescue?

46.9.2 ICS ACTIVATION

- A. The on-duty supervisor or highest ranking officer shall determine whether the incident warrants an ICS response.
- B. The first responder shall serve as the initial IC. Prior to being relieved, the first responder shall have the latitude and authority to assign any person to any assignment or task, regardless of rank.

46.9.3 ESTABLISHING COMMAND

- A. As soon as practical following ICS activation, the responsibility of the initial IC shall be assumed by a ranking member, if necessary. Most often, this will be an on-duty patrol supervisor. However, depending upon the nature of the incident, command may be first assumed by a higher ranking or more qualified member.
- B. Various components of the ICS should be activated depending on the size and complexity of the incident or event. Operational need is the primary factor in determining which components or functions are activated.
- C. In addition to establishing a command post and function, the IC, utilizing the standardized ICS structure, shall activate those components necessary for the particular incident. These components are represented graphically in Appendix A and include the following:
 1. Sections (operations, planning, logistics, finance/administration, and intelligence, if necessary)
 2. Branches (subdivisions within the operations section formed to manage the broad span of control issues)
 3. Divisions (geographical subdivisions)
 4. Groups (functional subdivisions)
- D. The IC shall specify the components to be activated and designate an officer in charge of each component. If a section is not activated for the incident, the IC shall be responsible for performing that function.
- E. Sworn personnel and select support staff shall be activated and assigned by the IC, or his or her designee, as warranted. The IC shall request additional agency personnel, or assistance from other localities in accordance with the emergency operations plans and General Order 2-1 Agency Jurisdiction and Mutual Aid.
- F. All section chiefs shall report directly to the IC.
- G. All requests for additional staffing or specialized units shall be authorized by the IC.
- H. The IC shall establish an Incident Command and determine an incident designator to be used by all responders. This designator shall be one or two geographical words, such as the street name or specific place name of the incident. Examples include "Ravinia Street Command," or "John Humphrey Complex Command." The designator chosen shall clearly distinguish the event and not be easily confused with other locations.
- I. The IC will determine the ICP location. This location should be carefully chosen based on such factors as incident size, need for security, proximity to the incident, and support issues such as communications, shelter from the elements, and related considerations. The ICP can be moved at a later time if necessary.
- J. The IC will inform communications of the establishment of command and the ICP's specific location.

46.9.4 DOCUMENTATION UNIT

- A. The unit is also responsible for preparing and maintaining the following:
 - 1. Status reports and intelligence on the current situation;
 - 2. Status of resources assigned to the incident;
 - 3. Situation summaries (situation status reports [SITSTAT], resource status reports [RESTAT]) and projections for future events;
 - 4. Incident and area maps;
 - 5. Accurate and complete incident files;
 - 6. Incident demobilization plan to include specific instructions if needed; and
 - 7. Technical specialists to deal with special areas of expertise.
- B. For planned events, the PSC or his designee should assign members to assist in planning the event with other county, public safety, or law enforcement agencies. Additionally, plans for events that occur annually (such as Taste of Orland, Orland Days parade, holiday events), shall be maintained, updated, and disseminated prior to the event.

46.9.5 PERSONNEL ACCOUNTABILITY

- A. The IC, or designee, shall maintain strict personnel accountability and be continually updated by the section chiefs in order to keep an ongoing, accurate assessment of the entire operation.
- B. If the IC establishes command after units are already actively deployed, the IC should conduct (or have conducted) a radio roll call to determine their positions. In ICS mode, communications shall maintain and keep the IC apprised of the location of all deployed units.
- C. During major incidents, the IC may appoint a safety officer who shall have the responsibility and authority to stop an operation or part of it if safety requirements are not being met.
- D. Depending on the size and duration of the incident, consideration should be given to relief provisions for operations personnel.

46.9.6 TRANSFER OR ASSUMPTION OF COMMAND

- A. Incident command can be transferred to an officer of higher rank, to a more qualified member, an individual with particular expertise, or to a larger Incident Management Team (IMT) in order to help maintain a manageable span of control. Transfer of command may also be necessary in order to relieve a member who has been in command for an extended period. Prior to the transfer of command, the following actions are required:
 - 1. Assess the current situation with the current IC;
 - 2. Receive a briefing from the current IC and document the transfer. At minimum, the incoming commander should be apprised of the current situation, assignment of resources, and tactical and strategic needs;
 - 3. Determine an appropriate time for the transfer of command;
 - 4. Notify others of the change in incident command; and
 - 5. Assign the current IC to another position in the incident organization (such as OPS).
 - 6. There shall be a transfer of command briefing wherein all sections are briefed and all involved personnel are advised of the new command.

46.9.7 DEMOBILIZATION

- A. The planning section shall develop a demobilization plan for large incidents or events.
- B. The IC shall notify communications when the incident has been resolved or stabilized to such a point that command is no longer necessary.
- C. Communications shall rebroadcast the message, and members will return to their normal supervisory chain of command unless otherwise advised.

46.9.8 AFTER ACTION REPORT

- A. The IC shall submit an after action report which should include, but may not be limited to, the following:
 1. A brief description and outcome of the incident;
 2. A statement of personnel and equipment utilized;
 3. Cost analysis to include salaries, equipment, food and incidentals;
 4. A copy of incident/event logs and all submitted reports;
 5. Any maps, forms, or related documentation;
 6. A summary of deaths and injuries to members and citizens and an assessment of damage to private and public property;
 7. Any information relating to the status of criminal investigations and subsequent prosecutions;
- B. A final evaluation and any subsequent conclusions relating to the agency's overall response to the critical incident or event, to include:
 1. Any problems encountered regarding personnel, equipment, resources or multiagency response;
 2. Suggestions to revise policy or improve training and equipment; and
 3. Any other consideration that would improve the agency's response to critical incidents or events in the future.

46.9.9 CRITICAL INCIDENT EQUIPMENT/OPERATIONAL READINESS

- A. The Department shall complete a documented biannual inspection, for operational readiness, of equipment designated for use in support of its critical incident plan. This inspection shall be the responsibility of the Division Commanders who may designate supervisors to inspect the operational component for which they are responsible.
 - a. The Patrol Division Commander or designee will ensure that all supervisory vehicles have all designated specialized equipment listed.
 - b. The Investigations Commander will confirm all surveillance equipment is inspected.
 - c. The Administrative / Technical Services Commander and/or designee shall ensure that all equipment designated for crowd control and use during critical incidents, including equipment located in the EOC and the Mobile Command Center, is inspected.

46.9.10 TRAINING AND REVIEW

- A. The Training Development and Review Division shall:
 1. Conduct NIMS/ICS training

2. The Training Development and Review supervisor or a designee shall ensure that annual training is conducted in the form of tabletop or actual field exercises and may include multiple agencies.
3. The Training Development and Review supervisor or a designee shall prepare an after-action report following each training exercise.
4. Ensure that all sworn members successfully complete all awareness-level NIMS courses.
5. Assign and ensure successful completion of advanced NIMS courses for supervisors, to coincide with increasing levels of responsibility.
6. Be responsible for facilitating and documenting NIMS/ICS training as required by the Department of Homeland Security and the Orland Park Police Department.
7. With input from command and supervisory personnel with specific incident command and emergency management responsibilities, the Training Development and Review Division shall conduct an annual review of established NIMS/ICS procedures and perform departmental updates as required.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 52-1
SUBJECT: INTERNAL REVIEW / CITIZEN COMPLAINT ADMINISTRATION AND OPERATIONAL PROCEDURES
EFFECTIVE DATE: April 1, 2001
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

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52.1.15 COMPLAINT INTAKE AND PROCESSING
52.1.16 PROCEDURAL COMPLIANCE FAILURES OR ERRORS

PURPOSE:

The purpose of this order is to ensure that the integrity of the Department is maintained through an internal system where objectivity, fairness and justice are assured by intensive investigation and review of all complaints and allegations of misconduct involving Department personnel. Additionally, this order will outline procedures regarding internal investigations at the supervisory level as well as procedures regarding the processing of a citizen complaint and the security of internal review files.

This order sets forth the guidelines for the receipt, investigation and resolution of all complaints against all employees of the Orland Park Police Department. Procedures set forth within shall be generally followed whether the complainant is a citizen or another village employee.

Other violations of Department Rules and Regulation, considered to be minor in nature and traditionally handled by

the immediate supervisor shall be considered discipline matters. These matters are administered through the policy found in General Order 26.1 DISCIPLINARY PROCEDURES

DEFINITIONS:

Citizen Complaint: An allegation by an individual (Citizen) that a Department employee has:

1. Misused authority
2. Acted illegally or unethically
3. Violated Village or Departmental rules

Internal Review Investigation: An internal investigation, initiated at the direction of the Chief of Police, regarding an internal matter that is generated other than from a citizen complaint, or any other investigation which is deemed sensitive or private in nature.

Formal Investigation: The process of investigation ordered by a commanding officer during which the questioning officer is intended to gather evidence of misconduct which may be the basis for filing charges seeking his or her removal, discharge or suspension in excess of 3 days.

Informal Inquiry: A meeting by a supervisor or command personnel with an officer upon whom an allegation of misconduct has come to the attention of such supervisory or command personnel, the purpose of which meeting is to mediate a citizen complaint or discuss the facts to determine whether a formal investigation should be commenced.

Interrogation: The questioning of an officer pursuant to the formal investigation procedures of the Orland Park Police Department in connection with an alleged violation of the Rules and Regulations which may be the basis for filing charges seeking his or her suspension, removal, or discharge. The term does not include questioning (1) as part of an informal inquiry or (2) relating to minor infractions of Department Rules and regulations which may be noted in the officer's record but which may not in themselves result in removal, discharge or suspension in excess of 3 days.

Misconduct: Wrongful actions by an employee which result (intentional or unintentionally) from erroneous judgment or a disregard for established policies or procedures state and federal laws and village ordinance and administrative policy

Sworn Affidavit: The signing of an original completed complaint filed against a sworn officer of this Department in order to balance the rights of the police officer with the rights of management to conduct investigations on complaints.

The purpose of this requirement is to have the complainant "swear" to the veracity of the facts stated, recited or captured in the body of the disciplinary complaint. The term "sworn affidavit" as used in this order DOES NOT mean that the form needs to be witnessed by a Notary Public, Clerk of the Circuit Court or other official.

ORDER:

52.1.1 CITIZEN COMPLAINT POLICY ADMINISTRATION

A. Policy Statement

The ability of the Department to investigate and resolve complaints and allegations of misconduct against all Department personnel is paramount in efforts to maintain the public trust. The rights of the employee, as well as those of the public must and shall, be preserved. Additionally, any investigation arising from a complaint must be conducted in a fair manner with the truth as its primary objective.

1. The Orland Park Police Department makes information available to the public on procedures to be followed for registering complaints against the department or its employees. The complaint procedures are posted at the front registration desk located in the lobby of the Orland Park Police Department.
2. The Orland Park Police Department will accept all complaints against the Department or its employees and investigate them fully. All complaints and allegations of misconduct against the Orland Park Police Department or its employees will be addressed and resolved in a professional manner by the department.

B. Citizen Complaint Review

The Orland Park Police Department has established a Citizen Complaint component to provide a mechanism to ensure the department's integrity through objective, fair, and impartial investigation and to conduct a review of all allegations of employee misconduct, or unlawful acts.

1. The primary responsibility for the proper completion of the investigation of all serious allegations of misconduct involving non-supervisory employees lies with the Training Development and Review supervisor under the direction of the Chief of Police, or his designee. Responsibility for the investigation of serious allegations involving supervisory staff shall lie with the Deputy Chief of Police.
 - a. Serious allegations that will be investigated primarily by Internal Review shall include those allegations of:
 1. Corruption,
 2. Brutality,
 3. Breach of civil rights, and
 4. Criminal misconduct, or
 5. Any other investigation that is assigned by the Chief of Police.
2. The primary responsibility for the investigation of other complaints against Department employees lies with the ranking supervisor of the employee's work unit, section, or shift. For example, any investigation of a complaint against a patrol officer will be the responsibility of the Shift Lieutenant, or designee. Allegations or complaints that shall be investigated at the supervisory level shall include, but not limited to:
 - a. Alleged rudeness,
 - b. Unprofessional demeanor,
 - c. Complaints of slow response,
 - d. Inattention to duty, and
 - e. Failure to take appropriate action, or
 - f. Any other investigation that is assigned by the Chief of Police, Deputy Chief or Division Commander.

C. Citizen Complaint Categories.

Based upon the nature and complexity of a complaint, all allegations of employee misconduct are classified into one of the following three categories;

1. Inquiry

An inquiry is a method used by the responsible supervisor to address and document a citizen concern or question about a policy, procedure or tactic used by the Police Department. Examples of an inquiry include, but are not limited to:

- a. Why did an officer handcuff a prisoner?
- b. Why was a field interview conducted?
- c. Why was vehicle emergency equipment used?
- d. For what reason was a felony car stop made?
- e. Why was a citation issued?

2. Informal Investigation

An informal investigation is conducted on minor allegations of misconduct. The investigation consists of obtaining memoranda or verbal statements from concerned employees regarding the allegations. Generally, formal interviews or statements are not used. Instead, information is obtained via memoranda and existing records. Examples of investigations that may be classified as informal include, but are not limited to:

- a. Complaints of slow response
- b. Alleged failure to take proper police action

- c. Alleged courtesy by a department employee
- 3. Formal Investigation

A formal investigation is conducted on serious allegations of misconduct, unlawful acts, or issues of a highly confidential or sensitive nature. A formal investigation may only be initiated by order of the Chief of Police, Deputy Chief or Division Commander.

Examples of investigations that may be classified as formal include, but are not limited to:

- a. Allegations of violations of law (unless minor traffic)
- b. Allegations regarding morals
- c. Allegations of brutality
- d. Allegations of a misuse of force

52.1.2 INTERNAL REVIEW INVESTIGATION

The Orland Park Police Department has established an Internal Review Investigation System to investigate internal incidents that are generated other than from a citizen complaint. These investigations will be initiated at the direction of the Chief of Police and be investigated fully by the assigned supervisor, following the guidelines established in this order.

52.1.3 INTERNAL REVIEW COMPONENT AND RESPONSIBILITIES

A. Internal Review Component

The Orland Park Police Department has established a component known as Internal Review, which is a subcomponent of Training, Development and Review of the Division of Police Administration. Internal Review is staffed by a Lieutenant who reports to the Chief of Police, or his designee. Internal Review may include other command and/or supervisory staff so assigned, on an as needed basis, to assist in complex or serious internal investigations.

- 1. Supervisory personnel may be temporarily reassigned from their normal assignment with the approval of the Chief of Police, or designee.
- 2. The Deputy Chief shall be the lead in all investigations of complaints against any supervisory personnel.

B. Internal Review Responsibilities

The responsibilities of Internal Review shall include:

- 1. Recording, registering and controlling the investigation of serious complaints against Department employees
- 2. Supervising and controlling the investigations of alleged or suspected serious misconduct or unlawful acts within the Department.
- 3. Maintaining the confidentiality and security of all Citizen Complaint investigations and records

52.1.4 CHIEF OF POLICE NOTIFICATION

- A. The Chief of Police shall be promptly notified, through the chain of command, of every serious allegation of misconduct and inquiry report taken.
- B. If, during the course of an internal review, the investigating supervisor reasonably believes that a crime may have been committed by an employee, the Chief of Police shall be notified immediately.
- C. In the event any supervisor is confronted with a significant allegation of misconduct requiring immediate investigation, the Chief of Police, Deputy Chief, appropriate Division Commander and the Training, Development and Review supervisor will be immediately notified. These include, but are not limited to, the following allegations:
 - 1. Criminal activity,
 - 2. Excessive use of force,

3. Sexual harassment,
4. Violation of civil rights,
5. Incidents involving serious injury or death,
6. Officer involved shootings, and
7. Incidents which will require extensive follow-up investigation.

52.1.5 CITIZEN COMPLAINT / INTERNAL REVIEW INVESTIGATIVE TIME LIMITS

- A. Allegations of misconduct shall be investigated and completed as promptly as practical. This Order contemplates, however, that every effort shall be made to complete the investigation within 30 days unless more extensive investigation or review is required.
 1. Any extension required for a citizen complaint or internal review of an alleged misconduct beyond 30 days, for which approval may be given before or after the expiration of any 30 - day period, shall require approval of the Chief of Police.
 - a. Notification of any approved time extension shall be provided, when appropriate, to the complainant and to the employee who is the subject of the investigation

B. Monthly Administrative Update

1. On the first Monday of each month, the Training Development and Review supervisor shall report to the Chief of Police on the status of all open Internal Review cases.

52.1.6. COMPLAINANT NOTIFICATION OF STATUS

A. Written Acknowledgment of Complaint

Whenever a citizen complaint is initiated pursuant to a Record of Citizen Complaint, an investigation shall be conducted in accordance with the guidelines set forth in Section 52.1.1 of this directive. In matters involving a serious allegation, where a formal investigation is to be conducted, the Internal Review. A Supervisor will mail a written correspondence to the reporting party acknowledging the receipt of the complaint in the event the person is unable to be contacted by telephone. This letter will include, the Citizen Complaint Control Number, and telephone number of the supervisor.

1. This correspondence shall also identify the supervisor responsible for the investigation and Department contact person, in the event it is not the Training Development and Review supervisor.

B. Periodic Status Reports

When appropriate, the Training Development and Review supervisor, or other supervisor responsible for the investigation, will contact the complainant and provide any update or status report that the investigating supervisor feels is appropriate. The purpose of any status report to the complainant is to serve to keep the complainant informed and aware that the complaint is still active while not jeopardizing the investigation in any way.

C. Notification of Results Upon Conclusion.

1. Any supervisor that receives any complaint or allegation from a complainant against an employee of the Department shall assure the reporting party that the allegations will be thoroughly investigated, and that the reporting party will be notified by the ranking supervisor of the employee involved or, in the case of a serious allegation, by the Chief of Police, or his designee, upon the completion of the investigation.
2. Upon completion of the investigation, the investigating supervisor shall make contact with the complainant and officer informing them of the results of the Department's investigation. In matters involving a serious allegation or, whenever a verbal explanation is either inappropriate or unacceptable, a letter approved and signed by the Chief of Police shall be mailed to the reporting party.

52.1.7 INTERNAL REVIEW AND EMPLOYEE RIGHTS

- A. The supervisor assigned to investigate any complaint against an employee will remain cognizant of and abide by the terms of the appropriate and current collective bargaining agreement and the specific rights afforded to police officers through the Uniform Peace Officers Disciplinary Act (50 ILCS 725/1 et al.), as amended.

1. All interviews and interrogations of employees accused of misconduct will be conducted within the framework of the employee's statutory and administrative rights.
2. An employee who is the subject of a formal investigation will be informed in writing of the nature of the allegations before any interrogation begins.
3. The supervisor assigned to investigate the alleged act of misconduct on the part of an employee of the department will conduct a thorough, objective and accurate investigation.
4. The supervisor assigned to investigate an allegation will insure that anyone filing a complaint against a sworn officer supports the complaint by signing the sworn affidavit.
 - a. When the complainant signs the form - the receiving supervisor will witness the signature and complaint. The complainant will also check the first box of the sworn affidavit acknowledging, "to the best of my knowledge and belief, the statements I have made are true and correct."
 - b. When the complainant refuses to sign the document - then the supervisor taking the complaint will note "REFUSED" in the signed box. The supervisor will also check the second box of the sworn affidavit confirming "to the best of my knowledge and belief these statements I have written are true and correct as verbally related to me by the complainant. I am making this complaint on his/her behalf".
 - c. If the complaint is taken over the phone - the receiving supervisor will record in the signed box "TELEPHONE COMPLAINT" and record his/her name on the witnessed line. The supervisor will also check the second box of the sworn affidavit.
 - d. If the complaint is received from an anonymous source, the supervisor will indicate "ANONYMOUS" in the signed box, his/her name on the witnessed line and check the second box of the sworn affidavit.
5. The Orland Park Police Department Policy Manual including written directives relating to the administration of the internal affairs function are located and are disseminated to all personnel through the department's computer server.

52.1.8 EVIDENCE USE IN INTERNAL AFFAIRS INVESTIGATIONS

- A. All employees are required to fully cooperate with internal investigations. They are required to disclose all pertinent information known to them regarding the matter under investigation and are required to cooperate in the taking of non-testimonial evidence.
 1. The employee who is the subject of the investigation may be required to be photographed and/or participate in a line-up or submit documents such as financial disclosure statements when these actions are material to a particular investigation.
 2. The investigation will include formal statements from all parties concerned, when necessary and pertinent in the gathering and preservation of physical evidence pertaining to the case.
 3. Any requests, based on an internal investigation, for an employee to submit to medical, chemical, laboratory and/or polygraph examinations will be done in accordance with the provision set forth in Section 52.1.7 of this order.

52.1.9 RELIEVING AN EMPLOYEE FROM DUTY

- A. Authority of Chief of Police.

The Chief of Police, at his discretion, may place an employee on Administrative Leave with pay whenever it appears that such actions are in the best interest of the Department.

1. An employee placed on such leave shall have no department authority and shall not engage in any duty related functions. The employee may be required to surrender all or in part any Department owned property, such as badge, identification cards, clothing and weapon, if deemed appropriate by the Chief of Police.

- B. Supervisory Staff.

Any supervisor may place an employee on leave with pay when it appears that such action is in the best interest of the Department.

1. The supervisor initiating the leave shall make immediate notification to the appropriate Division Commander. The supervisor shall also prepare a written memorandum to their Division Commander summarizing the facts leading up to the removal from duty.
 - a. This written memorandum shall be completed prior to supervisors ending their tour of duty.
2. The employee on leave and the supervisor causing the action shall report to the Chief of Police at 10:00 a.m. on the next regular business day unless directed otherwise by the supervisor initiating the action.

52.1.10 INTERNAL INVESTIGATION AND CONCLUSIONS OF FACT

- A. Whenever a Citizen Complaint or Internal Review is initiated pursuant to the guidelines set forth in 52.1.1 CITIZEN COMPLAINT POLICY ADMINISTRATION such investigation shall proceed to a "conclusion of fact." This conclusion on the disciplinary process shall be structured and developed to provide information to all participants in the process.
 1. The "conclusion of fact" shall be in the form of a written report prepared by the investigating supervisor. The report shall summarize the results of the investigation and include any information brought forth from the investigation that are considered issues that the Department should be aware of.

These issues should include, but not be limited to the following:

 - a. Recommended changes in policy, procedures, rules and/or regulations.
 - b. Recommendations to modify or expand the training program to address a need or deficiency.
 - c. Any other recommendation that the investigating supervisor feels may serve to prevent future allegations of the same nature.

B. Citizen Complaint / Internal Review Disposition

The primary investigative authority for the investigation (i.e. employee's immediate ranking supervisor) shall review the complaint and findings of any investigation when deemed appropriate. This supervisor will compile a report of findings and provide a disposition recommendation for each charge as follows:

1. Sustained: Evidence sufficient to prove allegations
2. Not Sustained: Insufficient evidence to either prove or disprove allegations
3. Policy and Procedure: The nature of the investigation dealt solely with a complaint's objection or criticism against the Department policy or procedure and not against an individual officer
4. Unfounded: Allegation is either false or not factual or the employee was not involved
5. Exonerated: Incident occurred but was lawful and within Department guidelines and procedures
6. Forwarded for Further Investigation: Due to the nature or complexity of the complaint the review is being forwarded to the Chief of Police for assignment. This is only done with the consent of the Division Commander.

52.1.11 MAINTENANCE OF INTERNAL AFFAIRS UNIT RECORDS

- A. All records of allegations of misconduct, inquiries, or investigative reports shall be filed in the Training, Development and Review Office. These files are not public record. All files are to be securely maintained by the Training, Development and Review supervisor.
- B. Copies of internal review investigation files will only be prepared at the direction of the Chief of Police. A record of all copies made shall be maintained by the Training Development and Review supervisor. Internal Review files are confidential and shall not be released without approval of the Chief of Police.
- C. The Training, Development and Review Supervisor shall assign a Citizen Complaint or Internal Review Control Number to every finalized investigation upon receipt of the original documents.
- D. In all internal review investigations, after the conclusion of the review process, an employee will have access to review copies of statements provided by the employee to the investigating supervisor. Statements include memoranda, supplemental reports, and transcribed interviews.
- E. Supervisors will have access to review internal affairs files involving employees under their supervision, subject to the approval of the Chief of Police or his designee.

- F. Requests by employees or their supervisors to access their internal affairs files are made through the Chief of Police or his designee.
- G. In circumstances where a court order requires the disclosure of Internal Review investigation records to an outside party, the Training Development and Review supervisor will provide concerned employees with access to all materials that were ordered by the court to be disclosed. No material will be released without prior approval of the Chief of Police or his designee.
- H. All Citizen Complaint Inquiries and Internal Review documents shall be retained in the office of Training, Development and Review for a length of time as outlined in the Personnel Record Review Act, 820 ILCS 40/8 and General Order 82.1.4. RECORDS RETENTION SCHEDULE

52.1.12 CITIZEN COMPLAINT SUMMARIES

- A. Annual Citizen Complaint investigation statistical reports shall be maintained indefinitely by the Internal Review Supervisor.
- B. An annual Citizen Complaint Review shall be included in an annual report. The annual report shall be done by the Training Development and Review supervisor. The report shall be due before the conclusion of the Annual Review process as outlined in 12.2.2.D REVIEW OF WRITTEN DIRECTIVES

52.1.13 COMPLAINT PROCESS INFORMATION DISSEMINATION TO THE PUBLIC

- A. The Department will make available to the public information on procedures regarding the registering of complaints against the Department and employees.
 - 1. Information will be given out upon request from the public, by any employee of the Department. Any employee not familiar with the procedures shall refer the individual to the Shift Commander who will explain the procedures.

52.1.14 INTERNAL INVESTIGATIONS AT SUPERVISORY LEVEL

- A. All allegations of misconduct, other than those considered to be extremely serious in nature, shall be investigated at the supervisory level, unless otherwise directed by the Chief of Police, or designee.
 - 1. The primary responsibility shall lie with the ranking supervisor, or designee of the employee involved who shall take the investigation to its conclusion, including a full documentation of the investigation and recommendation of adjudication.
 - 2. Supervisory investigations shall be considered a high priority until resolved to decrease the completion time of the investigation and to establish a cause and effect relationship between the misconduct and the administration of discipline.
 - a. Supervisors that are conducting an internal investigation may be temporarily reassigned in the interest of a timely disposition, subject to the approval of the Division Commander.
 - 3. To avoid a duplication of effort, the Supervisor who intends to carry out an investigation shall notify the Training Development and Review Supervisor as soon as possible of the nature of the investigation and the employees involved.
 - 4. In the event supervisors are confronted with a significant allegation of misconduct they shall follow the notification guidelines set forth in Section 52.1.3.C. of this directive regarding the immediate notification of the Chief of Police, Deputy Chief, Division Commander and Training Development and Review Supervisor.
 - 5. Supervisors who conduct investigations of allegations of misconduct shall keep in mind these points:
 - a. Employees against whom allegations are made shall be kept aware of the progress of the investigation and informed of its outcome as soon as possible.
 - b. Employees shall not be routinely contacted when off-duty for investigation of minor complaints.
 - c. When allegations are sustained against employees' disciplinary record and other pertinent files reflecting their performance shall be reviewed prior to the recommendation of or actual administration of disciplinary action.
 - 6. No formal or informal investigation is necessary where the complaint does not rise to the status of an allegation of misconduct.

- a. Generally, minor situations such as those which, if observed by a supervisor, would normally result in a reprimand fall into this category. These include such things as tactics (handcuffing), officer safety (number of officers at a particular call), and enforcement decisions (warnings versus citations).
- 7. When a citizen questions the actions of a police employee and it is determined by the supervisor that the employee acted within prescribed policy, procedure, or tactics, the matter is handled as an inquiry.
- 8. The investigating supervisor or Training Development and Review Supervisor receiving the inquiry from the citizen shall make every attempt to explain to the citizen the circumstances as to why a particular policy, procedure, or tactic is sanctioned by the Department.
- 9. The resolution of questions or inquiries may be accomplished by any Departmental supervisor.
- 10. Non-acceptance by the citizen of an inquiry explanation shall be cause for the inquiry to be reduced to writing and forwarded to the Division Commander.

52.1.15 COMPLAINT RECEIPT AND PROCESSING

A. All Employee's Responsibilities

- 1. All employees of the Department are charged with the responsibility of courteously and willingly assisting citizens who desire to lodge a complaint against a member of the Department. Employees shall never discourage any individual who desires to file a complaint.
- 2. Any employee receiving a complaint (in person, by letter, or telephone) from a citizen shall immediately notify their supervisor to assist the citizen. If the supervisor is not immediately available, the employee shall obtain the necessary information as to where the citizen can be contacted. The employee shall then advise the citizen a supervisor will contact them at their earliest convenience. The employee shall then provide the supervisor with this information without delay.
- 3. Citizen complaints that are received by telephone should be dispatched appropriately without delay. All such calls will be initially handled by the Shift Commander.

If the Shift Commander is unavailable and the complainant is unwilling or unable to accept a return call from the Shift Commander the call will be directed to any available supervisor.

- a. That supervisor will then advise the Shift Commander regarding the nature of the complaint.
 - b. In the event there is no supervisor available to take the call, the call taker will explain to the complainant that a supervisor is not immediately available. The call taker should take an accurate message and assure the complainant that the Shift Commander will return the call as soon as possible.
 - c. Complainants should never be left on hold for extended periods and should not be forwarded to voice mail.
 - d. The Shift Commander will ensure that a Citizen Complaint Form is completed and the complaint is forwarded in accordance with this directive.
- 4. In all cases, complaints will be received when the citizen initiates the complaint. The complainant will never be told to return or call back and make the complaint at another time for any reason.

B. Supervisor's Responsibilities

- 1. The supervisor will complete the Citizen Complaint Inquiry subsequent to a complete interview of the complainant. The supervisor will have the form typed and provide the completed form to the complainant for their review and signature.
- 2. In the event supervisors receive a complaint on one of their subordinate employees, involving a minor demeanor, performance or procedural allegation, the supervisor shall initiate an investigation immediately upon receipt of the complaint.
- 3. The assigned investigating supervisor shall conduct the investigation in strict accordance with this directive.
- 4. When a complaint involves an employee outside the supervisor's chain of command, the original complaint form will be forwarded to the Division Commander and a copy to the appropriate supervisor.
- 5. If the supervisor receives a complaint of a serious nature notifications shall be made in accordance with

Section 52.1.3. of this order.

6. Internal Review investigations shall be completed on a Department of Police Memorandum.

C. Citizen Complaint Form Processing

All completed Sworn Affidavits and Citizen Complaint Inquiries shall be processed as follows:

1. All original forms shall be forwarded to the Division Commander upon completion of the investigation for review.
 - a. The original forms will be forwarded through Police Administration for approval by the Chief of Police and to determine if discipline is warranted as outlined in 26.1.4 DEPARTMENT DISCIPLINARY SYSTEM.
 - b. After approval, the original Citizen Complaint Inquiry and Sworn Affidavit shall be sent to office of the Training, Development and Review for proper filing and annual reporting.
 - 1) The Training, Development and Review supervisor shall complete and submit a written report outlining the number of citizen complaints, listing the type and number of specific violations and the number of sustained complaints as part of the Annual Review Process as directed in 12.2.2.D REVIEW OF WRITTEN DIRECTIVES.
 - c. An email of the completed Citizen Complaint Inquiry and Sworn affidavit shall also be sent electronically to the Command Level.
2. A digital copy of the Citizen Complaint Inquiry and Sworn Affidavit shall be saved into the computer generated Citizen Complaint folder for that given year located on each supervisor's designated computer or within the supervisor's profile when logging into a department computer.
 - a. The purpose of the copies of the Citizen Complaint Inquiries stored in the Citizen Complaint folder is to allow the supervisors to review previous complaints filed against all officers during the year to determine patterns, deficiencies and to provide early warning detection.
 - b. At the beginning of each calendar year, the Training Development and Review Supervisor shall ensure that all original Citizen Complaint Inquiries from the preceding year are completed and filed as outlined in 52.1.11 MAINTENANCE OF INTERNAL AFFAIRS UNIT RECORDS.
 - 1) After the inspection is successfully completed and all original Citizen Complaint Inquiries are held in the office of Training Development and Review, the supervisor shall delete the proceeding year's electronic Citizen Complaint folder.

D. Internal Review Form Processing

All completed Interview Review investigations, with supporting documentation including if applicable, audio and/or video evidence, shall be sent to the Chief of Police for review, approval and the determination if discipline is warranted.

1. Upon approval, the Internal Review investigation shall be sent to the office of Training Development and Review for proper filing.

52.1.16 PROCEDURAL COMPLIANCE FAILURES OR ERRORS

- A. The failure by any supervisor or employee to comply with the terms of this General Order, Number 52.1, or any Directive issued regarding procedures hereunder shall not prevent or lessen the discipline, if any, that may be imposed as warranted.
- B. No error committed by any supervisor or employee with respect to compliance with the terms of this General Order Number 52.1 or any Directive issued regarding procedures hereunder shall prevent or lessen the discipline, if any, that may be imposed as warranted.
- C. Instead, failures by supervisors or employees to follow or comply with the terms of this General Order or any Directive issued regarding procedures hereunder, or errors made in that regard, serious enough to warrant disciplinary concern, shall themselves be separate and independent acts that may submit the actor or supervisor or employee who fails to act or acts erroneously, to discipline.
- D. Therefore, failures or errors as may occur and which are addressed in this section shall not be a defense to discipline nor grounds for mitigation of discipline imposed in that the focus of this General Order is to identify conduct warranting discipline and to set forth the departmental procedure to do so and to impose such discipline as may be warranted by reason of the disciplined acts committed or omissions.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 53-1
SUBJECT: INSPECTIONAL SERVICES
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

53.1.1 LINE INSPECTIONS

53.1.2 BI-ANNUAL VEHICLE INSPECTIONS

53.1.3 FACILITY INSPECTIONS

53.1.4 CRITICAL INCIDENT EQUIPMENT/OPERATIONAL READINESS

PURPOSE:

The purpose of this order is to establish procedures for conducting line inspections within all components of the Department. The purpose of a line inspection is to identify deficiencies within the organizational components, facilities, property, equipment, activities, and personnel and to provide for measures to correct these deficiencies. Identifying and correcting deficiencies in the earliest stage ensures the highest level of service possible to the community of Orland Park.

DEFINITION:

Line Inspection: An inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

ORDER:

53.1.1 Line Inspections

A. Supervisory personnel in all components of the Orland Park Police Department are charged with the responsibility of conducting regular line inspections so that the conditions, situations, and actions that contribute to the success or failure of police operations are exposed by a careful review. All line inspections are intended to examine the actual performance and operation of all components for comparison to the Department's formal expectations with actual performance. Inspection activities of the Department are expected to accomplish the following:

1. An evaluation of the quality of the Department's overall operations.
2. Ensure the Department's goals and objectives are being pursued
3. Identification of the need for additional resources.
4. Assure that control is maintained throughout the Department.

B. Informal Inspections

Informal inspections shall be conducted in a fair, impartial and objective manner according to the following guidelines:

1. Line supervisory staff in all components of the Department shall conduct informal inspections of personnel within their authority on a daily basis.
2. These inspections shall include the examination of personal appearance and Department equipment issued to personnel, including, but not limited to, weapons and radios.
3. All supervisory staff shall randomly check vehicles for cleanliness and damage. Equipment assigned to vehicles will be accounted for and check for proper working order.
4. Inspecting supervisors shall, through observation and questioning, determine their subordinates level of knowledge of Department orders and directives, and compliance with same.

C. Formal Inspections

Formal inspections shall be conducted in a fair, impartial and objective manner with full knowledge of all personnel concerned.

1. Formal inspections shall be completed bi-annually and in the first week of April and October and documented accordingly on the Orland Park Police Departments Personnel Inspection Form.
2. The examination of Department materials or hand-outs that have been previously issued, such as training materials, manuals, and select General and Special Orders as directed by the Division Commander.
3. Bi-annual vehicle inspections as directed in Section 2 of this directive.

D. Documentation

Formal inspections shall be documented in writing on an Inspection Report. The inspecting supervisor will submit a written report of any deficiency identified during the formal inspection process to the next ranking supervisor in the chain of command.

1. Any serious deficiencies identified during formal or informal inspections shall be documented in writing and forwarded to the appropriate Division Commander.

E. Re-inspection Procedure

The following re-inspection procedure will be utilized when a deficiency is identified either through informal or formal inspection.

1. The affected employee shall be notified by the inspecting supervisor that a re-inspection of the deficiency will be held within 72 hours to ensure that the deficiency is corrected.
2. If the supervisor finds, upon re-inspection, that the deficiency is not corrected a written reprimand will be issued to the employee and a copy placed in their permanent record.

53.1.2 BI-ANNUAL VEHICLE INSPECTIONS

- A. It is the policy of the Orland Park Police Department to establish guidelines and procedure for the inspection of Orland Park Police Department vehicles to insure that the vehicles and equipment contained therein are maintained in good operating condition at all times.
- B. General Information
 1. Command personnel and supervisors will be responsible for conducting vehicle inspections for their assigned personnel.
 2. Inspections will be conducted on a bi-annual basis during the months of March and September of each year.
 3. The Orland Park Police Department Vehicle Inspection Sheet will be utilized for all inspections.
 4. Each category on the Vehicle Inspection Sheet will be inspected and marked accordingly on the Vehicle Inspection Sheet.
 5. Damage to a vehicle or equipment will be photographed and submitted to Administration with the Vehicle Inspection Sheet, identifying the damage, the location of the damage, and if the damage is new or old.
 - a. Damage will be identified as follows:

1. R/F - Right front.
2. R/R - Right rear
3. L/F - Left front
4. L/R - Left rear
6. The Vehicle Inspection Sheet is located on the department server under Police Forms. The original sheet will be sent to Administration for review. If the inspecting supervisor notes any deficiencies, the supervisor will take corrective measure to correct the deficiencies with the vehicle's assigned officers.
7. Vehicle Inspection Sheets will be filed in the car files in Administration.

C. Inspection Assignments

1. The Commander of Administrative and Technical Services will be responsible for inspecting vehicles assigned to Administration.
2. Lieutenants and Sergeants assigned to the Patrol/Traffic Division, and the Investigations Division will be responsible for the inspection of all vehicles assigned to their Division as outlined in Section 4.5.1 through 4.5.3.

- a. The Commander of Administrative and Technical Services will be responsible for inspection of the following vehicles:

1403 1432 1435 1439 1442 1481 1491 1498 1499

- b. The Day Shift Lieutenant will be responsible for inspection of the following vehicles:

1404 1407 1408 1411 1415 1419 1421 1424 1426 1430 1464 1466
1494

- c. The Afternoon Shift Lieutenant will be responsible for inspection of the following vehicles:

1405 1409 1412 1416 1417 1420 1425 1428 1431 1454 1455 1465
1449

- d. The Midnight Shift Lieutenant will be responsible for inspection of the following vehicles:

1406 1413 1418 1423 1410 1414 1422 1427 1429 1433 1456 1467

- e. The Traffic Division Lieutenant will be responsible for inspection of the following vehicles:

1436 1451 1457 1458 1459 1469 1471 1472 1484 1486 1487 1488
1489 1492

- f. The Investigations Division Lieutenant will be responsible for inspection of the following vehicles:

1434 1438 1440 1441 1443 1444 1445 1452 1453 1460 1461 1462
1463 1470 1485 1490 1493 1495 1496 1497

- g. The Community Service Officer Supervisor will be responsible for the inspection of the following vehicles:

1437 1446 1447 1448 1450

3. The Coordinator of Orland Park ESDA will be responsible for the inspection of all vehicles assigned to the ESDA Division and the ESDA trailer.

- a. The ESDA Coordinator will forward the original inspection sheet for filing at Police Headquarters and maintain one copy in the ESDA file

D. ATTACHMENT TO GENERAL ORDER

Orland Park Police Department Vehicle Inspection Sheet.

53.1.3 FACILITIES INSPECTIONS

- A. All Shift Commanders and Unit/Section supervisory personnel are responsible for the daily inspection of the general condition and cleanliness of the Department's facilities and furnishings within the area of their command.
- B. The Administrative/Technical Services Division Commander is responsible for a complete inspection of the entire facility and grounds noting any discrepancies or problems. The Division Commander shall ensure that a facility inspection is performed and documented on a monthly basis.
 - 1. All facility inspections shall be documented on a Facility Inspection Report that will be developed by the Commander.
 - 2. Requests for repair or maintenance will be forwarded to the Building Maintenance Department of the Village of Orland Park utilizing the appropriate Village form. A record of work requests will be maintained on file for follow-up and control purposes.

C. ATTACHMENT TO GENERAL ORDER

Orland Park Police Department Facility Inspection Sheet

53.1.4 CRITICAL INCIDENT EQUIPMENT/OPERATIONAL READINESS

- A. The Department shall complete a documented bi-annual inspection, for operational readiness, of equipment designated for use in support of any critical incident plan (i.e. specialized vehicles, weapons, tactical tools, etc.) This inspection shall be the responsibility of the Division Commanders who may designate supervisors to inspect the operational component(s) for which they are responsible.
- B. The inspections shall take place in the months of March and October of each year.
- C. A memorandum will be sent to the Chief of Police or his designee upon completion to show compliance with this directive.



UNIFORMED PERSONNEL INSPECTION FORM

		ACCEPTABLE SERVICABLE	UNACCEPTABLE UNSERVICABLE	COMMENTS: UNACCEPTABLE/UNSERVICABLE, CORRECTIVE ACTION AND/OR DISCIPLINARY ACTION TAKEN
CLOTHING	SHIRT AND T-SHIRT			
	TIE AND TIE BAR			
	SWEATER/TURTLENECK			
	JACKET			
	TROUSERS			
	FOOTWEAR AND SOCKS			
	HEAD GEAR			
	RAIN GEAR			
EQUIPMENT	BADGE NAMEPLATE & COLLAR BRASS			
	RADIO			
	HANDGUN/AMMO/MAGS			
	ASP and O.C. SPRAY			
	BODY ARMOR			
	DUTY BELT AND HOLSTER			
	HANDCUFFS AND KEY			
	I.D. CARD, F.O.I.D. AND D.L.			
	PERSONAL PROTECTIVE EQUIPMENT			
	TRAFFIC VEST			
GROOMING	HAIR LENGTH AND STYLE			
	SIDEBURNS/MOUSTACHE			
	CLEAN SHAVEN (MALES)			
	COSMETICS (FEMALES)			
	JEWELRY			
	CLEANLINESS/NEATNESS			



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 54-1
SUBJECT: MEDIA RELATIONS
EFFECTIVE DATE: December 13, 2011
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2021
REVIEWER: Investigations Division Commander

INDEX AS:

54.1.1 PUBLIC INFORMATION FUNCTION
54.1.2 MEDIA INPUT INTO DEPARTMENT POLICY
54.1.3 ON-SCENE ACCESS BY MEDIA PERSONNEL
54.1.4 MEDIA REPRESENTATIVES
54.1.5 ETHICS

PURPOSE:

The purpose of this order is to establish policies and procedures for the release of information to the community and the media.

POLICY:

No employee shall release any information that would jeopardize an active investigation, prejudice an accused's right to a fair trial, or violate any law.

It is the policy of the Orland Park Police Department to cooperate with the news media and to maintain an atmosphere of open communication. A positive working relationship with the media is mutually beneficial. To this end, the release of impartial and accurate information to the news media shall be timely. It is the responsibility of each employee to abide by this philosophy of cooperation.

ORDER:

54.1.1 PUBLIC INFORMATION FUNCTION

A. The Commander of Investigations is designated as the Public Information Officer. The primary duties of the Public Information Officer consist of assisting members of the media in gathering information about cases investigated by the Department, handling publicity of special Department programs, and serving as the general liaison with the media. Responsibilities and functions of the Public Information Officer include, but are not limited to:

1. Serving as the central source of information about the Department and responding to various requests by members of the media (including an on-scene response when necessary).
2. Assisting media personnel in covering news stories at the scenes of incidents
3. Preparing and distributing Department media releases in a timely fashion
4. Facilitating and assisting at media conferences
5. Coordinating and authorizing the release of information about victims, witnesses, and suspects
6. Assisting as media liaison during crisis situations

7. Coordinating and authorizing the release of information concerning confidential Department investigations and operations.
 8. Developing procedures for releasing information when other public service agencies are involved in a mutual effort
 9. Maintaining files of press releases issued by the Department
 10. Conferring regularly with supervisory staff to keep abreast of cases that may be of interest to the media
 11. Assuming a proactive role, in contacting the media with information that might not otherwise come to their attention
 12. Working closely with the Village of Orland Park's Village Manager's Office (for example, making arrangements for announcements for cable TV)
- B. The Shift Commander shall be responsible for ensuring that the Public Information Officer is informed of major incidents and all other events that may generate media interest.
- C. General release of information to the media
1. Frequency

Members of the media are welcome at the Department at any time. It may be advantageous for media representatives to maintain a regular schedule so the Public Information Officer or his designee will be available to assist them in obtaining information.
 2. Content

The Public Information Officer or his designee shall ensure that reports are reviewed and any information that might jeopardize the integrity of an investigation be redacted prior to making them available to the media. These reports and official written press releases will be maintained in the Department's pressroom.
 3. Media Recipients

Dissemination of information to the media will be accomplished in such a manner as to ensure equal availability to all media members. Generally, press releases will be available in the Department's pressroom, sent out by group email, fax, or posted on the village's Internet website. In the event of a public news briefing or conference being held, the Public Information Officer or his designee will notify all local news media representatives.
 4. A listing of press contacts is available in the Investigations Division.
 5. Internal Notifications

Before any press release is disseminated to the public, the following notifications shall be made:

 - a. Chief of Police, or his designee
 - b. Deputy Chief
 - c. Incident Commander
6. In accordance with the provisions of the Local Records Act, 50 ILCS 205/3b, when an individual is arrested, the arrest report and/or field report must be made available to the news media as soon as practicable, but in no event shall the time period exceed 72 hours from arrest.
- D. News Release Authority is Governed as follows:
1. On-scene

The accurate and timely dissemination of information at the scene of an incident is important to avoid confusion. Only sworn supervisory personnel or a designee is authorized to release information to the media in the absence of the Public Information Officer.
 2. Department files

The release of information to the media from Department files shall be accomplished in accordance with Department directives and under the supervision of the Public Information Officer or a designee.

3. On-going Investigations

- a. Only the Chief of Police, Deputy Chief, Public Information Officer, Investigations Division Commander, or their designee may release information to the media concerning an on-going criminal investigation.
- b. Suspects or accused persons in custody shall not be posed or made available for media interviews by any member of the department

4. Public Information Officer Unavailable

At such times, the appropriate Watch Commander or, sworn supervisor with direct involvement in a specific case or incident may serve as the secondary contact for the news media in the absence of the Public Information Officer

- a. When the Public Information Officer is unavailable and an urgent need for media information exists, the requesting party will be transferred to the Communications Center who will place them in contact with the person assuming the duties of the Public Information Officer.

E. Release of Information Authority and Restrictions

1. Any release of information shall be done in accordance with Illinois Statutes and the Freedom of Information Act, Illinois Compiled Statutes 5 ILCS 140.
2. The Illinois Freedom of Information Act enumerates specific types of information that are exempt from release. The scope and content of each release of information must be determined according to the facts of the case.
3. Although each case should be examined in relation to its particular impact upon individual citizens or the community, the specific guidelines for release of information to the media shall be as follows:

a. Information Releasable to the Media

1. A brief description of the crime or incident including date, time, location, and the length of the investigation
2. Any information necessary to aid in the apprehension of the accused
3. To warn the public of any dangers posed by the accused
4. Descriptions of suspects
5. Description of weapons and vehicles used
6. General description of items stolen
7. General Information about the victim, except as excluded by law
8. Basic description of injuries and condition of victims
9. The name, age, address of the suspect and the filed charges
10. Information contained in arrest affidavits and other applicable crime/incident reports.
11. Booking photographs
12. The scheduling or result of any step in the judicial process including bond amounts, if incarcerated, courthouse and courtroom location information
12. If the suspect is incarcerated, the time and date that the individual was received, discharged, or transferred from the department's custody

b. Information Not to be Disseminated to the Media

1. Victim, complainant or witness information such as identity, address, phone number, age, etc., shall not be released for publication in the following instances:
2. The information is part of an on-going investigation and release of such information may jeopardize successful resolution and/or prosecution of the case.

3. The information is contained in any sex offense case or sex-related crime report or investigation.
 4. In accordance with Illinois Compiled Statutes, 705 ILCS 405/1-7, Confidentiality of Law Enforcement Records, any records that relate to a minor who has been arrested or taken into custody shall be restricted.
 5. Identification of informants
 6. The identity of undercover personnel
 7. Active criminal investigative information, active criminal intelligence information and surveillance techniques
 8. Identity of any deceased person unless:
 - a. The identity has been officially confirmed, and
 - b. A concerted effort to notify the decedent's immediate family has been made.
 9. Exact details of evidence and statements made by the accused should not be released unless otherwise authorized by the Chief of Police. No information will be released concerning an arrestee's confession, admissions, alibis, or refusal of the arrestee to make such statements.
 10. Any reference to results of investigative procedures such as fingerprints, polygraph exams, ballistics tests, or lab tests, or to the refusal of the accused to submit to such tests
 11. Statements concerning the testimony or credibility of prospective witnesses
 12. Home address, telephone numbers, and familial information of law enforcement personnel
 13. Any reference to the possibility of a plea of guilty or the possibility of a plea to a lesser offense
 14. Grand jury testimony and proceedings
 15. Active internal affairs investigations as governed by state law
 16. Personal opinions as to the suspect's guilt or innocence or of the evidence or merits of the case.
 17. Supplemental and investigative reports shall not be released until such time as the case is Closed or the lead investigator deems it permissible.
 18. Any other information prohibited by state law from being publicly disclosed.
- F. In order to ensure that the Department's specific guidelines are met, the Public Information Officer shall work closely with representatives of the media for daily and routine matters concerning the release and publication of information. The media shall not be allowed unrestricted review of all police incident reports.
- G. For incidents in which it is deemed necessary to withhold information, the reasons shall be carefully explained to the media with an attempt to seek their understanding and cooperation.
- H. Personal contact, rather than telephone contact, is preferred. Information may be disclosed by phone following positive identification of the caller and subject to the guidelines previously cited.
- I. A Media ride-along with a member of the Orland Park Police requires authorization from the Chief of Police or his designee
- J. Notification of Public Information Officer
- In the event a press release is formulated at the shift, unit, or division level, the Public Information Officer shall be notified in a timely manner and be provided with a copy of the information released.
- K. For incidents involving multiple public service agencies such as other police departments, fire departments, Coroner's office, State's Attorney's Office, etc., the agency having primary jurisdiction shall be responsible for coordinating the release of information.
1. In the event such release would affect other agencies, the Public Information Officer or his designee shall contact the affected agency (agencies) to determine whether the information may be released.

2. Information requests that pertain to incidents under the jurisdiction of another agency should be directed to that particular agency when appropriate.
- L. The Orland Park Police Department may pursue alternative methods of disseminating information directly to the public. These may include but are not limited to community newsletters, government access cable television shows, web sites, public appearances by agency members, public area bulletin boards, electronic media notification services, and others.

54.1.2 MEDIA INPUT INTO DEPARTMENT POLICY

- A. When modifications, additions, or deletions are being considered regarding policies and procedures relating to the public information function, attempts will be made to involve media representatives whenever possible.
- B. The Public Information Officer will contact media representatives, furnish them with a general explanation of any significant changes proposed, and provide an opportunity for input.

54.1.3 ON-SCENE ACCESS BY MEDIA PERSONNEL

Requests for information at the scene of a newsworthy incident including, but not limited to, major fires, natural disasters, catastrophic events, or major crime scenes, shall be referred to the Incident Commander

- A. The Incident Commander will refer the media to the Public Information Officer, if available.
- B. Access to Crime Scenes and Critical Incidents
 1. Department personnel should be courteous to news media representatives at crime and critical incident scenes.
 2. Department personnel shall ensure that the media respect the established perimeter. Members of the media have no greater or lesser access to an incident scene than members of the general public.
 3. The Public Information Officer, with the approval of the Incident Commander, may grant closer access to news personnel and their equipment, to the degree that it does not interfere with law enforcement operations.
 4. No member of this agency shall prohibit the media from news gathering practices, including photography and interviews, outside the established perimeter.
 5. News media representatives shall not be prevented from access to any area solely because of the possibility of their injury or death. If this is the only consideration, the media representative should be advised of the danger and allowed to make the decision to enter on his/her volition.
 6. The Public Information Officer or Incident Commander will release information at crime or critical incident scenes.
 7. At crime and critical incident scenes when warranted, the Public Information Officer or Incident Commander will establish a media briefing area as close to the scene as safety and operational requirements allow.
 8. At critical incident scenes, members of the agency will work in close cooperation with the media to ensure that live broadcasts do not disclose any information that could endanger law enforcement personnel or the general public.

54.1.4 MEDIA REPRESENTATIVES

- A. The Orland Park Police Department does not issue press credentials. It does however recognize official press identification naming the individual as a representative of a news or media service. Proper identification is required before entry to the Department for the purpose of gaining information. Proper identification is also required at the scenes of incidents where the media are present to gather information.
- B. The Department shall deny access to the scene of an incident or its files to any media representative who:
 1. Interferes in an investigation while at the scene of an ongoing incident
 2. Interferes with the effective operation of the Department or any of its members
 3. Obtains or publishes restricted information

4. Violates these established media relations procedures

54.1.5 ETHICS

- A. It is the policy of the Orland Park Police Department to treat members of the media with professionalism and ethical behavior. It is expected that the media will respond in a like manner and follow ethical guidelines established by their industry.
- B. Members of the Orland Park Police Department who believe they were treated unethically by the media should contact the Public Information Officer.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 55-1
SUBJECT: VICTIM / WITNESS ASSISTANCE ADMINISTRATION AND OPERATION
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Commander Investigations Division

INDEX AS:

- 55.1.1 RIGHTS OF VICTIMS AND WITNESSES
- 55.1.2 VICTIM/WITNESS ASSISTANCE PROCEDURES
- 55.1.3 ASSISTANCE TO THREATENED VICTIMS/WITNESSES
- 55.1.4 ASSISTANCE DURING PRELIMINARY INVESTIGATION
- 55.1.5 ASSISTANCE DURING FOLLOW-UP INVESTIGATION
- 55.1.6 ARREST/POST ARREST ASSISTANCE
- 55.1.7 DEPARTMENT PERSONNEL FAMILY VICTIM ASSISTANCE
- 55.1.8 NOTIFICATIONS TO NEXT OF KIN

PURPOSE:

The purpose of this order is to establish and describe the Department's commitment to victim/witness assistance and to provide for the appropriate levels of victim/witness assistance services to be offered during preliminary and follow-up investigations, following the arrest of an offender, and at any time a victim/witness is deemed to be at risk of threats or intimidation.

ORDER:

55.1.1 RIGHTS OF VICTIMS AND WITNESSES

- A. In all incidents where victims and/or witnesses come into contact with employees of the Orland Park Police Department, they shall be served in a compassionate and professional manner and be treated with fairness and respect for their dignity and privacy.
- B. The specific rights of victims/witnesses are described in 725 ILCS Act 120, the "Rights of Crime Victims and Witnesses Act." All employees of this Department charged with providing police services to victims/witnesses should familiarize themselves with the provisions of this Act.
- C. There are many programs available for the extended assistance to victims/witnesses through the various support programs within the community. The Community Relations/Crime Prevention Unit shall be charged with compiling and updating a comprehensive listing of such services that are available as a referral.
 - 1. This listing shall be known as the Victims/ Witness Resource Guide, a copy of which shall be available at all times in the supervisors office or Investigations.
- D. Crime Victim Compensation Act

All sworn personnel of the Orland Park Police Department are expected to familiarize themselves with the Crime Victims Compensation Act (740 ILCS 45/5.1 (b)).

1. This Act states that any law enforcement agency that investigates an offense in this state shall inform the victim of the offense or his dependents concerning availability of an award of compensation and advise such persons that any information concerning this Act and the filing of a claim may be obtained from the Office of the Attorney General of Illinois.
2. Crimes covered by the Act.

The following crimes are covered by the Act;

 1. Murder (1st and 2nd Degree)
 2. Involuntary Manslaughter
 3. Reckless Homicide
 4. Kidnapping and Aggravated Kidnapping
 5. Sexual Relations with Families
 6. Exploitation of a Child and Child Pornography
 7. Assault and Aggravated Battery
 8. Battery, Aggravated Battery and Domestic Battery
 9. Heinous Battery
 10. Reckless Conduct, Hate Crimes, Stalking
 11. Criminal Sexual Assault, Aggravated Criminal Sexual Assault and Predatory Criminal Sexual Assault of a Child
 12. Aggravated Criminal Sexual Abuse and Criminal Sexual Abuse
 13. Arson and Aggravated Arson
 14. Violations of Orders of Protection
 15. Driving Under the Influence
3. The Office of the Attorney General is responsible for the investigations of all claims under the Act. Police Officers satisfy a mandatory requirement within the Act by simply providing the Victim with the phone number and/or a copy of the appropriate brochure issued by the OAG

55.1.2 VICTIMS/WITNESSES ASSISTANCE PROCEDURES

- A. Generally, the primary responsibility for assistance services to victims/witnesses lies with the officer assigned to the call or case. In the event an investigator is assigned to follow-up the case the primary responsibility to provide assistance shall transfer to the investigator.
 1. The initial officer may remain in contact and return messages to the victim/witnesses; however, it is vitally important that the officer consult with the investigator to avoid any conflicts in information or the release of classified information. Communication between the officer and investigator is the key here.
 - a. If for any reason the investigator deems it necessary to limit the victim/witnesses contact with the Department, preferring that the officer not have any more contact, the officer shall be clearly advised.
 - b. Once advised the officer shall politely and professionally refer all contacts by the victim/witnesses to the investigator assigned the case.
 - c. Officers of record shall be responsible to advise the victim of any crime listed in D.2. of this order of the existence of the Crime Victims Compensation Act and provide them with the telephone number and/or the OAG Program brochure.
 1. When an officer and an investigator remain involved in a case together they shall coordinate their efforts to make this notification and insure that the notification is made at an appropriate time.

- B. If at any time an officer or investigator feels that extraordinary services are required to provide needed assistance to any victim/witness, their supervisor shall be consulted without delay. All assistance to victim/witnesses beyond simple communications and updates are to be coordinated through the Commander of the Investigations Division.
- C. There are a wide variety of victim/witness services available throughout the Orland Park area. Because of this, the department's role in providing victim/ witness assistance is primarily referral in nature.
 - 1. Assistance in obtaining services and referral of services will be provided during preliminary and follow-up investigations, arrests and post-arrest periods as set forth in this directive.

55.1.3 ASSISTANCE TO THREATENED VICTIMS/ WITNESSES

- A. Whenever, during the course of any police service to victims/witnesses an employee of this Department receives information of any kind that would indicate that a victim/witness may be subjected to acts of threats or intimidation, that employee shall immediately inform the Shift Commander or other ranking supervisor.
- B. The Shift Commander shall, without delay, evaluate the information and circumstances provided by the reporting employee. If the Shift Commander deems the risk to the witness/victim to be credible and imminent the Shift Commander shall develop an immediate plan that will shelter and/or protect the victim/witness from immediate harm or intimidation.
 - 1. In the event the victim/witness is unaware of this information, the Shift Commander shall ensure that attempts are promptly made by the Department to contact, alert and offer assistance to the victim/witness, where appropriate.
- C. All information related to threats to victims/witnesses will be documented and forwarded by the Shift Commander to the Investigations Division Commander. All plans for any extended and/or follow-up assistance to the victim/witness shall be developed by the Investigations Division Commander, or designee.
 - 1. An appropriate follow-up assistance plan shall be developed according to the nature of each individual case, the resources available to the Department, and the apparent potential danger faced by the victim/witness.
- D. If the Department becomes aware of information that suggests a threat to victim/witness that is in another jurisdiction, the Investigations Commander, or designee, shall ensure that the appropriate agency is immediately contacted to inform that agency of the situation and request that reasonable caution and/or protection measures take place.
 - 1. This contact should normally be made through the Investigation Division, however, should time and availability suggest otherwise, the Shift Commander shall assume the responsibility for this notification.
 - 2. The contact to this other agency and the response received should be confirmed by computer message during the same shift, if possible.
- E. The Office of the State's Attorney shall be promptly notified by the Investigations Division Commander, or designee, of threats against victims/witnesses. Notifications that are made verbally shall be confirmed in writing.

55.1.4 VICTIM/WITNESS ASSISTANCE SERVICES

- A. All officers shall be responsible for the rendering of services to the victim/witness for any case or call they are assigned, as appropriate to include, but not be limited to:
 - 1. Giving information to victim/witnesses about applicable services, including counseling, medical attention, compensation or emergency financial assistance and victim advocacy.
 - 2. Advising victim/witnesses about what to do if the suspect or the suspect's companion(s) or family threatens or otherwise intimidates them.
 - 3. Informing victim/witnesses about the case number and explaining steps involved in the subsequent processing of the case.
 - 4. Providing a telephone number that victim/witnesses may call to report additional information about the case or to receive information about the status of the case.
 - 5. Petition for an emergency protective order by the investigating officer, if necessary.

6. Provide for transportation for victims to safe places or medical facilities.
7. U.S. Immigration and Customs Enforcement (ICE), specifically the Homeland Security Investigations, administers the Victim Notification Program that allows eligible victims and witnesses to obtain information regarding a criminal alien's release from custody.
 - a. Victims and witnesses must register to receive notification at <http://www.ice.gov/victim-notification/>.

55.1.5 VICTIM/WITNESS ASSISTANCE FOLLOW-UP

- A. Victim/witness assistance services during the follow-up investigation of a case will generally be provided by the investigator assigned to the case. These services shall include, but are not be limited to the following activities:
 1. Recontacting the victim/witness periodically to determine whether their needs are being met, if, in the opinion of case investigator, the impact of the crime on a victim/witness is unusually severe and has triggered above-average need for victim/witness assistance;
 - a. Whenever it is determined by the case investigator that a victim/witness is in need of extraordinary assistance due to the nature of the case, extended or unusual measures of assistance shall be coordinated through the Investigations Division Commander.
 2. Explaining to the victim/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case;
 3. Scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witnesses and, at the option of the Department, providing transportation, if feasible;
 4. Promptly returning victim/witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence if feasible; and
 5. Arranging, through the Commander of Investigations, for the assignment of a victim advocate, if available, to the victim/witness during the follow-up investigation.
 - a. In most cases, these services should be provided by the victim/witness advocate of the local States Attorney's office or the Office of the Attorney General.

55.1.6 ARREST POST-ARREST ASSISTANCE

- A. When aware, the investigating officer or the arresting officer will endeavor to promptly notify the victim/witness of the following:
 1. The arrest of the offender, including charges and custody status.
 2. Information relating to, if the arrest occurs in another jurisdiction, the location of the offenders arrest and the name and phone number of an officer or investigator that the victim/witness may consult with, if possible.
- B. The officer shall also consider other forms of assistance that may be available to the victim/witness as described throughout this directive.
- C. Also see General Order 41.9, Domestic Violence Procedures, Section 8 Victim Assistance Services.

55.1.7 DEPARTMENT PERSONNEL/FAMILY - VICTIM ASSISTANCE

- A. The Orland Park Police Department will provide assistance services to Department personnel and their families in the event of line-of-duty deaths or serious injury. The Chief of Police shall appoint a representative of the Division of Police Administration to act as a personal liaison to officers and/or their families should such an incident occur.
- B. The appointed liaison shall provide assistance provisions to include, but not be limited to the following activities:
 1. Notification to family members of a victim officer in a timely and compassionate manner.
 2. Assisting the family of the officer at the hospital.
 3. Supporting the officer's family at the funeral and burial services.

4. Assisting the family with legal and benefit matters.
5. Counseling the family regarding financial and other possible problems.
6. Supporting the family during criminal proceedings, if any.
7. Maintaining long-term support contact with the family and keeping informed of their needs.

55.1.8 NOTIFICATIONS TO NEXT OF KIN

- A. The Orland Park Police Department is, at times, called upon to notify citizens of the death, injury or serious illness of a family member or other loved one. This Department will honor such requests whether they come from another law enforcement agency, medical examiner's office (or coroner), hospital, or private citizen.
 1. When a request is made of the Department to deliver a death notification the Shift Commander shall be notified of the request. The Shift Commander will review the facts of the request and speak personally to the individual making the request, if necessary. All information related to a death notification should be communicated to the necessary Department personnel either in person or by telephone. Information related to the request should, if possible, never be transmitted over the radio. All such requests will, in all cases, be delivered in person.
 2. The Shift Commander will attempt to reach the Police Chaplain for assistance in the delivery of the notification. If available, the Chaplain shall meet the Shift Commander or Field Supervisor and they shall deliver the notification together.
 - a. If a supervisor is not available, an officer may deliver the notification.
 - b. If the police Chaplain is unavailable, a supervisor and another officer may make the notification.
 - c. If known, the Shift Commander may also contact the family's clergyman.
 3. The notifying supervisor will ensure that a friend, neighbor or family member is present or immediately available before leaving the notified party.
 4. All reasonable attempts to notify next of kin will be exhausted prior to such information being released to any news media.
- B. Generally, notifications of injury or serious illness should be made by medical authorities who are better equipped to answer any questions which may arise.
 1. In the event medical authorities are unable to make the notification, the Department will honor such a request. These notifications shall also be made in person.
 2. The information delivered by the Department in such cases should be limited to a request for the family member to contact the medical authorities because of the illness or injury. All questions for details should be thereby directed.
 3. Whenever necessary, the next of kin will be assisted in contacting the medical authority to obtain necessary information. The officer will determine what, if any, additional assistance is necessary and consult with the supervisor.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 55-2
SUBJECT: LINE OF DUTY DEATH PROTOCOL
EFFECTIVE DATE: October 1, 2004
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2019
REVIEWER: Deputy Chief of Police

INDEX AS:

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55.2.1 POLICY STATEMENT

It will be the policy of the Orland Park Police Department to provide liaison assistance to the immediate survivors of any member who dies in the line of duty. This assistance will be provided when the death was unlawful or accidental (automobile accident, hit by a passing vehicle during a traffic stop, traffic accident, etc.) while the member was performing a police related function either on or off duty and while an active member of the department. The Chief of Police may institute parts of this order for cases of a member's natural death. The department will assist in the providing of clarification of survivors benefits as well as other tangible and intangible emotional support for the surviving family. Funeral arrangements of the deceased member will be decided by the family, with their wishes taking precedence over the Department's.

55.2.2 RESPONSIBILITIES/DEFINITIONS

A. The following are the various responsibilities and positions that will be implemented to provide the best possible services and support to the officer's family. Specific tasks will be assigned to selected members of the department by the Chief of Police or his designee. These assignments may be assigned individually or combined depending on the circumstances.

1. Notification Officer: A member of the department designated by the Chief of Police or his designee, to make the notifications to the officer's family.

2. Hospital Liaison Officer: A member of the department who has been assigned to act as the liaison between the hospital and the department.
3. Family Liaison Officer: A member of the department who has been assigned by the Chief of Police to act as the liaison between the family and the department.
4. Benefits Liaison Officer: A member of the department assigned by the Chief of Police to be a liaison between the family and the Village Personnel Coordinator.
5. Department Liaison Officer: A member of the department who will coordinate the department's response to the family and the news media. This Officer will also be responsible for coordinating the funeral and related activities outlined under attachment one to this general order.

55.2.3 DEATH NOTIFICATIONS

- A. In the event that a member dies in the line of duty, the following procedures should be followed.
 1. The name of the deceased will not be released to the news media until after the family/immediate survivors are notified.
 2. The shift Commander will immediately notify the Chief of Police, Deputy Chief of Police, the three Division Commanders, and the Police Chaplain. Other members of the department will be notified at the direction of the Chief of Police.
 3. Notification of the family/next of kin will be made by the Chief of Police or his designee. If the Chief or his designee is not available, notification will not be made until they are available. The only exception to this rule will be if there is a possibility of getting the family to the hospital before the death of the member or the press releasing the name of the member. In this case, immediate notification will be made.
 4. It will be the responsibility of the person assigned to make the notification, to immediately review the Personnel Data Sheet for the member that is maintained in the member's file. If the department has knowledge of any medical problems with an immediate survivor, medical personnel should also be dispatched at the same time.
 5. Notification must always be made in person and never alone. The Police Chaplain will be a member of the notification group if he is available. Another member of the department should accompany the Notification Officer. Under no circumstances will notification be made on the doorstep. As soon as the family sees the Notification Officer, they will know that something is wrong. Attempt to gather the family around, sit them down and slowly and clearly inform them of what has occurred. Try to have as much information as possible. The family should hear about what has occurred from the department first and not the news media.
 6. The Officer(s) making the notification should be prepared for the reactions of the family members, which may include hysteria, anger, violence, fainting, etc. It should be remembered that these are natural reactions it should also be remembered that the Officer(s) making the notification may also be affected by the death of a fellow officer and that their showing of emotions it to be expected.
 7. If the family wishes to go to the hospital, they should be transported by police vehicle. It is highly recommended the family not drive themselves to the hospital. If the families insist on driving, make sure that an officer accompanies them.
 8. If there are small children at the residence, the officers should assist the family with deciding if the children are going to the hospital. If it is decided that the children will not be going to the hospital, the officers should assist the family in finding someone to care for the children.
 9. Prior to leaving the hospital, the Notification Officer should make contact with the Hospital Liaison Officer and advise that officer that the family is en route to the hospital. This should be done by telephone only.
 10. When possible, the parents of a severely injured or deceased officer should be afforded the courtesy of a notification.
 11. If the immediate survivors live outside the immediate area and a personal death notification is not practicable, the supervisor on duty at the direction of the Chief of Police or his designee will request that a notification be made by the local police department. Arrangements should be also be made for a telephone contact at the Police Department for the family.
 12. A staff officer should respond to either the residence or the hospital to meet with the family as soon as possible.

55.2.4 ASSISTANCE FOR AFFECTED OFFICERS

- A. Members who were on the scene or who arrived moments after a member was critically injured or killed should be relieved as soon as possible.
- B. Members who were witnesses and other members may be emotionally affected by the serious injury or death of a fellow employee. Consideration should be given to having these members debriefed by the Village Employee Assistance Program.

55.2.5 ASSISTING THE FAMILY AT THE HOSPITAL

- A. The member or Supervisor that accompanies the injured or deceased member to the hospital will function as the Hospital Liaison Officer, until such time as relieved by a supervisor or staff officer.
- B. The Hospital Liaison Officer will be responsible for coordinating the activities of hospital personnel, fellow police officers, the officer's family, the press and others that may be involved.
 1. Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, Notification Officer and only those people that the surviving family wishes to be there.
 2. Arrange with hospital personnel for a second area for police officers and friends of the officer to assemble.
 3. In conjunction with the hospital arrange for a place to use as a press staging area.
 4. Insure that medical personnel relay pertinent information regarding the officer's condition to the family on a timely basis and before the information is related to others.
 5. Notifying the appropriate hospital personnel that all medical bills relating to the injured or deceased officer, be directed to the Personnel Coordinator for the Village of Orland Park. The family should not receive these bills at their residence.
 6. This may require the Hospital Liaison Officer to contact the hospital during normal business hours to insure that the proper billing will take place.
 7. If possible, arrangements should be made with hospital personnel to allow the family to visit with the officer before death. It is important that the family be prepared, by an officer, for what they might see in the Emergency Room. If the family requests, an officer should accompany the family. It should be remembered that there is a definite need to touch and hold the body while there is still life and be present when death occurs for the family.
 8. The same arrangements should be made if the officer has died and the family wishes to see the officer. The family should also be made aware of the need for an autopsy.
 9. Officers should not be overly protective of the family. This means that specific information should be shared with the family when appropriate. This should include how the officer met his/her death.
 10. The Hospital Liaison Officer and the Notification Officer(s) will remain at the hospital as long as the deceased officer's family is present.
 11. It will further be the responsibility of the Hospital Liaison Officer to take custody of the deceased officer's service weapon, ammunition and other equipment that can be released prior to the officer's remains being transported to the morgue.

55.2.6 SUPPORT OF THE FAMILY DURING THE WAKE AND FUNERAL

- A. The Chief of Police will designate an officer to act as liaison between the department and the deceased officer's family. This is not a decision making position, but is that of a facilitator between the family and the department.
- B. The Family Liaison Officer should be an officer who knew the deceased officer, but should not be an officer who is so emotionally involved in the death of the officer as to render him or her ineffective. The Chief of Police may assign other officers as necessary to assist the Liaison Officer.
- C. The responsibilities of the Family Liaison Officer will be as follows:
 1. Insure that the needs and the wishes of the family come before the wishes of the department.
 2. Maintain a detailed record of assignments and duties associated with the wake and the funeral (attachment 1)

3. Determine what type of funeral the family desires. Meet with the family and advise them of what the department can offer if they decide to have a line of duty death funeral. If they should choose this, explain the funeral procedure (i.e., 21 gun salute, presentation of the flag, playing of taps, etc.). If the family chooses any of these options, it will be the responsibility of the Family Liaison Officer to notify the Department Liaison of this.
4. Apprise the family of information concerning the investigation into the death of the officer.
5. Provide as much assistance as possible to the family. This may include assisting them in making travel and lodging arrangements for out of town family members.
6. Notify the national Concerns of Police Survivors (C.O.P.S.) at (573) 346-4911 (04/11) or www.nationalcops.org. Members of this group are survivors of officers that have died in the line of duty and are available to provide resource support to the families.
7. Work closely with the Department Liaison Officer.

55.2.7 DEPARTMENT LIAISON OFFICER

- A. This position will normally be assigned to a Staff Officer or senior sergeant, due to the need to effectively coordinate the department resources.
 1. Work closely with the Family Liaison Officer to ensure that the needs of the family are fulfilled.
 2. Be available to handle any and all inquiries from the news media throughout the ordeal, should the family want this service. If the family decides to accept an interview, the Department Liaison or his designee will be present to screen questions presented to the family.
 3. Meet with the following persons in order to coordinate funeral activities and establish an itinerary:
 - a. The Chief of Police and Senior Staff
 - b. Funeral Director/Funeral Home
 - c. Clergy
 - d. Cemetery Director
 4. Coordinate the activities of the department and visiting Police Departments according to the wishes of the family.
 5. Issues a Type 3 message to include the following information:
 - a. Name of deceased officer
 - b. Date and time of death
 - c. Circumstances surrounding the death
 - d. Funeral Arrangements (state if service will be private or a police funeral)
 - e. Uniform to be worn
 - f. Expressions of sympathy in lieu of flowers
 - g. Name and telephone number of the contact person, for visiting departments to indicate their desire to attend, and to obtain further information.
 6. Obtain an American Flag. If the family wishes presentation of the flag by the Chief, notify the Chief. If the family desires a burial in uniform, select an officer to obtain a uniform and leather and deliver the items to the funeral home.
 7. Assign members of the department for usher duty at the church.
 8. Arrange for delivery of the Officer's personal belongings to the family.
 9. Insure that the Chief of Police is briefed on the arrangements and that department members are aware of duties as outlined in Annex 1.
 10. Insure that the surviving parents are afforded recognition and that proper placement is arranged for them during the wake and the funeral.

11. Coordinate traffic management with other jurisdictions if necessary to accommodate the procession and funeral.
12. Maintain a roster of all visiting departments sending personnel to the funeral, including:
 - a. Name and address of the responding agency
 - b. Name of the Chief of Police
 - c. Number of Officers attending
 - d. Number of vehicles
13. Acknowledge visiting departments.
14. Make arrangements for routine checks of the survivor's home for a period of six-eight weeks following the funeral. If the survivors live out of town, make arrangements with the agency for the town of residence. This is done due to the amount of money that passes through the residence and the fact that survivors will be out of the residence attending to legal matters.

55.2.8 BENEFITS LIAISON OFFICER

- A. The Benefits Liaison will be an officer that is appointed by the Chief of Police to gather information on all benefits and funeral payments that are available to the survivors. This officer will act as a liaison between the family, the department and the Personnel Coordinator for the Village of Orland Park. The Benefits Liaison will also assist the survivors in the filing of necessary paperwork to insure that they receive all benefits due them.
- B. The Benefit Liaison Officer will be responsible for the following:
 1. Assisting the family in the filing of Worker's Compensation claims and other related paperwork.
 2. Contacting the Police Pension Board to insure that the correct paperwork is filed for survivor benefits and work with the Personnel Coordinator to insure that all monies due to the deceased officer are paid.
 3. Prepare a printout of benefits available to the surviving family, listing benefits available to the named survivors, along with contacts for the various benefits.
 4. Meet with surviving family a few days following the funeral to discuss the benefits that they will be receiving and provide them with a copy of the printout.
 - a. If there are surviving children from a previous marriage, who did not reside with the deceased officer, they should also be provided with a copy of any benefits due them.
 5. Review Attachment 2 with survivors titled, Death Benefits of Law Enforcement Officers in the United States and Attachment 3, IACP Tribute to slain Officer.
 6. Meet with the family approximately six months following the funeral to insure that they have received all the benefits that are due to them.

55.2.9 CONTINUED SUPPORT FOR THE FAMILY

- A. Members of the department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetable and survivors may develop a complicated grief process. More than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.
- B. Survivors should continue to feel as part of the "police family." They should be invited to Orland Park Police activities to insure continued support.
- C. Members of the department are encouraged to keep in touch with the family. Close friends, co-workers and staff should arrange with family to visit the home from time to time, so long as the family expresses a desire to have these contacts continue.
- D. An officer that was close to the fallen officer should be assigned to assemble a scrapbook to give to the family, along with any plaques or memorabilia that will be given to the family. The remembrance book could include newspaper articles, remembrances from fellow officers and the like.

- E. The department should maintain close contact with the family as long as the family feels a need for the support. The family will let it be known when they are ready to move on and live their lives without the assistance of the department.

55.2.10 SUPPORT FOR THE FAMILY AWAITING TRIAL FOR THOSE RESPONSIBLE

- A. This is a very important part of the grieving process and there are a number of things that should be done to insure that the family does not feel left out or that the department is hiding something from them.
1. If not done at this point, the family should be met with and the circumstances surrounding the Officer's death should be explained to them. If there are investigative reasons why certain details cannot be released prior to the trial, this should be explained to them.
 2. The family should never hear of court or parole hearings from the media first. It is the responsibility of the department to keep the family advised of all legal proceedings. The Chief should appoint an officer this responsibility.
 3. Family members should be encouraged to attend the trial so they feel they are representing the slain officer's interests.
 4. A department representative should be assigned to accompany the family throughout the trial. This officer can explain the proceedings to the family and advise them of testimony that may be upsetting to them. The officer should remember not to be overly protective of the family. It is the decision of the family as to whether or not to attend the trial.
 5. Members of the department should be encouraged to attend the trial. This is not only comforting to the family, but also may be beneficial to the members of the department that were close to the fallen officer.

55.2.11 POST-INCIDENT STRESS OF DEPARTMENT PERSONNEL

- A. It is given that family members, friends and close associates of the fallen officer will experience various levels of grief. However, the need for the Police Department to provide psychological assistance or post-incident debriefing cannot be stressed strongly enough. Although officers deal every day with man's inhumanity to man, the loss of a co-worker is often the most traumatic experience that an officer may experience in his or her career.
1. Counseling for all employees can be provided through the Village Employee Assistance Program.

55.2.12 BENEFITS SUMMARY

- A. A copy of the benefits available to survivors as compiled by Concerns of Police Survivors is maintained in Police Administration and the Personnel Department of the Village.

55.2.13 ATTACHMENTS TO GENERAL ORDER

- A. Funeral Protocol
- B. Death Benefit of Law Enforcement Officer in the United States on file in Police Administration.
- C. United States Department of Justice – Hometown Heroes Survivors' Benefits Act of 2003 on file in Police Administration

ORLAND PARK POLICE DEPARTMENT

FUNERAL PROTOCOL

DEFINITIONS:

Active Department Member: Any currently employed full or part-time employee, sworn or non-sworn, member of the Orland Park Police Department, herein referred to as "member"

Death In The Line Of Duty: Death that occurs while performing actual and lawful police related duties, while the individual was an on duty, Active Department Member. This may also apply to a Sworn Department Member who is off duty and death occurs while performing actual and lawful police related duties.

Department Honors: The rendering of honors during the wake and funeral process of an Active Department Member where the cause of an honorable death was not in the line of duty. These honors may also be accorded to retired Department Members provided the funeral services are held within acceptable mileage as determined by the Chief of Police or his designee.

1. All members of the Department will wear the black mourning band on their visible Department badges for a period of not less than three days (72 hours) as determined by the Chief of Police or his designee.
2. At least one (1) dress uniformed member of the Orland Park Police Department will be provided as a casket guard for the deceased at all times the body is set for public viewing.
3. Uniformed Pall Bearers will be provided if requested by the family.
4. Bagpipes may be played at the formal funeral services if available and requested by the family.
5. A Department personnel "walk-through" will be scheduled at the discretion of the family during the wake process.
6. Department vehicles will be utilized in the funeral procession as requested by the deceased's family.

Immediate Family Member: Any person of the Active Department Member's family who is one of the following:

1. Spouse (current)
2. Child(ren) (includes step-children)
3. Mother and Father (includes Step-mother or father)
4. Grandparents of Active Department Member

Full Department Honors: The rendering of honors during the wake and funeral process of an active department members' honorable death in the line of duty. They should include the following based on the wishes of the deceased's family;

1. All Village of Orland Park flags should be flown at half-mast from the time of death until after the interment service.
2. All members of the Department will wear the black mourning band on their visible Department badges from the time of notification of death for a thirty (30) day period.
3. At least one (1) dress uniformed member of the Orland Park Police Department will be provided as a casket guard for the deceased at all times the body is set for viewing.
4. A United States Burial Flag will be provided to drape the casket.
5. Colors shall be presented at all funeral related services.
6. Uniformed Pall Bearers will be provided if requested by the immediate family.
7. A Department personnel "walk-through" will be scheduled at the discretion of the immediate family during the wake process.
8. The OPPD or other Department honor guard, depending on availability, will provide a flag folding ceremony at the interment services.

9. The burial flag will be presented to an immediate family member (usually the spouse, adult child, or parent of the deceased) by the Chief of Police, or his designee.
10. Bagpipes will be played at the formal funeral services, if available.
11. The rifle firing of three (3) volleys will be performed at the interment service if available.
12. "Taps" will be played by a bugler at the interment service, if available
13. If any Department medals, ie. Medal of Valor, Lifesaving, Medal of Honor, etc. are to be presented posthumously, it will be done by the Chief of Police, or his designee after the burial flag is presented.
14. Fully marked Department Patrol vehicles and any other Department vehicles, as designated by the Chief of Police or his designee, will be utilized to lead any funeral procession.

General Funeral Procedures

Any Orland Park Police Officer who dies in the line of duty will be accorded full honors if requested by the family. This will include the casket watch during the wake, honor guard, pallbearers, rifle squad, taps, military flag fold; presentation of the flag and motor escort.

The Honor Guard Commander will be responsible for coordinating and directing the activities of the Guard, Casket Watch, Pallbearers, Rifle Squad, Bugler and Flag presentation and will be under the direct supervision of the Department Liaison Officer.

Uniforms and Appearances

Spring and Summer - Long sleeve shirt, tie, Five Star Hat

Fall and Winter – Long sleeve shirt, tie, Five Star Hat, appropriate outer wear.

Members of the Honor Guard and Pallbearers will also wear white gloves.

A black sash will be worn over the badge.

Wake

All members of the department who attend the wake will, regardless of assignment, dress in the appropriate dress uniform.

Casket Watch

Volunteers will stand watch at the discretion of the Honor Guard Commander. Officers assigned to the casket watch must present an excellent uniform appearance and will conform to all department regulations to grooming and appearance.

All members standing casket watch will arrive at the funeral home at least thirty minutes prior to the start of the wake for inspection briefing and assignment.

The dress uniform will be worn to include white gloves. The watch will be divided into shifts with two officers standing watch for 30 minutes at a time.

If the family wishes, an informal watch can take place after the viewing has ended for the day.

The casket watch moves in slow cadence. This includes all marching movements and saluting. The Honor Guard Commander will post the watch and the officers will position themselves at or near the head and feet of the deceased officer.

Pallbearers

If the family request pallbearers from the department, and they have no special request to who will serve as pallbearers, the Honor Guard Commander will be responsible for selecting them. If possible and practical, the pallbearers should be officers that the slain officer worked closely with, regardless of rank.

Pallbearers will be under the direct command of the Honor Guard Commander and will report to the funeral home as directed for inspection and instructions.

Funeral Procedures

Members who attend the funeral services will report to a pre-designated assembly point near the place of services for inspection and briefing.

From the assembly point, members will proceed to the place of service, timing their arrival to permit immediate entry upon the arrival of the deceased officer.

Upon entering the church or synagogue, members will remove their uniform hats and place them under their left arm, hat brim forward and will move in an orderly manner to the place that is reserved for them.

Members will remain standing until all members are in their places, at which time the command "BE SEATED" is given.

Members will sit with their hats upright in their laps, and will maintain a military bearing throughout the service.

At the end of the service, upon receiving the command of "OFFICERS RISE," members will rise in unison and place their hats under their left arm and prepare to file past the casket. Members will hold their hats in this position until they pass the casket and walk outside.

Upon leaving the building, members will replace their hats and assemble in formation at right angles to the hearse.

Two ranks will be formed facing each other, leaving an aisle through which the pallbearers and the casket will pass. Members will be formed according to height. They will be normally dressed at extended intervals but may be dressed at close intervals if space is limited.

While waiting in formation, members will stand at parade rest.

When the casket comes into view, the formation will be called to attention. The next command will be "PRESENT ARMS." All members will salute and will hold the salute until the casket is placed into the hearse. At this time, commands of "READY, FRONT" will be given and members will return to attention.

After the doors of the hearse are closed, the command "FIRST RANK (Passenger side of hearse) RIGHT FACE; and "SECOND RANK (Driver's side of hearse) LEFT FACE." will be given so that the two columns are facing the hearse.

The Honor Guard Commander will then dismiss the formation with the command of "OFFICERS DISMISSED." The members will then break ranks in an orderly manner and proceed to their vehicles.

Members will then proceed in the motorcade to the cemetery.

Gravesite Services

Members will report to the places that have been reserved for them immediately upon arrival at the gravesite. If indoors, members will remove their hats and hold them under their left arm. If seated, members will sit with their hats in their laps. If services are outside, members will wear hats. At all times, members will maintain a military bearing.

Prior to the playing of taps and the 21 gun salute, members will be given the command of "OFFICERS RISE" (if seated) at which time members will rise. The next command given will be the command of "PRESENT ARMS," at which time a hand salute will be rendered.

At this time the Honor Guard Commander will instruct the members of the Honor Guard to fold the flag. Once folded, the Honor Guard Commander will turn the flag over to a Division Commander and will salute the flag. The Division Commander will then repeat this process and turn the flag over to the Chief of Police. At this time, the Chief will present the flag to the surviving family members.

At this time the 21 gun salute will be rendered. Once this is concluded, "TAPS" will be played. Upon the conclusion of taps, the command "READY FRONT" will be given at which time members will return to the position of attention. The Honor Guard Commander will then give the command of "OFFICERS DISMISSED." At this time, members will break ranks and return to their assigned vehicles.

Procedural Variation

The procedures that have been outlined in this order will be followed in most cases. Any changes that are made necessary by shortage of manpower, the unusual size of the funeral, the type of service, the physical arrangement of the place of the service or for any other reasons, shall be made by the Department Liaison Officer in conjunction with the Chief of Police or his designee.

At the discretion of the Chief of Police, department honors may be accorded to deceased/retired members of the department and employees.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 55-3
SUBJECT: POLICE CHAPLAIN PROGRAM
EFFECTIVE DATE: September 1, 2013
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2022
REVIEWER: Chief of Police

INDEX AS:

- 55.3.1 THE CHAPLAINCY PROGRAM
- 55.3.2 QUALIFICATIONS AND QUALITIES
- 55.3.3 CHAPLAIN DUTIES AND RESPONSIBILITIES
- 55.3.4 CONFIDENTIALITY-EMPLOYEE COUNSELING
- 55.3.5 SELECTION PROCESS
- 55.3.6 NOTIFICATION PROCEDURES
- 55.3.7 REPORTING REQUIREMENTS

PURPOSE:

It is the policy of the Orland Park Police Department to establish and maintain a volunteer Police Chaplain Program in order to assist members and employees of this department and the public with the ministerial needs of operating a police department: counseling individual members, celebrating ceremonies, conducting invocation functions at department events, and assisting in death notifications, trauma incidents and unusual crisis incidents.

The Police Chaplain(s) shall also serve as resource persons to provide pastoral care to meet the needs of department personnel and their families in routine, emergency and crisis situations. Chaplains may serve as a liaison between the Department and other religious leaders in the community. Chaplains will not be involved in any personnel grievances. An approved Police Chaplain(s) shall be given a letter of appointment by the Chief of Police, and are expected to be available for interaction with department members.

ORDER:

55.3.1 THE CHAPLAINCY PROGRAM

- A. The Orland Park Police Department Chaplain Program is a voluntary auxiliary program authorized by the Chief of Police. Volunteers are not compensated for their efforts or services. Volunteers are primarily assigned to law enforcement-related community service functions. They can also be used as a resource in emergencies and large-scale special events.
- B. The Police Chaplain(s) are not involved in the day-to-day delivery of law enforcement services. Their duties do not require the status of a sworn officer and their level of training does not warrant a commission, nor are they assigned duties requiring sworn officer status.
- C. The Police Chaplain(s) will function in support of community relations activities and other civilian level support activities.
- D. The primary purpose of the Orland Park Police Department Chaplain Program is to respond to the immediate needs of the community. Chaplains will also be available to provide spiritual counseling and guidance to all members of the department and their families who request such services. Chaplains are not

intended to replace any employee benefits such as the Employee Assistance Program or other support services.

- E. The Police Chaplain(s) should be available to give assistance and guidance to all personnel from initial employment through retirement. Their services help provide the moral fiber needed to strengthen law enforcement officers in the discharge of their duties.
- F. On a confidential basis, law enforcement personnel are authorized to consult with these dedicated members of the clergy who have an intimate knowledge of law enforcement problems.
- G. The Police Chaplain(s) is authorized to visit the department, and have access to all buildings and scenes where the presence of police officers indicates the requirement of need for their services.
- H. The Police Chaplain(s) shall carry on his person the Identification Card issued by the Orland Park Police Department.
- I. The services of a Police Chaplains are to be available on the basis of need and desire. Chaplains are not intended, nor do they desire, to replace an individual's own clergyman.
- J. The Police Chaplain's task during on duty hours is not to proselytize (convert to a religious doctrine) but to reflect Godly compassion and concern.

55.3.2 QUALIFICATIONS AND QUALITIES

- A. A candidate for a law enforcement chaplain should meet the following requirements:
 - 1. Be an ecclesiastically certified person in good standing and endorsed for the law enforcement chaplaincy by a recognized religious body. They should have three years' experience and good standing in the ministry;
 - 2. Show a genuine compassion, understanding and love for others and relates easily to people;
 - 3. Maintain high spiritual and moral standards;
 - 4. Be able and willing to be carefully screened by local law enforcement by the Chief of Police and/or appointed authorities;
 - 5. Be willing and available to respond to any and all situations where a chaplain's presence is indicated;
 - 6. Be tactful and considerate in approaching all people, regardless of race, sex, creed or religion;
 - 7. Be willing to become involved in training programs that enhance his or her efficiency in meeting and dealing with people in crisis. A chaplain should be familiar with medical, psychiatric and other resources in the area;
 - 8. Must never have been convicted of a criminal offense or offenses involving moral turpitude; and
 - 9. Must possess a valid driver's license.

55.3.3 CHAPLAIN DUTIES AND RESPONSIBILITIES

- 1. Respond to the needs of the community as directed by or at the request of the Watch Commander.
- 2. Assist in making notification to families of department members who have been seriously injured or killed;
- 3. After family notification, the Police Chaplain(s) will respond to the hospital when an officer has been seriously injured or killed;
- 4. Visit sick and injured police personnel in the hospital and home;
- 5. Attend and participate, when requested, in the funerals of active or retired members of the department;
- 6. Be on call and available during any major demonstration or any public function requiring the presence of a large number of department personnel;
- 7. At the employees request, counsel with officers and other personnel having personal problems.
- 8. Participate in appropriate department sponsored in-service training classes for personnel;

9. Be willing to enter into training courses to enhance their effectiveness;
10. Attend department graduations, promotion activities, award ceremonies, dinners, social events, etc. and offer invocations and benedictions;
11. Represent the department before official bodies and public functions at the request of the Chief of Police;
12. Be responsible for the organization and development of spiritual organizations in the department;
13. Respond to all major disaster and render appropriate assistance.
14. Be involved in public relations efforts;
15. Provide liaison with other religious leaders in the community;
16. When responding to the scene of death or injury, whether departmental person or private citizens, the chaplain will notify the person's personal clergy person as soon as possible; and
17. Will make referrals in cases where specialized attention is needed, or in those cases beyond the chaplain's ability to assist.

55.3.4 CONFIDENTIALITY-EMPLOYEE COUNSELING

- A. The Police Chaplain(s) is expected to maintain a level of confidentiality concerning what is discussed with an employee.
 1. The only exception is when an employee is involved in a situation of danger to themselves or others.
 - a. The Chaplain shall advise the employee if the matter is to be brought to the attention of the Chief of Police.

55.3.5 SELECTION PROCESS

- A. The number of Police Chaplains, the appointment and length of service is at the discretion of the Chief of Police or his designee.

55.3.6 NOTIFICATION PROCEDURES

- A. The Watch Commander will be responsible for authorizing the contacting of the Police Chaplain for situations where his service is required in the field.
 1. Supervisors are encouraged to utilize the services of the Police Chaplain when situations dictate.
 2. Off duty requests to speak with the Police Chaplain do not require the approval of the Watch Commander.

55.3.7 REPORTING REQUIREMENTS

- A. In the event that a written police report is generated for a situation requiring the Police Chaplain, the reporting officer shall document the notification and subsequent services provided.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-1
SUBJECT: TRAFFIC ENFORCEMENT
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

- 61.1.1. TRAFFIC ENFORCEMENT PLANNING
- 61.1.2. ENFORCEMENT ACTION
- 61.1.3. PROCEDURES FOR HANDLING TRAFFIC VIOLATIONS THAT MAY REQUIRE SPECIAL PROCESSING
- 61.1.4. COURT APPEARANCE INFORMATION
- 61.1.5. ENFORCEMENT POLICIES
- 61.1.6. ENFORCEMENT PROCEDURES
- 61.1.7. TRAFFIC STOP PROCEDURES
- 61.1.8. OFFICER CONDUCT WITH TRAFFIC VIOLATORS
- 61.1.9. SPEED MEASURING EQUIPMENT
- 61.1.10. D.U.I. COUNTERMEASURES
- 61.1.11. D.U.I. ENFORCEMENT ACTION
- 61.1.12. REFERRAL OF DRIVERS FOR RE-EXAMINATION
- 61.1.13. PARKING ENFORCEMENT

PURPOSE:

The purpose of this order is to establish policies and procedures related to the Department's traffic enforcement efforts.

DEFINITIONS:

Highly Restricted Personal Information: An individual's photograph or image, social security number, medical or disability information.

Personal Information: The information that identifies an individual, including an individual's photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.

Traffic Enforcement: The assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist. Such assignments are usually based on such factors as traffic volume, crash experience, frequency of traffic violations, and emergency and service needs.

Traffic Law Enforcement Action: The part of traffic law enforcement involving arrest, citation, or warning of any traffic violation.

person alleged to have violated a law, ordinance, or regulation pertaining to the use of traffic ways when the person has knowledge of this action and when it is to prevent such violation from endangering persons or property or inconveniencing others.

General Traffic Assistance: Services of a non-emergency nature provided by agency personnel such as providing information or directions, assisting stranded or disabled motorists, etc.

ORDER:

61.1.1. TRAFFIC ENFORCEMENT PLANNING

A. Goals and planning considerations.

The overall goal of the Department's traffic enforcement efforts are the reduction of traffic crashes and the voluntary adherence to traffic laws by the general public. Traffic enforcement planning is based on the following factors:

1. Traffic Volume and Observations

- a. There is a relationship between traffic volume and the demand for police traffic services. The "average daily traffic volume" is a factor considered in enforcement planning. State, County and Village Transportation Departments provide "average daily traffic volume" counts for the major roadways in Orland Park. These statistics can be broken down to hourly volumes by day of the week to aid in planning.
- b. Observations by police field personnel and Village Department of Transportation employees to periodically determine types and number of violations is also used in planning.
- c. Utilize traffic count/speed recorders installed by Public Works Department, such as pole mounted radar and radar trailers

2. Analysis of Traffic Crashes.

The Records Section maintains records on the times and locations of all reported traffic crashes within the Village of Orland Park. This data is analyzed to determine causative factors and hazardous locations with special attention to the types of crashes and their time of occurrence. Consideration is given to assigning patrol and/or traffic officers to those locations during those time periods when the need for police services is greatest.

3. Analysis of Traffic Law Enforcement Actions

- a. The Traffic Unit maintains records on traffic enforcement actions within the Village of Orland Park. This data is analyzed to determine the type, frequency and location of violations.
- b. Information from traffic violators can also be utilized for planning purposes. Persons who violate traffic laws may offer an explanation for their behavior based on conditions beyond their control. Officers should be alert to such explanations to determine why violations are occurring. These explanations should be validated, and if valid, should be recorded. Such as:
 1. Improperly placed, inadequate or lack of traffic control devices to alert drivers of a precautionary procedure.
 2. Malfunctioning or improperly timed traffic signals.
 3. Ineffective road signs and markings
 4. Poorly maintained portions of village roadways
 5. Obstructions, natural or artificial, which contribute to violations

4. General Traffic Assistance Needs.

- A. General traffic assistance needs are also considered when evaluating and developing enforcement assignment plans.

B. Techniques and Procedures

1. Techniques and procedures for traffic enforcement should be consistent with the nature of the violation and its potential for interfering with the free flow of traffic. These tactics may include:

- a. Area patrol
 - b. Visible stationary traffic observation
 - c. Concealed stationary traffic observation
- C. Use of Equipment
- 1. Officers should utilize equipment which will be effective for the specific enforcement problem involved:
 - a. Easily identifiable marked police vehicles
 - b. Unmarked police vehicles
 - c. Concealed stationary traffic observation
- D. Traffic Data Analysis Operations
- 1. Responsibility For Traffic Analysis
 - a. Traffic Unit Supervisor shall have primary responsibility for the:
 - 1. Analysis of traffic crash experience.
 - 2. Analysis of traffic law enforcement actions.
 - 3. Development of traffic enforcement countermeasures.
 - 4. Annual evaluation of traffic enforcement activities and program success.
 - 5. Review and revision of traffic enforcement objectives.
 - 2. Traffic Analysis Factors.
 - a. The analysis of traffic crash experience should take into consideration of a number of factors, including:
 - 1. The types of vehicles involved.
 - 2. Volume of traffic
 - 3. Environmental factors
 - 4. Types of violations
 - a. Primary
 - b. Secondary
 - 5. Temporal factors
 - a. Time of day.
 - b. Day of week.
 - c. Hourly distribution of crashes.
 - 6. Locations.
 - 3. Traffic Analysis Report for Traffic Enforcement

The Traffic Unit Supervisor will utilize monthly traffic data summaries in order to identify enforcement problems and deploy personnel and equipment resources effectively.
 - 4. Selective Traffic Enforcement Based On Traffic Analysis

The most appropriate traffic law enforcement method for modifying crash-causing behavior is to address the most common contributing factors to traffic crashes.

- a. Since it is based on the analysis of traffic crash experience, patrol officers shall use the report as a guide for focusing their traffic enforcement actions.
- b. Traffic Unit officers shall be deployed according to certain criteria which includes traffic crash experience.

E. Traffic Enforcement Program Evaluations

1. On an annual basis, the Traffic Unit Supervisor shall prepare a report evaluating the Department's traffic enforcement efforts. This evaluation report will:
 - a. Examine program effectiveness.
 - b. Compare traffic enforcement efforts and results against goals and objectives established from the previous year's evaluation.

61.1.2. ENFORCEMENT ACTION

- A. The role of the officer is to observe and prevent violations of traffic laws and to take appropriate enforcement action when violations are observed. Enforcement policies cannot and should not supplant the officer's discretion, based on professional judgment, training and experience. Remember that both qualitative and quantitative emphasis are integral to the success of the Traffic enforcement program of the Orland Park Police Department. All officers shall take appropriate enforcement action for each violation witnessed or reported to them. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner, and may encompass the following: a verbal warning, a traffic/compliance citation, or actual physical arrest. Officers have the discretionary authority as to which form of enforcement is to be taken by them. These include but are not limited to the following:
 1. Written warning - used by the officer when it is obvious that the violation was unintentional and that the violator will now comply with the law due to the officer's warning.
 2. Compliance citation - used for minor equipment violations
 3. Traffic citation - used in the case of hazardous traffic violations, flagrant violations, and serious equipment violations. A citation can also be used for a minor traffic violation where the officer believes the violation was intentional or where the officer believes that no amount of verbal or written warning will ensure the violator's compliance with the law.
 4. Physical arrest - this form of enforcement action is to be used in the case of major hazard. Traffic violations, all felonies, and Class A Misdemeanors. These violations include but are not limited to the following:
 - a. All violations of Chapter 4, Illinois Vehicle Code, Anti-Theft Law.
 - b. Section 3-116(c), Illinois Vehicle Code, Certificate of Title.
 - c. Section 11-204(a), Illinois Vehicle Code, Fleeing and Eluding.
 - d. Section 11-204(a), Illinois Vehicle Code, Aggravated Fleeing and Eluding.
 - e. Section 11-401(g), Illinois Vehicle Code, leaving the scene and failure to report a traffic crash.
 - f. Section 11-501, Illinois Vehicle Code, Driving Under the Influence.
 - g. Speed 35 mph or more in excess of the applicable maximum speed is a Class A Misdemeanor.
 5. The voiding of a Personal Issue Traffic Complaint (i.e. "Y" Ticket) or the Illinois Citation and Complaint Ticket from Will County requires a memorandum written to the Chief of Police explaining the circumstances surrounding the request.
 - a. The memorandum shall include the original copies of the applicable citation.
 - b. At the direction of the Chief of Police or his designee, a letter will be drafted on Department Letterhead and sent to the appropriate Clerk's office explaining the circumstances for the voiding and will include the original copies of the citation.

61.1.3. PROCEDURES FOR HANDLING TRAFFIC VIOLATIONS THAT MAY REQUIRE SPECIAL PROCESSING.

A. Non-residents

When a non-resident of the state commits a traffic violation and is going to be cited for it, the following shall apply:

1. If the violator is from a member state of the non-resident violator compact, he or she can sign the citation in lieu of posting a cash bond or bond certificate. Officers shall follow the procedures set forth in Section 6-306.4, Illinois Vehicle Code (procedures for non-Illinois residents).
2. If the violator is not from a member state of the compact, the officer shall then take the appropriate form of bond from the violator, with the exception of a non-Illinois driver's license, cash bond or valid bond certificate shall be accepted in these cases.

B. Juvenile Violators

When a juvenile is charged with a traffic violation, which would be considered a minor violation, the juvenile shall be handled the same as an adult. If the juvenile does not have any other form of bond, the officer shall issue an individual (I-bond). In the case of a major violation, such as no valid drivers license, driving under the influence of alcohol, misdemeanor violations and felony violations, the juvenile shall be taken into custody and brought to the police department. The officer shall complete the appropriate juvenile contact report and bond out to a parent or legal guardian.

C. Congressional Immunity

Members of Congress may not be detained for the issuance of a citation while they are in transit to or from the Congress of the United States. If a member of Congress is stopped for a traffic violation, they should be identified and immediately released. The officer may then obtain a summons for the member of Congress for the violation and make arrangements to serve the summons at a time when the member of Congress is not in transit to or from Congress, or on official business.

D. Diplomatic Immunity

Diplomatic immunity is granted by the United States government under provisions of the Vienna Convention on diplomatic relations. Generally, these provisions apply to two (2) classes of immunity:

1. Diplomats and members of their families enjoy full immunity.
2. Employees of diplomatic missions and members of their families enjoy immunity with respect to acts performed in the course of their official duties.
3. While the burden is upon the diplomat to claim immunity by presenting valid credentials, diplomatic status may also be verified through the United States State Department, telephone (202) 647-4000 (06/11) which will transfer the caller to the Operations Center for verification; nights (after 1600hrs (EST)) and weekends, contact the Diplomatic Security Office at (571) 345-3146 (06/11) for validation.
4. If a Consular Officer is stopped while under the influence of alcohol or drugs, the police officer has the following options:
 - a. Take the Consular Officer to the station or to a location where he can recover enough to enable him to drive safely.
 - b. Take him to a telephone so he can phone a relative, friend, or taxi.
 - c. Call a taxi for him.
 - d. Take him home.
5. Unless a Consular Officer is considered a serious danger to himself or others, he should not be physically restrained or subjected to a sobriety test.
6. The officer should impress upon the Consular Officer that it is the Police Department's primary responsibility to care for his safety and the safety of others.
7. Although family members of Consular Officers cannot claim immunity, they should receive courtesy and respect.
8. If a law has been broken by a family member, a complainant can be sought at a later time.
9. If the family member is a juvenile, the person should be released to his parents.
10. Report all serious incidents involving Diplomatic and Consular Officers and their families to the United

States Department of State Office of Protocol.

- E. Other individuals and public officials may be privileged from arrest in accordance with 720 ILCS 5/107-7.
 - 1. Senators and Representatives of the Illinois General Assembly, when going to and returning from the same (except for felony or breach of the peace arrests).
 - 2. Electors shall be privileged from arrest going to and returning from an election (except for felony or breach of the peace arrests).
 - 3. Militia shall be privileged from arrest going to and returning from attendance at musters and elections (except for felony or breach of the peace arrests).
 - 4. Judges, attorneys, clerks, sheriffs and other court officers shall be privileged from arrest while attending court and while going to and returning from court.

61.1.4. COURT APPEARANCE INFORMATION

- A. At the time a motorist is charged with a violation, the Department provides information relative to the specific charge(s) to include:
 - 1. The optional or mandatory nature of court appearance by the motorist
 - a. Minor Violations - one citation
 - 1. Give the violator the defendants copy and the court communication copy. Advise violator of their three choices and give them the court diversionary envelope while advising them that they must mail in their choice within seven (7) days. The Clerk's office will assign a court date.
 - 2. The procedure for entering a plea and/or paying a fine by mail, if appearance is not mandatory
 - b. Major Violations - multiple violations
 - 1. Give the violator their copies of the ticket(s), advise them these are mandated court appearances, and inform them of their court date, time, and room location while also recording the same on the citation.
 - 2. Other information that shall be provided to the motorist prior to release, including:
 - a. The specific violation alleged
 - b. Options for posting bond
 - 3. When issuing compliance tickets, give the violator a copy of the violation fine schedule and instruction sheet also when applicable and explain options.
 - 4. When issuing parking tickets, include the violation fine schedule and instructions sheet with payment envelope.

For complete instructions on filling out citations, see the Document Instruction Manual.

61.1.5. TRAFFIC ENFORCEMENT POLICIES

- A. It shall be the policy of the Orland Park Police Department to aggressively and equitably enforce all traffic laws and ordinances, with the primary objective of such enforcement being the promotion of traffic safety and the resultant reduction in traffic crashes. All uniformed police personnel shall be responsible for the traffic law enforcement function. The purpose is to establish the general philosophy of, and overall guidelines for, traffic law enforcement.
- B. Driving While Intoxicated Countermeasures
 - 1. It shall be Department policy to take aggressive action in the enforcement of DUI laws. Procedures for handling intoxicated drivers shall be in accordance with the Illinois Vehicle Code (625 ILCS 5/11-501) and the procedures set forth in the Orland Park Police Department Policy Manual.
 - 2. The identification of persons suspected of driving under the influence of alcohol or drugs is an important component of the patrol function. To this end officers of the Division are responsible for DUI Patrol enforcement.
 - a. Patrol Procedures

1. Officers should be familiar with those areas of their beats frequently traveled by alcohol-impaired drivers and with the locations of alcohol-related traffic crashes.
 2. Officers must be familiar with the signs of alcohol-impaired driving and utilize this information to establish probable cause for conducting a traffic stop.
 3. Drivers suspected of being impaired should be given the standard series of field tests recognized as having validity in establishing probable cause for a DUI-related arrest.
 - a. Walk and turn
 - b. One leg stand
 - c. Horizontal Gaze Nystagmus
 - d. Portable Breath Tester (PBT)
3. All officers of the Patrol Division will be trained in these test procedures and will adhere to the guidelines established by the U.S. Department of Transportation and the National Highway Safety Administration in their use.

C. Driving While License Suspended or Revoked

1. Under the Illinois Vehicle Code, 625 ILCS 5/6-303, Driving While License is Suspended is a Class A misdemeanor.
2. Offenders will be issued a uniform traffic citation and will be processed accordingly in accordance with the provisions of these directives.
3. Offenders operating a vehicle in violation of amended 625ILCS 5/6-303(g) shall have their vehicle subject to seizure and forfeiture.

D. Speed Violations

1. It will be the policy of the Orland Park Police Department to reduce speed violations through enforcement action and to issue citations for speed violations.
2. Any person exceeding the limit will be issued a traffic citation unless circumstances indicate another action is more appropriate.

E. Hazardous Violations

1. Hazardous violations are defined as those violations that pose a direct hazard to the safe and efficient flow of traffic. In addition, these violations contribute substantially to crashes. For the purpose of this procedure hazardous violations fall into the following categories:
 - a. Unsafe Behavior - driver actions in direct violation of I.V.C. statutes related to moving violations i.e., violating traffic control devices, signs and other crash related violations.
 - b. Unsafe Conditions - vehicles that are improperly equipped, i.e., no headlights, worn tires, overweight trucks and any other violation that renders a vehicle unsafe.
2. Officers are to take immediate enforcement action based on sound judgment upon viewing or detecting hazardous violation.

F. All Terrain And Off-highway Vehicle Enforcement

Off-road recreational vehicles include snowmobiles, dirt bikes, mini-bikes, gas/electric scooters and all terrain vehicles. Officers will take appropriate enforcement action for violations committed by operators of off-road vehicles that are observed or reported to them. Any off-road recreational vehicle driven upon public roadways is subject to the traffic laws as specified in Illinois Vehicle Code or equivalent Village Ordinance:

1. Section 5/11-1426, Operation of all-terrain vehicles and off-highway motorcycles on streets, roads and highways.
2. Section 5/11-1427, Illegal driving or operation
3. Sections 40/2-4 through 40/7-1, Snowmobile registration and safety act

G. Equipment Violation

An officer, in the interest of corrective action, may appropriately handle equipment violations of the Illinois Vehicle Code through the issuance of a traffic citation, a Compliance Ticket, or verbal or written warnings.

1. When a vehicle is found to be in violation of several equipment requirements, a citation should usually be issued for the most serious violation.
2. This action would be taken even when each violation independently is worthy of only a warning.

H. Violations by Public or Commercial Carriers

1. Public/Commercial carriers who violate traffic laws will be treated in the same manner as the general public. Uniform enforcement policies and procedures outlined in those traffic related procedures are applicable.
2. When the violation is going to result in formal enforcement action, e.g.: a traffic citation or out of service order, then it is important to consider the safety of any passengers and/or valuable or perishable cargo.
 - a. If there are no passengers or valuable or perishable cargo, then take bond as required. The securing of the vehicle, if necessary, should be handled the same as any other vehicle.
 - b. The following guidelines shall be applied in taking formal enforcement action when there are passengers and/or valuable or perishable cargo:
 1. Non-continuing violations (speeding, stop sign, defective equipment, etc.) - take the appropriate bond on the street, if possible. Otherwise have the driver bring his vehicle to the Police Department to post bond.
 2. Continuing violations (DUI, no valid drivers license, out-of-service order, etc.) - notify and advise a supervisor of the situation. The supervisor will decide the appropriate action to be taken to insure the safety of the passengers and/or cargo, the violator's vehicle, and other users of the highway.
 3. When Size, Weight and Load Permits are involved, 625 ILCS 5/15-100, et. seq. will be the standard for policy and procedure.

I. Other Non-Hazardous Violations

Enforcement of non-hazardous violations will be governed by officer discretion. Voluntary compliance is the goal of enforcement action for minor violations.

J. Multiple Violations.

When multiple hazardous violations are committed by the same person, the officer should consider each violation separately when deciding what enforcement action should be taken.

K. Newly-Enacted Statutes and/or Village Ordinances.

It will be the policy of this Department to issue warnings for a period of 7 days after the date a law or ordinance becomes effective in lieu of special orders to the contrary.

L. Violation Resulting in Traffic Crashes

1. Officers are expected to take enforcement action whenever their traffic crash investigation or reporting activities produce probable cause to believe that a violation of the law or ordinance has occurred.
2. Officer's specific enforcement actions arising from traffic crashes will be consistent with the nature of the alleged violation and with all of this Department's written directives concerning traffic law enforcement. In taking any enforcement action, the officer must establish all elements of the violation. Elements that the officer has not personally witnessed must be established through investigation. The investigation may include:
 - a. Statements made to the officer by the alleged violator
 - b. Statements of witnesses
 - c. Crash scene measurements

- d. Physical evidence
- e. Hazards/Roadway Conditions
- 3. In traffic crashes, involving life-threatening injuries or fatalities, the officer shall contact the State's Attorneys Office before placing any charges.

M. Pedestrian and Bicycle Violations

- 1. Officers will take appropriate enforcement action when and where pedestrian and bicycle violations are observed.
- 2. The enforcement action will be commensurate with the pedestrian and bicycle crash experience, and at times and places as determined through analysis of crash reports.
- 3. The enforcement of traffic laws pertaining to pedestrians and bicyclists necessitates broad discretion from individual officers. To provide guidance in this discretion the following procedures are established:
 - a. prior to any substantial increase in the enforcement of pedestrian or bicycle traffic, sufficient publicity and community awareness programs will be implemented;
 - b. officers shall concentrate their efforts on pedestrian and bicycle violations in those areas where crashes have been frequent and severe;
 - c. in those areas where traffic flow is minimal and crashes involving pedestrians and bicycles are low, officers should exercise discretion in the application of the law.
- 4. The Traffic Safety Unit, Bike Patrol and PATV Units shall be responsible for the implementation of bicycle and pedestrian safety programs. These programs should be directed toward those age groups with the highest percentage of involvement with bicycle/pedestrian crashes.

N. Safety Belt Violations

- 1. Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries from traffic crashes. It will be the policy of the Orland Park Police Department to reduce death and personal injury from traffic crashes through enforcement action and to issue citations for safety belt use violations.
- 2. Any person failing to wear a safety belt while operating, or passenger in, a motor vehicle on any street within the Village of Orland Park, as described in ILCS 625 5/12-603.1, will be issued a traffic citation unless circumstances indicate another action is more appropriate.

61.1.6 TRAFFIC ENFORCEMENT PROCEDURES

- A. Strategies and tactics for traffic law enforcement shall be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic. This may involve one or more of the following types of traffic patrol:
 - 1. Line patrol - patrol between two specific points on a given street
 - 2. Area patrol - moving patrol within a defined area
 - 3. Stationary traffic observation
 - a. Visible stationary traffic observation
 - b. Concealed stationary traffic observation
- B. Officers may utilize countermeasures which would be effective for specific enforcement problems upon authorization of the Patrol Division Commander. These measures shall include, but not be limited to:
 - 1. Marked patrol vehicles should be utilized for traffic law enforcement. Unmarked vehicles may be used if the use of a marked vehicle would be counter-productive, provided that the unmarked vehicle is equipped with emergency lights and siren.
 - 2. Semi-marked/Unmarked vehicles may be utilized in the same manner as marked vehicles; however, the officer operating such vehicle should remain cognizant of the fact that the motorist may not recognize the vehicle as a police vehicle.
 - 3. Other specialty-type vehicles.

- a. John Deere Gator
- b. Bike patrol
- c. Smart Radar Units
- d. Motorcycles

61.1.7. TRAFFIC STOP PROCEDURES

- A. Since no two traffic stops are exactly alike, the following guidelines are recommended to provide for officer safety when stopping traffic law violators. Suggested procedures for officers initiating a traffic stop are:
- 1. Location should be chosen carefully. Every effort should be made to effect a stop in a location that provides ample space and sufficient lighting. When possible, avoid making stops at hills, curves, intersections and on major roadways.
 - 2. Officers shall notify the Communications Center of the location of the stop and then the registration number of the violator's vehicle prior to making contact with the violator.
 - 3. Activate the emergency lights to signal the violator to stop. The horn or siren may be used if necessary.
 - 4. The patrol vehicle should be positioned behind the violator's vehicle and offset two to three feet to the left.
 - 5. Officers should observe the occupants of the stopped vehicle briefly before exiting the patrol vehicle.
 - 6. High beam headlights and/or the spotlight should be used whenever necessary to illuminate the interior of the vehicle and protect the officer. Care must be utilized when using these lights so that other drivers sharing the highway are not "blinded" by these lights.
 - 7. Consider weapon readiness on every stop.
 - 8. While approaching the violator's vehicle, the officer should be observant for anything that does not appear normal. The officer shall be observant of any movements from inside the vehicle.
 - 9. While speaking to the violator, the officer should stand as close as possible to the vehicle and to the rear of the driver.
 - 10. Whenever possible, the officer should check via computer for the violator's driver's license status and for any warrants.
 - 11. While writing a citation, the officer should observe the violator as much as possible to ensure the status of the stop has not changed.
 - 12. When returning to the violator's vehicle to issue the citation, the officer must again be alert for any suspicious movements or actions inside the vehicle.
 - 13. Allow the stopped vehicle to re-enter traffic before leaving.

61.1.8. OFFICER CONDUCT WITH TRAFFIC VIOLATORS

- A. There are two objectives which the officer seeks to achieve when making traffic stops. The first is to safely take appropriate enforcement action and the second is to favorably alter the violator's driving behavior. Officers should try to make each contact educational, and should leave the violator with the impression that the officer has performed a necessary task in a professional and courteous manner. The following procedures should be used when an officer is communicating with a violator:
- 1. Be alert at all times for the unexpected.
 - 2. Be certain that the observations of the violation were accurate.
 - 3. Present a professional image in dress, grooming, language, bearing, and emotional stability.
 - 4. Have the necessary forms available
 - 5. Decide on the appropriate enforcement action based on the violation, not solely the violator's attitude.

6. Greet the violator in a courteous manner.
7. Inform the violator of the traffic law that has been violated and the intended enforcement action.
8. The officer may inquire if any of the occupants inside the vehicle are carrying a firearm and if they have a valid concealed carry license.
9. Obtain the violator's driver's license, proof of insurance and any occupant's concealed carry license, if applicable.
10. Obtain other identification if the driver has no driver's license.
11. Allow the driver to reasonably discuss the violation.
12. Complete the required forms if issuing a citation or give a warning.
13. Make sure the violator knows when and where to appear if a court appearance is required. Explain alternatives to court appearance, if appropriate.
14. Violators shall be advised of their various bonding options.
15. Be alert for signs of impairment or emotional stress exhibited by driver.
16. If necessary, assist the violator in re-entering the traffic flow.

61.1.9. SPEED MEASURING EQUIPMENT

- A. It is the policy of the Orland Park Police Department to enforce the proper movement, flow and speed of vehicular traffic within its boundaries. The Department will utilize speed enforcement tools in a manner designed to create an appropriate deterrent that will reduce speeding violations, improve the general quality of speeding arrests and reduce crashes caused by excessive speeds. The methods used to determine speed will be radar and pacing.

1. Radar:

Radar equipment used by the Department meets all standards established by the National Highway Traffic Safety Administration (NHTSA). Prior to using any radar unit the officer(s) will be certified in "The Basic Training Program in Radar Speed Measurement" or a similar program certified by NHTSA.

2. Operational Procedures

In selecting a location to operate radar, officers should position their patrol vehicles so as not to impede traffic. Officers must make sure that the radar unit being used is functioning properly by testing it before and after any enforcement contacts. This is done by the following method:

- a. Check the internal circuitry through the use of the internal test function of the unit.
 - b. Check the readout lights through use of the light test function of the unit.
 - c. Check the calibration of the unit externally through the use of tuning forks. If any of these tests show that a radar unit is not working properly, or if it is damaged or malfunctions, the unit shall not be used. The officer will return the unit to the shift supervisor with a written explanation of the problem, using the Radar repair form.
 3. Proper Care of the Radar Unit
 - a. Each radar unit shall, at all times, be operated and handled with care.
 - b. The unit should not be left on when not in use. If left on for a long period of time it may:
 1. Cause wear and tear on the unit's internal parts.
 2. May give the location of the patrol officer away to traffic violators and criminals.
 - c. The unit or component of the unit shall not be removed from the patrol vehicle it is assigned to without approval from the team shift commander. Two exceptions to this are:
 1. Deadlined unit removed for repair.
 2. Deadlined vehicle having to go in for repair to maintenance garage.

3. The unit will be placed in the Supervisor's office.
- d. When not in use, all radar units will be kept in their mounts or carrying bags. At no time will the units be placed or left on the car floor.
- e. Any detection of damage or misuse shall be reported to the team shift commander and noted on an equipment repair slip.
4. Maintenance/Records
 - a. Each radar unit comes with an operating manual. The manual to a specific unit shall be kept on file so that personnel can become familiar with such unit.
 - b. The Administrative Commander shall keep records as to dates the radar units are checked for calibration.
 - c. The Administrative Commander shall keep a record of all maintenance performed on each radar unit and its radar equipment.
 - d. The equipment standards shall be equivalent to the Model Standards promulgated by the National Highway Traffic Safety Administration (N.H.T.S.A.)
5. PACING
 - a. All patrol vehicles shall have a calibrated speedometer when pacing a vehicle.
 1. The radar unit in the vehicle will be used to calibrate the speedometer each day before the beginning of shift and after.
 2. When pacing, the patrol officer will keep an equal distance from the violator for as long as necessary to make an accurate determination of the violator's speed.

61.1.10.D.U.I. COUNTERMEASURES

- A. The Department recognizes that drivers impaired by alcohol and other intoxicants represent a serious threat to the safety of others. Because of the seriousness of this problem the Department maintains a D.U.I. enforcement program which includes provisions for public education and enforcement. The Orland Park Police Department's D.U.I. Countermeasures Program is focused on the arrest of alcohol and/or drug related traffic offense violations by providing special training to patrol personnel to assist their efforts in identifying and apprehending offenders
- B. The identification of persons suspected of driving under the influence of alcohol or drugs is an important component of the patrol function. Training will be provided to maintain a proficiency in the identification, apprehension and processing of alcohol/drug impaired motorists. Training courses provided will include:
 1. In-car video operation
 2. DUI Enforcement
 3. Zero Tolerance
 4. Standardized field sobriety testing
 - a. Horizontal Gaze Nystagmus (HGN)
 - b. Walk and Turn
 - c. One leg stand
 - d. Use of Portable breath tester (PBT)
 5. Breath Analysis Instrument Operation
Officers who are trained as Breath Analysis Instrument operators receive specialized training in the use of this equipment. These officers are trained and certified in accordance with specifications established by the Illinois State Police.
 6. Testifying in a D.U.I. Trial

- C. Information concerning the latest arrests for D.U.I. shall be provided to all supervisors. This information shall detail the time, location and day of the week for each arrest.
- D. Supervisors should direct patrol officers to those locations that require selective traffic enforcement for D.U.I., as workload and manpower permit.
- E. Officers should be familiar with those areas of their zone frequently traveled by alcohol impaired drivers, and with the locations of alcohol related traffic crashes.
- F. Persons under the age 21 who exhibit some signs of alcohol consumption, but are believed to be under .08, should be processed under the Zero Tolerance statute. A training flow chart detailing this procedure is available in the Operational Resource Manual.
- G. Periodically Road Side Safety Checks will be conducted with prior approval of the Chief of Police or his designee.
- H. The D.A.R.E. Officer is responsible for the development, implementation, and maintenance of drug and alcohol awareness programs for school age children and concerned community organizations and interested groups.
- I. A Department liaison will be established with any local chapter of S.A.D.D., M.A.D.D., or any other similar organization.

61.1.11.DUI ENFORCEMENT ACTION

- A. It shall be the policy of the Department to enforce the 625 ILCS 5/11-501 and its subsections by taking an aggressive enforcement stance in detecting and apprehending alcohol and/or drugged impaired drivers.

B. DUI Detection and Pre-Arrest Screening

Detection is the first step in any DUI enforcement action. The officer's observations in this stage are crucial in establishing probable cause upon which the arrest decision is based. Officers must perform the following tasks:

1. Recognize and identify specific driving behaviors that have a high probability of signifying that the driver may be impaired by alcohol and/or drugs.
2. Recognize and identify specific driving or other behaviors occurring during vehicle stops that provide additional evidence/suspicion that the driver may be impaired.
3. Note all observations leading to the suspicion that the driver may be impaired.
4. Exercise due care and caution in curbing/apprehending impaired drivers and be alert for unusual or inappropriate reactions from the driver.
5. Attempts to curb/apprehend should not be prolonged; apprehension should be made as soon as possible in a safe location.
6. Notify communications of location, vehicle description, and reason for the stop.
7. Approach the vehicle with caution, but with minimal delay.
8. Once the vehicle has stopped and the driver is impaired, do not allow the driver to move the vehicle.
9. Obtain driver license and other appropriate documents (e.g., registration, insurance card).
10. Interview driver and passengers
11. Recognize and identify specific characteristics attitudes and actions commonly manifested by impaired drivers during face-to-face contact.
12. Note all observations leading to the suspicion that the driver may be impaired...if probable cause exists to support your suspicion, request the driver to exit the vehicle for further investigation. Summon backup officer.
13. If vehicle was not observed in motion, determine if probable cause exists to charge driver with actual physical control.
14. Request the subject to exit the vehicle and move to a safe location to conduct field sobriety tests.
NOTE: Officers shall not conduct interviews or field sobriety tests in the space between the patrol

vehicle and the subject's vehicle

15. Select and administer appropriate field sobriety tests to assess impairment (e.g., horizontal gaze nystagmus test, walk- and-turn test, one-leg stand test) with a back up officer to witness.
16. If available, you may request subject to take a pre-arrest breath test (PBT) and notify him of his right to refuse the test. If the subject consents, administer appropriate PBT to obtain on-the-spot estimates of the subject's BAC level. NOTE: Officers are expected to conduct a thorough and complete investigation to obtain all possible evidence concerning the subject's impairment. The arrest decision cannot be based solely on the result of the pre- arrest breath test. The PBT should be used whenever the officer has reason to believe the subject has been drinking, but evidence of impairment is not conclusive. The PBT can also eliminate alcohol as a source of impairment and assist in identifying other sources such as drugs. The PBT can also be used for Zero Tolerance Enforcement to determine if breath test should be requested of person under 21 years of age.
17. Formulate appropriate arrest decision based on the evidence accumulated in the above steps.

C. Arrest and Processing

1. If all elements of the DUI violation (e.g., operation or actual physical control, on a highway or in the state, while impaired by alcohol and/or drugs) have been clearly established, officers shall effect a physical arrest of the subject.
2. Handcuff and search subject.
3. If driver was alone do motor vehicle inventory, complete tow report and tow vehicle in accordance with this directive.
 - a. If vehicle contained sober passengers, with driver's permission, you may release vehicle to them, or
 - b. Place appropriate 12 hour hold on vehicle in accordance with 625ILCS 5/4-203(e).
4. Transport to station lock-up.
5. Complete the "Probable Cause" citation, Charge with zero-tolerance, CMV-DUI or if with DUI then complete the DUI citation and then follow with citations for any additional charges.
 - a. The citation will be completed before requesting the subject to submit to any test or tests.
6. Issue the Implied Consent Warning to subject by reading verbatim from "Warning to Motorist."
7. Request subject to submit to test or tests:
 - a. Following the above warning, the arrested subject will be requested to submit to a test or tests. If the arrested subject wishes to contact an attorney or other person before agreeing or refusing to submit, the subject will be allowed a reasonable period of time to do so. The existing circumstances will determine the period of time that is reasonable.
8. Tests
 - a. Breath test - submission to breath test will be requested unless:
 1. Transporting the arrested subject to station is impractical due to his/her physical condition, or
 2. At the time of arrest, there is no reason to believe that the arrested subject is under the influence of drugs or a combination of drugs and alcohol.
 - b. Blood test - submission to a blood test will be requested:
 1. When submission to a breath test is not requested for reasons as stated in subparagraph a. above, or
 2. In addition to the completion of a breath test, when the results obtained lead to the presumption that the arrested subject is under the influence of drugs or a combination of alcohol and drugs.
 - c. Urine test - submission to a urine test will be requested:

1. In addition to a blood test if drugs are suspected, or
 2. When a breath or blood test is not possible.
9. Submission to Test
- a. If the arrested subject agrees to submit, the arresting officer will make arrangements for the appropriate test or tests.
 - b. If the arrested subject refuses to submit following the initial request, no subsequent requests will be made; however, the subject will be permitted to submit to, and complete, the test or tests if the subject voluntarily reverses his/her initial decision within a reasonable period of time. The existing circumstances will determine the period of time that is reasonable.

Note: If involved in a class A injury/fatal crash, driver(s) are subject to provisions of 11-501.6 Mandatory Tests.

D. Conducting Tests

1. Breath Tests
 - a. Breath tests must be conducted by a licensed Breath Analysis Instrument Operator in accordance with Illinois Department of State Police rules.
 - b. All information recorded on the Test Record Card will be entered by the Breath Analysis Instrument Operator.
 - c. Breath Analysis Instrument Operator will record all test information and refusal information, if applicable, in appropriate log book.
 - d. Grossly Intoxicated
 1. Any arrested subject who loses consciousness from alcohol or drug intoxication or who obtains a breath analysis reading of 0.35% BAC, or, when the officer feels the subject's health may be in danger, shall be transported to a hospital by paramedics. No person shall be released from police custody who is intoxicated to such a degree that the subject's safety is in question.
2. Blood Test
 - a. Blood samples shall be collected in accordance with Illinois Department of State Police rules.
3. Urine Test
 - a. Urine samples shall be collected under the same environmental conditions as blood samples, in accordance with Illinois Department of State Police rules.
 - b. Medical personnel may be appointed by the arresting officer, as the representative of the arresting officer to be present when the sample is collected.
4. Additional Tests
 - a. Persons requesting an additional chemical test, at their own expense, will be assisted in locating a nearby facility providing such test.
 - b. Transportation will be provided to obtain an additional test at a nearby facility
 - c. The provision of a. and b. will be applicable only if the request for an additional test is made prior to incarceration or release on bond.

E. Refusal to Submit to Tests

1. If subject refuses to submit to the evidential chemical test, complete appropriate forms to invoke the implied consent sanctions.
2. Complete arrest report and required forms.
 - a. Departmental forms must be completed as required, including DUI Report Form, thoroughly

documenting all evidence gathered during the investigation and indicating the results of all field sobriety and/or chemical tests administered.

1. Instruction in completing these forms may be found in the Department Document Instruction Manual.
3. Determine whether to incarcerate or release. The officer's decision to incarcerate or release is based on several factors:
 - a. Specific statutory requirements
 - b. Level of intoxication
 - c. Location/availability of a responsible party to assume custody of the subject. NOTE: Department policy supports release to a responsible third party whenever possible and/or practical.
4. Forward citation and all reports and supporting documents to shift supervisor for review and transmittal to records section for filing.

61.1.12.REFERRAL OF DRIVERS FOR RE-EXAMINATION

A. Reporting Incompetent Drivers

Police officers may alert the Illinois Secretary of State of concerns regarding an individual's ability or competence in driving a motor vehicle through the use of "The Medical Reporting and Re-Examination request Form," (SOS Form DSD DA-16).

1. Routine enforcement, crash reporting and investigation activities frequently lead to the discovery of drivers who have a physical or mental condition which might prevent the person from operating a motor vehicle in a safe and reasonable manner.
 - a. In the event an officer observes or investigates a crash and determines the cause to be the result of a "black-out," seizure or other incapacitating medical/mental condition the officer shall complete Section I, II and IV.
2. Officers detecting a person who appears to be incompetent, physically or mentally disabled, or suffers from disease or other conditions that prevent him from exercising reasonable and ordinary care over a motor vehicle, will request a re- examination by the Secretary of State, in accordance with the procedures set forth in Chapter 625, Section 5/6-207 of the Illinois Compiled Statutes and Chapter 92 of the Illinois Administrative Code Section 1030.16.
3. When requesting a re-examination the officer must be specific and relate the circumstances which provide the basis for the request.
4. Specific directions for the completion of re- examination request form DSD DA-16 may be found in the Document Instruction Manual.
5. All requests will be forwarded to Traffic Unit for mailing and filing.

61.1.13.PARKING ENFORCEMENT

- A. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the Village.
- B. Street parking is restricted in various areas to ensure fair access to parking and to expedite the flow of traffic during peak hours.
- C. Special restrictions apply to weather emergencies and the type of classification of vehicles.
- D. Officers shall enforce parking violations with discretion, taking into account the seriousness of the violation.
- E. Special attention should be given to the following areas:
 1. Handicapped parking violations
 2. Fire hydrant parking violations
 3. Business areas during peak hours

4. Primary snow route violations
 5. Fire Lanes
- F. When vehicles are parked in such a manner as to necessitate their immediate removal, officers shall make a reasonable attempt to locate the owner/driver. If unsuccessful, the vehicle shall be towed only in accordance with department tow directive
- G. Parking regulations may be enforced in private parking areas provided there has been a contractual agreement in accordance with the Illinois Vehicle Code.
- H. Members of the Orland Park Police Department will not include any "*personal information or highly restricted personal information*" on any citation issued that is not "*a personally issued citation*." Any citation that is written and "hung" or left for the violator and not provided face-to-face (ie..parking ticket left on vehicle) shall only include sufficient information to identify the vehicle that is the subject of the violation.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-2
SUBJECT: TRAFFIC CRASH INVESTIGATIONS
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

61.2.1. TRAFFIC CRASH INVESTIGATION AND REPORTING POLICIES
61.2.2. TRAFFIC CRASH TYPES REQUIRING OFFICER RESPONSE
61.2.3. TRAFFIC ACCIDENT SCENE RESPONSIBILITIES
61.2.4. TRAFFIC CRASH INVESTIGATION FOLLOW-UP
61.2.5. TRAFFIC CRASH VICTIM PROPERTY HANDLING
61.2.6. TYPE A INJURY OR FATAL CRASHES

PURPOSE:

The purpose of this order is to establish policies and procedures related to the Department's traffic crash investigation efforts.

DEFINITIONS:

Officer-involved Death: Includes any death resulting from a motor vehicle accident, if the law enforcement officer was engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or attempt to apprehend (50 ILCS 727/1-5).

Traffic Crash Reporting: Basic data collection to identify and classify a traffic crash and the persons, vehicles, time/location, planned movements involved, and possible contributing factors, such as traffic law violations.

Traffic Crash Investigation: Collection of factual information which includes identifying and describing people, roads, and vehicles involved in a crash; describing the results of the crash in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the roadway, and final positions of vehicles and bodies; interpretation of these facts in terms of behavior of road users involved; and, sometimes, an attempt to specify the peculiar combination of factors required to produce that particular crash.

Type A Injury: An injury that requires immediate professional attention in either a doctor's office or a medical facility as indicated on the traffic accident report completed by a law enforcement officer. A type A injury shall include severely bleeding wounds, distorted extremities, and injuries that require the injured party to be carried from the scene.

ORDER:

61.2.1. TRAFFIC CRASH INVESTIGATION AND REPORTING POLICIES

- A. In order to ensure that the Department's crash reporting responsibilities are effectively carried out, the following procedures have been established:

1. A record will be made of every traffic crash reported to the Department. Officers will report all crashes that meet or exceed the state specified requirements for reporting.
2. The Department will comply with all laws governing the reporting of traffic crashes. Specifically:
 - a. Illinois Vehicle Code, Article IV Crashes
3. Officers will conduct on-scene investigation of all traffic crashes involving the following:
 - a. Death
 - b. Injury
 - c. Hit and run
 - d. Driver impairment due to alcohol or drugs
 - e. Hazardous materials
 - f. Occurrences on private property
 1. The responding officer will conduct a preliminary investigation to determine the exact location of occurrence and check for injuries and/or driver impairment.
 2. Traffic citations may be issued to motorists operating an uninsured motor vehicle, driving under the influence, and reckless driving.
 3. Written reporting requirements are outlined in 61.2.1(E), Duty to Report a Crash
 4. If an incident is resolved without a crash report, the Reporting Officer will advise communications and provide disposition notes in the call that include driver identifiers, vehicle registration or the VIN for each unit involved and pertinent details of the crash.
 - e. Damage to Municipal vehicles or property
- B. Any crash that is handled by the Orland Park Police Department shall be reported or investigated in a complete and professional manner.
- C. If the crash is reported to have occurred outside the Village limits, the appropriate jurisdiction shall be notified.
- D. Any crash report or investigation report taken will be recorded on the Illinois Traffic Crash Report SR1050 (Rev 12/01) or entered into ECrash
 - a. SR 1050A Additional Units report
 - b. SR 1 Motorist report
- E. **Duty to Report a Crash**

Officers shall ensure that all traffic crash reporting at least conforms to the requirements found within the Illinois Vehicle Code, Duty to Report Crash (625 ILCS 5/11-406). Mandatory Traffic crash reporting shall include, but not be limited to the following crashes;

 1. Crashes involving injury or death;
 2. Crashes resulting in the damage to property of any one person in excess of \$1500;
 3. Crashes resulting in vehicles being towed from the scene due to damages incurred during the crash.
- F. **Driver Exchange of Information Requirements**

Officers investigating traffic crashes shall in all cases facilitate the appropriate exchange of information as required and necessary.

1. When the reporting requirements of sub-section E (above) are not met and the traffic crash report will not be required, officers shall issue the Driver's Crash Information Sheet to each driver involved and assist in the completion and exchange as necessary (See Attachment A).

G. Detention Aide Traffic Crash Reporting

Detention Aides (DA) of the Department shall be available for the reporting of certain traffic crash incidents within the Village of Orland Park. DAs will complete traffic crash calls for service in accordance with the following guidelines;

1. DAs will receive a full course of instruction focused on the knowledge, skills and abilities necessary for the crash reporting as allowed for within this directive prior to reporting any traffic crash incidents.
2. DAs may only complete walk-in property damage crashes that are minor in nature (no injuries, vehicles not to be towed due to crash and/or no arrests to be made).
3. Hit and run crashes when there is no apparent evidence or witnesses available may be completed by the DA.
4. In the event, during a DA crash reporting incident, it becomes necessary to issue a citation for violations of the mandatory insurance law, driving while license is suspended or revoked, etc., the DA shall request the Communications Center to dispatch a patrol officer to issue appropriate citations and/or provide support assistance.

H. Officer-Involved Death Resulting from a Motor Vehicle Accident

All officer-involved deaths resulting from a motor vehicle accident shall be investigated as outlined in the Police and Community Relations Improvement Act, specifically, Investigation of officer-involved deaths; requirements (50 ILCS 727/1-10).

61.2.2. TRAFFIC CRASH TYPES REQUIRING OFFICER RESPONSE

- A. One or more officers shall respond to the scene of a crash involving any of the following:

1. Death
2. Injury
3. Hit and run
4. Damage to public vehicles or property
5. Driver impairment due to alcohol or drugs
6. Hazardous materials
7. Disturbance between principals
8. Major traffic congestion resulting from the crash
9. Damage to vehicles to the extent towing is necessary
10. Involving a school bus with children on board

- B. In response to a serious or complex investigation, officers shall:

1. Provide needed emergency services.
2. Investigate the crash.
3. Record/preserve short-lived evidence.
4. Restore normal traffic flow.

- C. In less serious crashes, officer involvement may be influenced by the availability of officers and the immediate workload. At the discretion of a field supervisor, property damage only crash reports may be taken by directing the principals to the police station where a report will be made. The field supervisor may implement this process when any of the following exist:

1. Severe weather
2. Unavailability of manpower (priority to other emergencies).
3. Several crashes occurring at about the same time in one area of the Village.

61.2.3. TRAFFIC CRASH SCENE RESPONSIBILITIES

- A. Dispatch of officers to the scene of a traffic crash.
 1. When directed to respond to a traffic crash, the officer will be informed of (if available):
 - a. The exact location
 - b. The severity of the crash
 - c. If traffic is blocked
 - d. Other assigned units
 - 1) Officers
 - 2) Ambulance
 - 3) Fire apparatus
 2. Officers directed to a crash scene should choose the best possible approach route, considering traffic flow and congestion problems, based on their knowledge of conditions normally existing in the vicinity. Officers should drive safely to the scene, consistent with the need for a prompt response.
 3. While in route to the scene, officers should be alert for vehicles leaving the vicinity which exhibit indications of involvement in a crash.
- B. Notification by officers of traffic crashes encountered.
 1. As soon as possible upon encountering an unreported traffic crash, officers will notify the Communications Center of the following:
 - a. The exact location
 - b. The severity of the crash
 - c. If traffic is blocked
 - d. Any other pertinent information
- C. Approach to and arrival at traffic crash scenes.
 1. When approaching a traffic crash scene, officers will be alert for, and avoid obliterating or destroying evidence.
 2. During the approach to the scene, and upon arrival, officers will be cognizant of any specific conditions or factors that may have contributed to the crash. This may include, but is not limited to:
 - a. Visibility/view obstructions
 - b. Inoperative/missing traffic control devices
 - c. Other hazards
 3. Upon arrival at the scene, officers shall park their vehicle(s) in such a manner as to provide maximum protection to the scene, while wearing appropriate safety equipment, (vest etc.).
 4. Officers will assess the scene to determine the need to summon assistance for:
 - a. Emergency Medical Services
 - b. Firefighting services
 - c. Protection of the scene
 - d. Control of traffic

- e. Additional investigative skills

D. Possible hazardous materials incident

1. Resist rushing in!
2. Approach the incident upwind, stay clear of all spills, vapors, fumes, and smoke
3. Identify the material by finding anyone of the following:
 - a. The 4-digit I.D. number on a placard or orange panel
 - b. The 4-digit I.D. number (after UN/NA) on a shipping document or package
4. Notify Hazardous Response Team
5. First Aid
 - a. Move victim to fresh air
 - b. Call emergency medical care
 - c. Apply artificial respiration if victim is not breathing. Do not use mouth-to- mouth method if victim ingested or inhaled the substance; induce artificial respiration with the aid of a pocket mask equipped with a one-way valve or other proper respiratory medical device.
6. Traffic Unit will handle the crash report after incident has been stabilized.

E. Dealing with injuries

1. If there are injuries at a crash scene, officers should identify those most seriously injured. Within their capabilities, officers should administer appropriate medical aid to injured persons.
2. Officers shall summon appropriate emergency medical assistance to the scene and assist in getting injured persons removed to medical facilities as soon as possible. If there is any question as to whether a person is injured or dead, that person shall be removed to a medical facility.
3. Officers shall not transport injured persons in a police vehicle.
4. At crash scenes where there is personal injury or the imminent threat of injury, actions to deal with the injury will take precedence over investigative or reporting activities.
5. Normally, persons suffering obviously fatal injuries are kept at the scene until their removal is ordered by the Medical Examiner.

F. Fire hazards

1. If there is a potential for fire, officers will take appropriate action to stabilize the conditions by providing adequate protection to the scene, isolating the immediate area, removing persons from the vicinity of the hazard (if possible), suppressing the hazard (if possible), and summoning fire fighting assistance, when necessary.
2. Officers will attempt to eliminate the possibility of sparks or other ignition from smoking, flares, electricity or any other source, to the maximum extent possible.
3. If a fire exists, officers will rescue persons near the fire (if possible), extinguish the fire (if possible), and summon fire-fighting assistance.
4. Depending upon the extent of the fire, officers will evacuate the surrounding area and maintain isolation of the area until the fire is suppressed.
5. Officers should carefully control the movement of vehicles in the vicinity of the fire or potential fire hazard, detouring traffic, if necessary.

G. Protecting the scene and clearing the roadway.

1. Officers shall use their police vehicle emergency lighting, flares, and any other warning devices, as necessary to protect the scene and alert approaching traffic to potential danger. Scene protection and warning are especially important if the victim of the crash, their vehicles or hazardous debris are in the roadway. However, since emergency lighting, flares, and other warning devices may sometimes confuse motorists or create additional traffic problems, the unnecessary use of these devices is discouraged.
2. The failure to expedite the removal of vehicles involved in a crash from the roadway sometimes results in unnecessary congestion and may contribute to additional collisions. Therefore, consistent with the needs to preserve evidence, if the roadway is blocked by debris and/or vehicles only, and if there are no injuries requiring immediate attention, the officer will clear the roadway as rapidly as possible.
3. To prevent congestion, and to permit emergency vehicles to move freely and safely, officers will direct vehicles at the scene (emergency and otherwise) to be parked safely off the roadway as soon as practical (if possible to do).
4. Officers shall be alert for actual or potential dangers at crash scenes (flammable fluids, hazardous materials, etc.). Officers will initiate appropriate preventative actions and summon additional services when such actual or potential dangers are noted.
5. Officer will conduct crash scene traffic and control activities, as necessary to protect the scene, clear the roadway, promote the safe and efficient movement of traffic in the vicinity, and prevent additional collisions.

H. Carrying out investigative and reporting services

1. Officers will conduct on-scene traffic crash investigative and reporting activities as are necessary and appropriate, given the nature and circumstances of the crash.
2. Officers will take enforcement action, when and as appropriate, based on the evidence obtained from their investigation and reporting activities.

I. Traffic crashes involving trains

1. The Orland Park Police Department will be the lead agency investigating any train crashes that occur within the Village limits.
2. Incidents involving only trains and its passengers are not reportable traffic accidents requiring the completion of the Illinois Traffic Crash Report SR1050 (Rev. 12/01) or entered into ECrash.
3. Only a railroad train striking a vehicle at a grade crossing or roadway is a reportable traffic crash requiring the completion of the Illinois Traffic Crash Report SR1050 (Rev 12/01) or entered into ECrash.
4. Any accident involving a train that does not occur at a grade crossing or roadway is not a reportable traffic crash.
5. A railroad train striking a pedestrian at any location requires a General Case Report.

J. Clearing the scene and terminating on-scene activities.

1. Consistent with the need to deal with injuries, hazardous conditions, and preserve and collect evidence, officer will arrange for the prompt removal of vehicles and debris from the scene of a traffic crash.
2. When vehicles are to be driven away from the scene, (vehicles involved in the crash, emergency vehicles, tow vehicles, and others) officers will assist the drivers, as necessary, in entering the traffic flow.
3. Once the scene has been cleared of vehicles, debris, etc., officers will arrange for the prompt removal of flares and/or warning devices used to protect the scene.

K. Crash scene officers in charge

1. Special training has been provided to Department personnel in the area of on scene A/I, technical crash investigation, and reconstruction. A crash investigator will be assigned or called out to investigate any traffic crash involving the following and will be the officer in charge;

- a. All fatal crashes with the exception of crashes involving Metra trains where it is reasonable to believe that the cause of the accident was not criminal in nature, it does not involve a village owned vehicle, not the result of police action, or result in the extensive damage to village owned property.
 - b. All serious personal injury crashes involving injuries likely to result in death or permanent disability (i.e.; loss of limb, eye, and severe burns) with the exception of crashes involving Metra trains where it is reasonable to believe that the cause of the accident was not criminal in nature, it does not involve a village owned vehicle, not the result of police action, or result in the extensive damage to village owned property.
 - c. All crashes involving village owned vehicles, (police, fire, public works), wherein there occurs significant property damage and/or personal injury, regardless of severity.
 - d. All crashes occurring as a result of, or during a police action, (i.e.; pursuit).
 - e. All crashes involving extensive damage to Village owned property.
 - f. Any other crash situation where special circumstances are present, such as potential liability to the Village, and the on-scene supervisor determines that the services of a Crash Investigator or Reconstructionist is required.
2. The Communication section has a listing of personnel qualified to assist in crash investigations. The on duty patrol supervisor must authorize the calling out of a crash investigator, if one is not on duty.
 3. Officers requesting assistance should make every effort to preserve the crash scene for the crash investigator. The patrol officer assigned the initial call is responsible for completion of the required crash report. The crash investigator will be responsible for any supplemental, investigative reports and/or diagrams.
 4. All other crashes will be handled by Patrol Officers and assigned officer will be officer in charge.

61.2.4 TRAFFIC CRASH INVESTIGATION FOLLOW-UP

- A. The Orland Park Police Department will perform follow-up traffic crash investigation services in support of on going or anticipated criminal prosecution. Traffic officers receive special training in follow-up crash investigation techniques. Traffic Officers will be assigned to carry out any necessary follow-up investigations. These investigations include:
 1. Collecting off-scene data
 2. Obtaining and recording formal statements from witnesses. Written statements should be obtained whenever possible.
 - a. An investigator from Investigations Division may be assigned to assist Crash Investigator during interviews and interrogations; however, an investigator will be assigned to coordinate the investigation of all fatal crashes.
 3. Reconstruction of traffic crashes.
 4. Preparing formal reports to support criminal charges arising from the crash
 5. The release of any vehicle involved in a traffic crash resulting in great bodily harm, death or extensive damage to a building or dwelling is governed in General Order 61-5, Motor Vehicle Tows, Subsection H.
- B. The Traffic Safety Unit Supervisor will review all follow-up reports on crash investigations

No vehicle shall be released prior to the approval of the States Attorney's Office when the vehicle was involved in a crash resulting in great bodily harm or death and criminal charges have been filed.

61.2.5. TRAFFIC CRASH VICTIM PROPERTY HANDLING

- A. The officer at the scene of a crash should ensure that property belonging to the crash victims is protected from theft or pilferage and is removed to a place of safekeeping if the owner is unable to care for it.
 1. Items of significant value readily accessible to theft shall not be left with the vehicle.
 2. In situations where officers find it necessary to handle a crash victim's personal property, whenever possible, it should be done in the presence of witnesses.

3. If it becomes necessary to take property into custody belonging to a crash victim, that property will be turned over to the Evidence and Recovered Property Unit, after completing the proper inventory forms.

61.2.6 TYPE A INJURY OR FATAL CRASHES

- A. According to 625 ILCS 5/ 11-501.6, Any person who drives or is in actual control of a motor vehicle upon the public highways of this State and who has been involved in a personal injury or fatal motor vehicle accident, shall be deemed to have given consent to a breath test using a portable device as approved by the Department of State Police or to a chemical test or tests of blood, breath, or urine for the purpose of determining the content of alcohol, other drug or drugs, or intoxicating compound or compounds of such person's blood if arrested as evidenced by the issuance of a Uniform Traffic Ticket for any violation of the Illinois Vehicle Code or a similar provision of a local ordinance, with the exception of equipment violations contained in Chapter 12 of the Illinois Vehicle Code, or similar provisions of local ordinances.
- B. Any person who is dead, unconscious or who is otherwise in a condition rendering such person incapable of refusal shall be deemed not to have withdrawn the consent. In addition, if a driver of a vehicle is receiving medical treatment as a result of a motor vehicle accident, any physician licensed to practice medicine, licensed physician assistant, licensed advanced practice nurse, registered nurse or a phlebotomist acting under the direction of a licensed physician shall withdraw blood for testing purposes to ascertain the presence of alcohol, other drug or drugs, or intoxicating compound or compounds, upon the specific request of a law enforcement officer. However, no such testing shall be performed until, in the opinion of the medical personnel on scene, the withdrawal can be made without interfering with or endangering the well-being of the patient.
- C. Investigating the cause of a traffic crash involving a type A injury or a fatality is often complex and may involve contributing factors that may not be immediately known due to the necessity to render medical aid to the involved parties, the inability to secure witness statements soon after, and the need to thoroughly reconstruct the accident.
 1. As a result, the lead traffic crash investigator may elect to request the drivers or persons in actual control of a motor vehicle upon the public highways of the State to consent to a breath test using a portable device as approved by the Department of State Police or to a chemical test or tests of blood, breath, or urine for the purpose of determining the content of alcohol, other drug or drugs, or intoxicating compound or compounds of such person's blood prior to the issuance of a Uniform Traffic Ticket for any violation of the Illinois Vehicle Code or a similar provision of a local ordinance, with the exception of equipment violations contained in Chapter 12 of the Illinois Vehicle Code, or similar provisions of local ordinances.
 - a. The traffic crash investigator shall utilize the Orland Park Police Department's Traffic Crash Voluntary Consent Form.
- D. If the cause of the crash is readily apparent, the traffic crash investigator should forgo the use of the Orland Park Police Department's Traffic Crash Voluntary Consent Form, issue a Uniform Traffic Ticket for any violation of the Illinois Vehicle Code or a similar provision of a local ordinance, with the exception of equipment violations contained in Chapter 12 of the Illinois Vehicle Code and proceed with reading of the Traffic Crash Warning to Motorist to the operator of the motor vehicle that has caused the death or personal injury.
- E. The use of the Orland Park Police Department's Traffic Crash Voluntary Consent Form should not be used when:
 1. A law enforcement officer has probable cause to believe that a motor vehicle driven by or in actual physical control of a person under the influence of alcohol, other drug or drugs, or intoxicating compound or compounds, or any combination thereof has caused the death or personal injury to another, the law enforcement officer shall request, and that person shall submit, upon the request of a law enforcement officer, to a chemical test or tests of his or her blood, breath or urine for the purpose of determining the alcohol content thereof or the presence of any other drug or combination of both (625 ILCS 5/11-501.2(c)2).
 - a. The operator of the motor vehicle driven by or in actual physical control does not have the ability to refuse under 625 ILCS 5/11-501 to submit to these tests or any ability to revoke the implied consent to these tests (625 ILCS 5/11-501.2(c)2).



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-3
SUBJECT: TRAFFIC DIRECTION AND CONTROL
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

61.3.1. TRAFFIC ENGINEERING ACTIVITIES
61.3.2. TRAFFIC DIRECTION AND CONTROL PROCEDURES
61.3.3. MOTOR VEHICLE ESCORTS
61.3.4. ROAD BLOCK POLICY
61.3.5. ADULT SCHOOL CROSSING GUARDS PURPOSE:

PURPOSE:

The purpose of this order is to identify liaison and data- sharing responsibilities with various traffic engineering authorities, particularly the Orland park Department of Transportation and to establish policies and procedures related to the Department's traffic direction and control efforts.

DEFINITIONS:

PTAB: Acronym for the Parking and Traffic Advisory Board.

Traffic Survey: An examination of traffic characteristics, such as volume, speed, delay, crashes, origin, destination, etc.

ORDER:

61.3.1. TRAFFIC ENGINEERING ACTIVITIES

- A. Village of Orland Park's Development Services has the primary responsibility for traffic engineering. Development Services has a full time, certified, traffic engineer to determine engineering needs.
- B. The Traffic Safety Unit Supervisor will be the liaison between the Police Department and the Traffic Engineer. When an officer identifies a traffic problem, via enforcement activities or motor vehicle crashes that may be due to an engineering problem, they should initiate correspondence outlining the problem. The correspondence shall be sent to the Traffic Unit Supervisor. The supervisor will forward this material to the Engineer.
- C. The Traffic Safety Unit Supervisor will also coordinate the department's participation in the following activities (as needed when Developmental Services requests assistance)
 1. Collecting and compiling traffic enforcement and motor vehicle crash related data relevant to identifying specific engineering problems and solutions.
 2. Causing special traffic surveys and studies to be conducted, as appropriate, to further investigate the problem.
 3. Analyzing traffic enforcement and motor vehicle crash data to discern trends and relationships symptomatic of engineering problems.

4. Making recommendations concerning the efficient use of traffic control devices, new and revised laws, or other such improvements.

D. Referral of Engineering Deficiencies

A citizen or other agency notification of existing or potential problems and possible solutions will be investigated by a patrol officer, where feasible. The officer shall initiate appropriate remedial action, when applicable and possible, or refer the information to the Traffic Safety Unit Supervisor. If the problem is of an engineering nature, the information will be forwarded to Developmental Services.

E. Transportation System Planning.

The Police Department participates in local and regional transportation system management planning on an "as needed" basis. Participation is intended to ensure proper consideration of enforcement needs and service demands prior to project implementation.

F. Traffic Engineering Personnel Training.

The Traffic Safety Unit Supervisor is the Department's liaison with the Traffic Engineer. To provide a minimum level of proficiency to the Supervisor regarding traffic engineering, the supervisor shall attend the "Managing Police Traffic Services" course offered by the Northwestern Traffic Institute (or equivalent). The curriculum of this course includes, but is not limited to:

1. Traffic Survey Methods and Techniques
2. Traffic Control Measures
3. Traffic Planning
4. Data Analysis

G. Parking and Traffic Advisory Board (PTAB)

The PTAB is established by Ordinance in and for the Village of Orland Park, Cook and Will Counties, Illinois. Membership in the PTAB is established by the ordinance.

1. A police representative, generally the Traffic Safety Unit Supervisor, shall be assigned by the Chief of Police to offer technical assistance to the PTAB.
2. The Function of the PTAB is the handling or referral of complaints and/or recommendations concerning traffic deficiencies from all sources. The PTAB, upon completing the requisite research and deliberation regarding any traffic issue is to submit recommendations in an advisory capacity to the Village President and Board of Trustees for official action that is aimed at improving parking and traffic conditions.

61.3.2. TRAFFIC DIRECTION AND CONTROL PROCEDURES

A. Crash Scenes

1. Uniformed police officers have the primary responsibility for the direction and control of traffic at motor vehicle crash scenes. Officers should set up perimeter traffic control points to:
 - a. Allow for the ingress - egress of police, fire and rescue equipment.
 - b. Halt or divert approaching traffic away from or around the crash scene.
 - c. Provide for a system of alternate routes to move traffic around the crash.
2. Officers should notify the Telecommunications Center of the action being taken so that they may in turn notify other jurisdictions that may be affected.
3. When it becomes necessary to close or restrict the flow of traffic, the following means of control may be used:
 - a. Flares may be used except where hazardous materials are involved.
 - b. Use of barricades may be appropriate when an entire roadway or intersection must be closed.
 - c. Traffic cones are excellent for diverting traffic from one lane to the next and are often more appropriate than flares.

- d. On a temporary closure, a marked police vehicle with activated emergency lights may be used.

B. Uniform Hand Signals For Manual Traffic Direction

All Department personnel assigned or authorized to direct traffic should use the following uniform signals and gestures to perform manual traffic direction.

1. Stopping traffic by hand.

To stop traffic, the officer should first extend his arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture. The pointing hand is then raised at the wrist so that the palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.

2. Starting traffic by hand.

To start traffic, the officer should first stand with shoulder and side toward the traffic to be started, extend his arm and index finger toward and look directly at the person to be started until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture. With palm up, the pointing arm is swung from the elbow only, through a vertical semicircle until the hand is adjacent to the chin. If necessary this gesture is repeated until traffic begins to move. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

3. Right turning.

Drivers making right turns usually effect their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary, the officer should proceed as follows:

a. If the driver is approaching from the officer's right side, the extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn.

b. If the driver is approaching from the officer's left side, the same procedure may be followed utilizing the left arm extended.

4. Left turning.

Left turning drivers should not be directed to effect their movement until the officer has stopped oncoming traffic. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver. After stopping the oncoming traffic by using the right arm and hand, the right hand should remain in the halt gesture. The extended left arm and index finger and the officer's gaze is directed toward the driver who intends to effect a left turn. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go.

5. Use of flashlight.

A flashlight can be used to halt traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signals may be given in the usual manner with the vehicle headlights providing illumination. Orange flashlight cones may be utilized to enhance visibility.

C. Whistle Commands

Officers who choose to utilize a whistle will do so only to get the attention of a driver or pedestrian and to direct their movements. The whistle should not be used continuously as it will lose its effect.

1. One long blast on a whistle will indicate a stop signal.

2. Two short blasts will indicate a signal to start.

3. Several short blasts may be used to get the attention of a driver or pedestrian who does not immediately respond to a given signal.

4. Whistle commands will be utilized in conjunction with hand and arm signals, keeping in mind that individuals such as the hearing impaired or preoccupied individuals may not always hear or understand said whistle commands.

D. Fire Scene

At the scene of a fire, the police shall direct and support the fire rescue operations. This responsibility shall include:

1. Consulting with the ranking fire official in charge of the scene to determine their needs.
2. Providing protection for the fire scene and for fire and rescue equipment.
3. Setting up perimeter traffic control points to allow for the ingress-egress of fire and rescue equipment and personnel authorized to be at the scene.
 - a. Such personnel shall include all persons who can identify themselves as firemen, either regular or paid-on-call by badge, identification card, or possession of regularly used fire equipment such as a helmet and coat.
 - b. It shall be the responsibility of supervisor officers of the Fire Department to correct any problems resulting from the above persons blocking fire lanes or retarding the efficiency of persons at the scene.

E. During Periods of Adverse Road and Weather Conditions.

The Department will continue to maintain a close working relationship with those agencies that share responsibility for coping with adverse road and weather conditions affecting traffic safety and will continue to cooperate with them in developing and carrying out mutual assistance policies, procedures and programs to service the public as effectively as possible when such adverse conditions exist.

1. Upon discovering an adverse road or weather condition, agency personnel shall notify appropriate agencies and persons for the purpose of correcting the condition.
2. Agency personnel will provide traffic direction and control services and scene protection services in the vicinity of adverse road and weather conditions, as needed.

F. Manual Operation of Traffic Control Signals

Police officers are neither trained nor equipped to make traffic signal repairs or adjust the timing cycles. Traffic signals will not be manually controlled without the approval of a supervisor.

1. Officers may place signals on four way flash in emergency situations to temporarily alleviate a traffic control problem. When this becomes necessary, the officer will notify a field supervisor and, if necessary, request that proper notification be made for service or repair.

G. Temporary Traffic Control Devices

1. Temporary traffic control devices include moveable barriers, portable signs, traffic cones, and other similar apparatus intended for the limited use to assist in the safe and efficient movement of vehicular or pedestrian traffic.

- a. When portable barricades or signs are required, they will be delivered and removed by the Village of Orland Park Department of Transportation, unless exigent circumstances require immediate action by police department personnel.
 - b. Vehicles used by Traffic Unit officers have traffic cones available for use when needed. These devices will be placed and removed by Department personnel when special traffic needs are identified.

2. These temporary traffic control devices may be used for, but not limited to, the following circumstances:

- a. Sustained power outages which render traffic control signals inoperative.

Major intersection traffic signals are all equipped with flip down stop signs which may be utilized in the event of a signal malfunction or power outage. Sign lock keys will be on police vehicle key rings. Field supervisors will authorize an officer(s) to place the sign into the open position and lock them. Immediately after signals are restored to working order, the signs will be placed in the closed position and locked.

- b. Special events.
 - c. Traffic crashes.

- d. Other situations when supervisory personnel deem it to be necessary.

H. High-visibility Clothing

The Department provides high visibility reflective vests (ANSI 107-2004 or ANSI 207-2006) to all personnel who may be assigned to perform manual traffic direction and control functions. Personnel shall wear their high visibility reflective vests in addition to the full uniform whenever performing traffic direction, investigating crashes, and handling lane closures, obstructed roadways, and disaster within the right-of-way of any roadway.

- 1. It is each field employees responsibility, to have available to them the high visibility reflective vest during on-duty hours.
 - a. A (ANSI 107-2004 or ANSI 207-2006) raincoat or high visibility reversible jacket will suffice as reflective clothing in inclement weather.

61.3.3. VEHICLE ESCORTS

A. Emergency Escorts.

- 1. The escorting of other vehicles using flashing red lights and siren is an extremely dangerous practice and should be avoided.
 - a. Officers will not escort other emergency vehicles using the flashing red lights and siren unless it is absolutely necessary to guide them to their destination.
 - b. Extreme caution must be exercised, especially when crossing intersections and speed limits should not be exceeded.
 - c. Officers will not follow ambulances, fire apparatus, or other emergency vehicles so closely as to constitute a hazard.
- 2. In case of serious illness or injury, an ambulance shall be called. Sick or injured persons shall normally not be transported in Police Department vehicles.

B. Non-Emergency Escorts

- 1. All requests for non-emergency escorts shall be referred to the Patrol Division Commander or the shift commander. Funeral escorts and escorts for public officials and dignitaries may be approved if circumstances and manpower allow.
- 2. Non-emergency escorts and escorts on non-emergency vehicles may warrant the use of flashing red lights; however, all traffic regulations must be obeyed so as not to expose the officer and the Department to civil liability if a crash should result.
- 3. Oversized, overweight vehicles and permit moves over State roads will comply with 625 ILCS 5/15-301. When movement is made over County roads they will have county permits. When these moves are to be made over Village maintained roads they will have the permission of the Engineering Department of the Village of Orland Park.

61.3.4. ROAD BLOCKS POLICY

- A. Road blocks shall not be established or removed unless authorized by the Chief of Police or his designee.
- B. Road blocks may be used for:
 - 1. Road Side Safety Checks (i.e. DUI enforcement).
 - a. Safety checks shall only be conducted pursuant to a written plan developed by the Traffic Safety Supervisor and approved by the Chief of Police, or designee.
 - 2. Department vehicles may be used as road blocks at crash scenes, using all emergency lights on the vehicle and placed in such a manner as to be noticed by other traffic.
 - 3. During natural disasters or fires, Department vehicles may be used temporarily for road blocks, using all emergency lights on the vehicle, until more permanent warning devices and/or barricades are put in place.
 - 4. Road blocks may also be utilized on parade routes. The motoring public must have prior notice of planned route and any detour route that is planned.

61.3.5. ADULT SCHOOL CROSSING GUARDS

- A. The crossing of schoolchildren is primarily the responsibility of the school crossing guards. Crossing guards will be a minimum of eighteen (18) years old and of sufficient good mental and physical health to perform the duties of the position. Crossing guards must also be of good moral character.
- B. Uniformed police officers and Community Service Officers are often called upon to assist at such school crossings and, therefore, are equally responsible for the following duties when assigned at such crossings:
 1. The crossing guard shall have full authority and responsibility for directing pedestrian traffic at the intersection or crossing.
 2. Dangerous motor vehicle code violations observed by the crossing guard while on a school crossing should be reported to the Traffic Unit, or depending on the circumstances, to the dispatch center for immediate assignment to a police patrol unit.
 3. A report also will be made to the Police Department on any activity or situation of an emergency nature in the immediate area of the crossing point.
 4. All crossing guards shall conduct themselves in a courteous and efficient manner which will reflect favorably on the Police Department.
 5. Crossing guards shall report any inability to report for duty at least one hour prior to their scheduled crossing post. Crossing guards will additionally make every attempt to find a replacement crossing guard to cover their assignment.
 6. All crossing guards shall direct traffic with the assistance of a hand-held stop sign issued to them by the Traffic Unit.
 7. All crossing guards shall be issued safety vests, a florescent high visibility raincoat and a crossing guard badge, and shall wear either the safety vest or raincoat and badge while on crossing post duty.
 8. The use of alcoholic beverages prior to and while on post is expressly prohibited.
 9. The grouping of pedestrians will take place prior to an actual crossing and every effort will be made to keep the group very compact as it crosses the street. Failure to properly group pedestrians will cause unnecessary delays to approaching motorists.
 10. The crossing guard shall be aware of and utilize the natural gaps that normally occur in moving traffic. Traffic shall be stopped and pedestrians crossed when such gap occurs.
 11. All pedestrians will be instructed to walk at the crossing point. Running to the crossing point and running while crossing shall be prohibited.
 12. Halted traffic shall not be released until the last pedestrian is safely on the opposite side of the crossing.
 13. The crossing guard shall work with the traffic light at controlled intersections. Pedestrians should be grouped and then crossed on the "WALK" light. Every effort must be made not to cross pedestrians against a "DON'T WALK" light.
 14. Motorists or pedestrians who fail to obey the orders and direction of a crossing guard shall be reported to the Police Department.
 15. Newly appointed crossing guards are required to attend a mandatory training initially and thereafter as required by the Traffic Unit Supervisor. The Traffic Unit Supervisor will schedule and provide for crossing guard training.
- C. The Traffic Unit Supervisor will assign crossing guards to their posts. Crossing posts will be assigned on the basis of traffic flow counts, the number of children to be crossed, and recommendations of the school district, traffic engineer, Public Safety Committee and Chief of Police. Crossing post assignments will be reviewed annually to see if conditions have changed and that traffic studies for the post are available.
- D. All crossing guards are subject to re-appointment annually. A Special Order will be generated on an annual basis documenting all crossing guard re-appointments.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-4
SUBJECT: ANCILLARY SERVICES
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2023
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

- 61.4.1. ASSISTANCE TO HIGHWAY MOTORISTS
- 61.4.2. CORRECTION OF HIGHWAY HAZARDS
- 61.4.3. TOWING OF VEHICLES PROCEDURES
- 61.4.4 TRAFFIC SAFETY EDUCATIONAL MATERIALS

PURPOSE:

The purpose of this order is to establish policies and procedures related to the Department's ancillary services. These services include providing assistance to highway users, public information and directions, identifying and reporting roadway hazards, and procedures for the removal and towing of vehicles.

ORDER:

61.4.1. ASSISTANCE TO HIGHWAY MOTORISTS

A. Disabled Vehicles.

Disabled vehicles on the roadway present a hazard both to the stranded motorists and to other roadway users. For this reason, field personnel will offer reasonable assistance at all times to motorists who appear to be in need of aid.

1. Police Department vehicles will not be utilized in any manner to "jump start" a disabled vehicle.

B. Use of Push Bumpers

Certain Department vehicles are equipped with push bumpers to promote the expedient removal of disabled vehicles that are obstructing. It is the policy of the Orland Park Police Department to utilize these patrol vehicles equipped with push bumpers to relocate certain obstructing vehicles from the roadway in accordance with the following guidelines:

1. Push bumpers must be checked prior to use. If the push bumpers are damaged, missing or the pads are damaged, missing or worn, the push bumpers shall not be used.
2. The officer shall audio and video record the incident in its entirety—to include notification to the driver about the possibility of damage to their vehicle.
3. Push bumpers will be used only to relocate disabled vehicles that are obstructing traffic to the nearest safe place not obstructing traffic (parking lot, parking area along curb, and side streets, etc.);
4. Push bumpers are not to be used to push vehicles for a long distance or used to attempt to push start a stalled vehicle;
5. Push Bumpers are not to be used to push vehicles that have an obstruction to free movement of any tire. (Locked brakes, broken wheel mounts, damage from accidents, etc.) and,

6. Disabled vehicles are to be pushed slowly and cautiously, with the pushed vehicle gear shift in neutral and steered/controlled by a driver.
7. Push bumper and bumper of pushed vehicle must match, any vehicle with a bumper that is too high will not be pushed with any Department vehicle;
8. The only vehicles to be pushed will be cars and vehicles with a maximum vehicle registered weight of 8,000 pounds or less;
9. Abuse of the proper use of the push bumpers could result in damage to the vehicles and/or disciplinary action.

C. Information and directions.

Personnel shall freely and courteously provide information and directions when asked, and shall remain familiar with various services and facilities available to help motorists, such as 24 hour gasoline stations, 24 hour restaurants, local hotels, etc.

D. Transportation.

Field personnel may, with supervisory approval, transport stranded motorists to the nearest convenient location where assistance may be obtained.

1. Officers should be mindful of the risk involved in transporting an individual who has not been searched or patted down.
2. Whenever an officer feels that it is necessary to search an individual prior to transport in order to ensure their safety, the officer may require that the individual consent to a search of their person and any bags or container in their possession.
3. An officer may decline to provide transportation to any individual if that individual refuses consent to search their person or any bags or containers in their possession.

E. Mechanical Assistance and Towing Service.

1. Anytime an officer encounters a motorist who requires the services of a tow company, the officer will make all reasonable attempts to assist the motorist in placing a call from any nearby phone in the field. In the event it is impossible or impractical for the motorist to make the call the officer will:
 - a. Check with the motorist to ascertain if he has a preference for a local service station and request the communications dispatcher to make notification.
 - b. If the motorist has no preference, or the service station cannot provide timely service, the officer will advise the motorist that the Department has arrangements with local tow companies to provide services.
 - c. If the motorist has no preference, the officer will advise the communications dispatcher to contact the tow service next on the tow service rotation list.
2. When an officer finds that a vehicle is left unattended upon a street or highway in violation of any of the provisions regulating stopping, standing or parking AND constitutes a definite hazard or obstruction to normal movement of traffic, such officer is authorized to move such vehicle, or require the driver to move the vehicle, to a position off the road in accordance with the provisions set forth in General Order 62.5, Motor Vehicle Towing Procedures.

F. Protection for Stranded Motorists.

1. Stranded motorists should not be left unattended when they appear to be exposed to hazardous situations. Due consideration shall be afforded stranded motorists for factors that contribute to hazardous conditions such as location, time of day or night, weather, and current priority of calls for service. When circumstances preclude remaining with a motorist's vehicle, flares should be placed to warn traffic and provide reasonable safety until the problem can be resolved.
2. Field personnel who assist stranded motorists should remain alert for the following possibilities:
 - a. The vehicle in the motorists' possession has not been authorized for their use.
 - b. The vehicle is in an unsafe operating condition.

- c. The motorist is incapable of safely operating the vehicle.
 - d. The vehicle's occupants have engaged in recent criminal activity.
3. Field personnel who assist stranded motorists will communicate this to the Communications Center so an incident report number can be assigned.
4. Motorists residing within a reasonable distance may, with the approval of the officer's supervisor, be transported to their residences.
- a. If the motorist to be transported is of the opposite sex, the Communications Center is to be advised of the beginning and ending odometer reading as well as the motorist's address.
 - b. If assistance cannot be obtained for the motorists, they may be transported to the lobby of the police department where a telephone is available.
5. During adverse weather conditions, Department personnel shall make an effort to transport or arrange for transportation for persons who are stranded.

G. Emergency Motorist Services.

- 1. Officers will notify communications immediately of any emergency situation and take appropriate action.
- 2. Provide first aid.
 - a. Personnel who encounter medical emergencies are expected to provide reasonable assistance within their capabilities to preserve life or protect property. Personnel shall notify the Communications Center to send paramedics to the scene of medical emergencies.
 - b. Department personnel are not permitted to escort civilian vehicles to emergency health facilities.
- 3. Obtain fire assistance.
- 4. Utilize the fire extinguisher in the patrol car, when necessary.

61.4.2 CORRECTION OF HIGHWAY HAZARDS

- A. During normal patrol activities, Department personnel must remain alert for unsafe or hazardous conditions on the roadways. Hazardous roadway conditions that may be encountered include, but are not limited to:
 - 1. Debris on the roadway.
 - 2. Defects in the roadway itself.
 - 3. Lack of, or defects in, highway safety features.
 - 4. Lack of, improper, visually obstructed, damaged, or nonworking mechanical traffic control devices or informational signs
 - 5. Lack of or defective roadway lighting systems.
 - 6. Disabled, abandoned or parked vehicles on the roadway.
- B. Upon discovering an unsafe or hazardous condition on the roadway, Department personnel shall take appropriate action which includes, but is not limited to:
 - 1. Notifying the appropriate agency via the Communications Center.
 - 2. Providing traffic control as needed.
 - 3. Protecting the scene as appropriate.
 - 4. Immediately rectifying the situation where feasible.

61.4.3. TOWING OF VEHICLE PROCEDURES

- A. A procedure governing the towing of motor vehicles by Orland Park Police Officers is found in General Order 61.5., Motor Vehicle Towing Procedures.

61.4.4. TRAFFIC SAFETY EDUCATIONAL MATERIALS

- A. The Department distributes educational materials on traffic safety, laws and regulations, drunk driving prevention, seat belt/child restraint information, railroad crossing safety, pedestrian safety, bike/motorcycle safety, and traffic safety programs to the public.

The purpose of these traffic educational materials is to enhance public understanding of safety programs, and to support traffic enforcement efforts. With the ultimate goal being voluntary compliance with traffic laws and regulations.

- B. The materials may be distributed by personnel during public appearances or the materials may be distributed by personnel working at the front desk upon request.
 - 1. The lobby display rack contains these materials or additional information may be obtained from the Traffic Safety Unit.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-5
SUBJECT: MOTOR VEHICLE TOWING PROCEDURES
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

- 61.5.1. TOW AUTHORITY AND PROCEDURES
- 61.5.2. TOW REPORTING REQUIREMENTS
- 61.5.3. COMMUNICATIONS CENTER RESPONSE
- 61.5.4. MOTOR VEHICLE INVENTORY
- 61.5.5. TOWED VEHICLES DESTINATION DETERMINATIONS
- 61.5.6. TOWED MOTOR VEHICLE RELEASES
- 61.5.7. TRAFFIC SAFETY UNIT RESPONSIBILITY
- 61.5.8. AUTHORIZED TOWING COMPANY RESPONSIBILITIES

PURPOSE:

The purpose of this directive is to set forth Department procedures to govern the authorization of motor vehicle tows. These procedures are intended to provide for the following concerns related to the towing of motor vehicles by officers of this Department:

- a functional system for proper towing/impoundment of motor vehicles;
- proper and timely notification of registered vehicle owners;
- proper notification of the Owners Right to Tow Hearing;
- proper vehicle release procedures;
- proper legal disposition/disposal of vehicles in compliance with Village Ordinance and State Statute; and to ensure proper safekeeping and inventory of vehicles and contents.

DEFINITIONS:

Authorized Agent: An individual who has received power of attorney from the registered owner or a notarized letter signed by the registered owner, or a court order indicating designated legal representation for the owner of a vehicle.

Abandoned Vehicle: Any motor vehicle in a state of disrepair rendering the vehicle incapable of being driven in its current condition. Or any motor vehicle that has not been moved or used for seven consecutive days or more and is apparently deserted (625 ILCS 5/4-201).

TVPO: Acronym for Towed Vehicle Processing Officer(s) who is the officer, normally assigned to the Traffic Safety Unit, who shall perform the tasks as indicated in this directive. The TVPO under the supervision of the Traffic Unit Supervisor will maintain all files and correspondence on any vehicle towed by the Department.

Arrest Tow: The towing of a vehicle belonging to or used by a lawfully arrested subject when conditions exist that prohibit the custodial transfer of the vehicle to a lawfully eligible person at the scene.

Authorized Towing Agent: The current towing agents on the Village rotation towing list as established by Village Ordinance will be responsible for providing all types of tows.

Crash Tow: The towing of a vehicle involved in a crash being investigated by this Department when the vehicle is disabled, or drivable but cannot be secured or safely relocated at the accident scene, or when the vehicle should be towed in order to protect the property interests of injured parties.

Delayed Abandoned Tow: The towing of an abandoned vehicle from the roadway after application of a seven day notice sticker, and the expiration of that period of time without appropriate response from the owner.

Emergency Tow: The towing of a vehicle that has been disabled in the roadway and is causing a traffic hazard, and the owner either cannot be reached or refuses to authorize the police tow after a reasonable amount of time.

Evidence Tow: The towing of any vehicle for evidentiary collection or identification purposes.

Impoundment/Seizure Tow: The towing of a vehicle for the purpose of impoundment and/or seizure as provided by ordinance or Law.

Illegally Stopped/Standing or Parked Vehicles in Tow Away Zones: The towing of a vehicle in a marked tow away zone on Village property or the roadway.

Immediate Abandoned Vehicle Tow: The towing of an abandoned vehicle from either private property or the roadway that constitutes a health hazard or danger to citizens in the area. (Requires supervisory approval from private property)

Owners Request Tow: The towing of a disabled motor vehicle at the request of the owner/operator of the vehicle. Owner request tows may be provided, under appropriate circumstance, in any vehicle tow situation that an officer is engaged in. In an Owner request tow officers will provide assistance to the owner/operator in arrangements for the tow as provided for within this directive.

Private Property Vehicle Tows: Inoperable vehicles towed from private property are covered by Village Ordinance and are handled by the Abandoned Vehicle Officer(s), generally assigned to the Traffic Safety Unit.

61.5.1. TOW AUTHORITY AND PROCEDURES

All tows authorized by officers of the Orland Park Police shall be handled in accordance with the specific provisions for each tow classification that is detailed within this section. Whenever possible, officers shall leave the vehicle ignition key with the vehicle to be towed.

A. Emergency Tows.

Any vehicle found illegally parked and/or disabled in the vicinity of a fire, traffic accident or other area of emergency, or traffic congestion, which creates a traffic hazard or interferes with the necessary work of police, fire or other rescue workers may be ordered towed, at the expense of the owner, by an officer.

Vehicles in the vicinity being operated by radio, T.V., and press are exempt unless the vehicle(s) obstructs police, fire or rescue operations.

B. Illegally Stopped/Standing or Parked Vehicles in Tow Away Zones.

Any illegally stopped/standing or parked vehicle located in a designated tow away zone on Village streets, property or private property where the Village has entered into a contract with the property owner, may be ordered towed, at the owners' expense, by an officer.

C. Immediate Abandoned Tow.

Officers may tow any motor vehicle found on a Village street or property unattended by the owner/operator that constitutes a traffic hazard and is determined to be an immediate health or safety hazard, or is parked in such a manner as to be in violation of Village Ordinance.

1. The officer shall attempt to determine the owner of the vehicle and, if possible, obtain a disposition of the vehicle from the owner.

2. If the above procedure meets with negative results, the officer will proceed with the removal of the vehicle as provided in this directive.
3. In the event the nature of the hazard posed by the unattended vehicle makes it impractical to determine ownership prior to the tow, officers may tow the vehicle immediately and determine ownership at a later time.

D. Delayed Abandoned Tow.

In the event an officer has located an abandoned auto, that is not a health or safety hazard, on the roadway, not private property, with the exception of private property locations that have contracts with the Village to remove same, the officer will:

1. Attempt to determine the owner of the vehicle and, if possible, obtain a disposition of the vehicle from the owner.
2. If officers determine the vehicle is not abandoned, they will notify the complainant, if applicable, or have the Communications Center notify the complainant of this fact.
3. If the above procedure meets with negative results, the officer will:
 - a. Issue a warning ticket and forward to Traffic Safety Unit for follow-up.
 - b. The TVPO will conduct appropriate follow-up in accordance with this directive.

E. Arrest Tow.

When a motor vehicle has been driven or used by an individual who has been arrested, the officer shall;

1. follow procedures set forth in section H. if the vehicle is to be held for evidentiary purposes;
2. determine if the vehicle may be legally driven away by a passenger or other person. If another person is immediately available and is permitted by the owner to drive the vehicle, the officer shall permit it. The officer shall complete an Orland Park Police Department Vehicle Release Form or if unable to complete the form, note the identity of this person on the appropriate arrest report that is prepared.
 - a. Police may search the passenger compartment of a vehicle incident to a recent occupants arrest only if it is reasonable to believe that the arrestee might access the vehicle at the time of the search or that the vehicle contains evidence of the offense of arrest (Arizona v. Gant).
3. if vehicle is off of the roadway, determine if the vehicle may be left at the scene legally parked and not interfering with the operation of a business or the flow of any traffic. If so, the officer shall permit the vehicle to remain parked and secured.
 - a. The location and circumstances of all vehicles that are left parked at the scene shall be documented in the officer's case report.
4. Whenever a police officer has probable cause to believe that a motor vehicle is subject to seizure and impoundment, the officer will follow the procedures set forth in section I.

F. DUI Arrests

Pursuant to 625 ILCS 5/4-203(e), subsequent to an arrest for DUI, officers shall tow and impound the arrestee's vehicle whenever the arresting officer reasonably believes that the arrestee is likely, upon release, to commit a subsequent DUI violation.

- a. Officers shall impound vehicles under these circumstances for up to twelve (12) hours unless an exception is present under the Provisions of the statute.

G. Motor Vehicle Crash Tows.

Motor vehicles involved in traffic crashes which cannot be driven from the scene and cannot be properly secured or constitute a traffic hazard are subject to towing at the discretion of the investigating officer.

1. If the driver of the vehicle requests a specific towing company, the officer will notify the Communications Center to call that company.
2. If the preference towing company cannot be contacted or cannot arrive in a reasonable amount of time to clear the scene, the Communications Center will contact the next available towing company from the rotation tow list.

3. If the driver does not request a specific towing company, the Communications Center will contact the next available towing company from the rotation tow list.

H. Evidence Tows.

If sufficient and adequate processing of a vehicle for evidence cannot be accomplished at its location, officers may immediately impound vehicles without notice for the purpose of obtaining evidence (i.e., searches, physical processing, etc.), under the following conditions:

1. If the vehicle was used as an instrument of crime (i.e., hit and run, manslaughter).
2. If the vehicle was the scene in which a crime occurred or was used to facilitate a crime or to transport suspects to and/or from a crime, (i.e., location of murder victim, used in a robbery or narcotics case).
3. When necessary to secure it until a search warrant can be obtained, or pursuant to any other legal process or document.
4. When the VIN is altered, obliterated, missing or if the vehicle is suspected of being stolen.
5. Other evidentiary purposes as deemed necessary.
6. All vehicles impounded for evidentiary purposes shall be towed to the evidence garage at Police Headquarters. These vehicles shall be processed within twenty-four (24) hours unless there are exceptional circumstances and supervisory approval.
7. The release of any vehicle involved in a traffic crash, which resulted in death, great bodily harm, or where the property damage to a building or dwelling is extensive, requires the approval of the Traffic Safety Supervisor after consultation with the Commander of Investigations.
8. No vehicle shall be released prior to the approval of the States Attorney's Office where the vehicle was involved in a crash resulting in great bodily harm, death or where the property damage to a building or dwelling was extensive and criminal charges have been filed.

I. Impoundment and Seizure Tows.

Orland Park Police Officers may impound and seize vehicles under varying conditions including; any motor vehicle operated with the permission, express or implied of the owner of record that is used in connection with the following violations.

1. A violation of Section 8-6-4-1 (Discharge of Firearms) of this Code, as amended, or Section 8-6-1-2 (Assault and Battery) of this Code, as amended;
2. A violation of 235 ILCS 5/16-20(e) (The Consumption of Alcohol by a Minor), as amended;
3. A violation of 625 ILCS 5/6-303 (Driving While Driver's License, Permit or Privilege to Operate a Motor Vehicle is Suspended or Revoked), as amended, except where said violation is in regard to a person whose driver's license, permit or privilege to operate a motor vehicle is suspended or revoked for an unpaid citation (parking or moving) under 6/306.5 or due to failure to comply with emission testing;
4. A violation of 625 ILCS 5/11-204 (Fleeing or Attempting to Elude a Peace Officer), as amended; 625 ILCS 5/11-501 (Driving Under the Influence of Alcohol, Other Drug or Drugs, Intoxicating Compound or Compounds or any Combination Thereof), as amended; 625 ILCS 5/11-503 (Reckless Driving or Aggravated Reckless Driving), as amended; or 625 ILCS 5/11-506 (Street Racing), as amended, or the stopping of a person against whom a warrant has been issued by a circuit court for failing to appear to answer charges that the person was (a) operating a motor vehicle while that person's license was suspended or revoked or (b) operating a motor vehicle while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof;
5. A violation of 625 ILCS 5/11-401(a) (Motor Vehicle Accidents Involving Death or Personal Injury, as amended; 625 ILCS 5/11-402(a) (Motor Vehicle Accidents Involving Damage to Vehicle), as amended;
6. A violation of 720 ILCS 5/11-6 (Indecent Solicitation of a Child), as amended; 720 ILCS 5/11-30 (Public Indecency), as amended; 720 ILCS 5/12-2 (Aggravated Assault), as amended; 720 ILCS 5/12-3.05 (Aggravated Battery), as amended; 720 ILCS 5/12-3.05e (Aggravated Battery with a Firearm), as amended; 720 ILCS 5/12-3.05b (Aggravated Battery of a Child), as amended; 720 ILCS 5/12-3.05d (Aggravated Battery of a Senior Citizen), as amended; 720 ILCS 5/16-25 (Retail Theft), as amended, when the value of the merchandise exceeds three hundred and no/100 dollars (\$300.00); 720 ILCS 5/18-1 (Robbery), as amended; 720 ILCS 5/18-2 (Armed Robbery), as amended; 720 ILCS 5/19-1 (Burglary), as amended; 720 ILCS 5/19-3 (Residential Burglary), as amended; 720 ILCS 5/20-1

- (Arson), as amended; 720 ILCS 5/20-1.1 (Aggravated Arson), as amended; 720 ILCS 5/20-2 (Possession of Explosives or Explosive or Incendiary Devices), as amended; 720 ILCS 5/21-1 (Criminal Damage to Property), as amended; or 720 ILCS 5/25-1 (Mob Action), as amended;
7. A violation of 720 ILCS 570/401 (Manufacture or Delivery of a Controlled Substance), as amended; 720 ILCS 570/401.1 (Controlled Substance Trafficking), as amended; or 720 ILCS 570/402 (Possession of a Controlled Substance), as amended;
 8. A violation of 720 ILCS 550/4(d) (Possession of More than 30 Grams of Any Substance Containing Cannabis), as amended; 720 ILCS 550/5 (Manufacture or Delivery of Cannabis), as amended; 720 ILCS 550/5.1 (Cannabis Trafficking), as amended; 720 ILCS 550/5.2 (Delivery of Cannabis on School Grounds), as amended; or 720 ILCS 550/8 (Unauthorized Production or Possession of Cannabis Sativa Plant), as amended;
 9. A violation of 720 ILCS 5/24-1 (Unlawful Use of Weapons), as amended; 720 ILCS 5/24-3.1 (Unlawful Possession of Firearms and Firearm Ammunition), as amended; or 720 ILCS 5/24-3.3 (Unlawful Sale or Delivery of Firearms on the Premises of any School), as amended; however, this subsection shall not apply when any of the exemptions set forth in 720 ILCS 5/24-2, as amended, are met;
 10. A violation of 720 ILCS 5/11-14 (Prostitution), as amended; 720 ILCS 5/11-14.1 (Solicitation of a Sexual Act), as amended; 720 ILCS 5/11-18 (Patronizing a Prostitute), as amended; or 720 ILCS 5/11-18.1 (Patronizing a Juvenile Prostitute), as amended;
 11. The motor vehicle is otherwise subject to seizure and impoundment pursuant to 720 ILCS 5/36-1 (Seizure), as amended; or
 12. A violation of 625 ILCS 5/6-101 (Drivers Must Have Licenses or Permits), as amended. No vehicle will be impounded if a person's driver's license is expired less than one (1) year.
 13. Any motor vehicle subject to seizure as authorized by laws of the United States, as well as certain Illinois laws including but not limited to 720 ILCS 5/36-1, 570/505 (a) (3), 550/12 (a) 3 or 625ILCS 5/4-103 for vehicles used with the knowledge and consent of the owner in the commission of certain specific offenses.
 - a. General Provisions for Impoundment.
 1. If the driver is the owner of the vehicle and there is a licensed driver available, the owner may release the vehicle to the valid licensed driver. If the driver is the owner of the vehicle and calls a licensed driver to retrieve the vehicle, the vehicle will be released to that person per the owner's request. It is not the officer's obligation to inform the driver to call someone to the scene to take custody of the vehicle. If a licensed driver, authorized by the owner, arrives on scene to retrieve the vehicle prior to towing, the vehicle will be released to that person.
If the driver is not the owner of the vehicle, the vehicle can not be released to another driver. The non-owner driver may call the owner to retrieve the vehicle, prior to towing. If the owner decides not to come to the scene and take custody of the vehicle and subsequently sends a third party to retrieve the vehicle, then written approval from the owner is required to prove that the vehicle is releasable to the third party.
 2. This Section shall not replace or otherwise abrogate any existing State or Federal laws or Village Ordinances or Codes pertaining to vehicle seizure and impoundment, and these penalties shall be in addition to any penalties that may be assessed by a court for any criminal charges.
 3. This Section shall not apply if the vehicle used in the violation was stolen at that time and the theft was reported to the appropriate police authorities within 24 hours after the theft was discovered or if the vehicle is operating as a common carrier and the violation occurs without the knowledge of the person in control of the vehicle.
 4. Fees for towing and storage of a vehicle under this Section shall be those approved by the Chief of Police for all towers authorized to tow for the Police Department.
 - b. Notice, Review and Fees
 - b. Whenever a police officer has probable cause to believe that a vehicle is subject to seizure and impoundment pursuant to this Section, the police officer shall provide for the towing of the vehicle to an authorized facility. At the time the vehicle is towed, the police officer shall notify any person identifying himself as the owner of the vehicle or any person who is found to be in control of the vehicle that the vehicle is subject to impoundment/seizure. The police officer

shall provide the subject a copy of the Tow Report and Impoundment form. The officer shall indicate on the Tow Report that the vehicle is being held, reason "Impoundment."

- c. The Traffic Safety Unit Supervisor and/or TVPO shall review tows subject to seizure or impoundment on a daily basis. If it is determined the vehicle will be impounded under Village Code the Traffic Supervisor or his designee will insure the proper procedures are followed including:
 - a. Coordinating the release of towed vehicles
 - b. Collection of the required cash bond in the amount of \$500.00
 - c. Coordinate the payment of towing and storage charges with tow companies.
 - d. Administer the Preliminary Hearing when requested within 24 hours of receiving a request.
 - e. Send notice of the Full Hearing date to the registered owner within 10 days of impoundment.
 - f. Provide the Village of Orland Park Hearing Officer impoundment reports.
 - g. Track and manage post Full Hearing dispositions.

J. Recovery Local (stolen locally).

A vehicle, reported stolen to the Orland Park Police and subsequently recovered within the Village shall normally be handled by immediate impound and towing. However, if a local registered owner is the victim/vehicle owner and can be located, and the vehicle is not needed for evidence, the officer should have the person contacted.

1. The victim/owner shall be informed of the vehicle's location and questioned as to the victim's wishes pertaining to the disposition of the vehicle.

K. Recovery/foreign (stolen in another jurisdiction)

When a foreign recovered stolen auto is to be towed, the investigating officer will request the Communication Center to make the appropriate notification to the responsible jurisdiction via LEADS. The message should specify the location and condition of the vehicle, a request for the permission to tow and a preference, if any, of the location the vehicle is to be towed to.

1. The investigating officer will note on the report the time the Communications Center was requested to send this information.
2. Prior to towing, a response from the responsible jurisdiction is needed to ascertain if the vehicle will be processed or any other special requests.
3. A hard copy of both the recovery message and responsible jurisdiction's response via LEADS is to be attached to the original report.

61.5.2. TOW REPORTING REQUIREMENTS

A. A Towed Vehicle Report shall be completed by the officer of record;

1. When an officer takes custody or initiates the process whereby another person (other than a passenger or person acting on behalf owner or driver), takes control of a motor vehicle.
2. Any time the driver is arrested and the vehicle is removed from the scene.
3. If a handcuffed arrestee agrees to sign the Towed Vehicle Report the arrestee may sign the form upon arrival at the Detention Center where the arrestee may be safely un-handcuffed. If, in the Detention Center, there is a refusal to sign the Towed Vehicle Report, the same will be noted on the report form.
4. Officers shall complete a walk around inspection for damage of the vehicle prior to the tow. Any noted damage shall be indicated on the diagram of the Towed Vehicle Report. The tow driver's signature must be obtained on scene and prior to the vehicle's removal.

B. Distribution of Towed Vehicle Report.

The four copies of the report shall be distributed as follows;

1. Copy 4 (goldenrod) - Towing Company,
2. Copy 3 (pink) - to driver of vehicle.
3. Copy 2 (yellow) - forward to traffic safety office,
4. Copy 1, Original (white) - to Shift Commander for review processing, ultimately to records.

C. Supervisory Review

The Shift Commander shall;

1. Review Towed Vehicle Report form for completeness and accuracy and approve same. If there is a discrepancy have officer correct before approval.
2. Forward original for proper processing as per report review procedure, attached to original case report if used.
3. Forward copy 2 of tow form to Traffic Unit.
4. All tow reports for vehicles being processed for asset forfeiture proceedings should be reviewed, approved and forwarded to Traffic Safety Unit Supervisor for processing.

61.5.3. COMMUNICATIONS CENTER RESPONSE

The telecommunicator responding to an officer request for a vehicle tow in accordance with this directive will be responsible for the following;

1. promptly contact on call authorized towing company when Officer requests a vehicle to be towed;
2. complete necessary computer input in regards to vehicle being towed.
3. document any delay of more than 20 minutes response time for any Department requested tow.
4. remove vehicle from L.E.A.D.S. in a timely manner upon documentation of the vehicles release from tow impoundment.

61.5.4. TOWED VEHICLES INVENTORIES

- A. An inventory should not be considered a search. It is permissible to look into containers and other unlocked areas to insure that anything of substantial value is either adequately secured within the vehicle or is taken into custody and secured in the E.R.P.S. or entered with an arrestee's property, as appropriate.
1. If practical the driver should always be queried as to the presence of any valuables in the vehicle.
 2. An inventory may result in the discovery of contraband or other evidence of criminal activity. If so, the discovery will provide the basis for a probable cause, warrantless search (for evidentiary purposes) of the vehicle for other items of a similar nature as those discovered.
 3. All motor vehicle inventories will be conducted in accordance with General Order 61.7, Motor Vehicle Inventories.

61.5.5 TOWED VEHICLES DESTINATION DETERMINATIONS.

- A. Whenever practical or possible, a vehicle that has been searched on the scene and/or is no longer needed will be towed to an authorized tow agency impoundment lot.

B. Towed Vehicle Holds.

The requesting Officer and/or Field Supervisor shall make a determination if the vehicle is to be held pending further investigation either at the Village garage or at an authorized towing agency impoundment lot. The reason for any vehicle "hold" will be clearly indicated on a tow report form.

1. Vehicle "holds" based on mandatory insurance violations may be released by the tow yard with the vehicle owners' "Proof of Insurance."
2. All vehicles "Holds" based upon impoundment, seizure or asset forfeiture proceedings may only be released with the consent of the Traffic Safety Unit Supervisor, or designee.
3. All other vehicle "Holds" must be released with proper documentation.

C. Vehicle Hold Storage.

1. In cases where the vehicle is held for processing, investigation or forfeiture proceedings at the Village garage, the following will apply:
 - a. Vehicle will have the Department tow decal similar informational document attached to driver side of front windshield if possible or some other conspicuous location on the driver side of vehicle.
 - b. Keys from the vehicle will be left in the ignition when parked inside a building
 - c. When the vehicle is parked in the outer lot of the Village garage the keys will be placed in a property envelope with a property inventory form completed. The keys will then be forwarded to the Traffic Safety Unit.
2. Duration at Village Garage
 - a. Generally, towed vehicles shall not be held within a Village garage longer than 48 hours from time of initial tow.
 - b. In cases where action has been taken initiating forfeit proceedings, the vehicle may be stored on Village property until such times as a hearing disposition is provided.

61.5.6. TOWED MOTOR VEHICLE RELEASE

- A. The authorizing Officer shall complete the motor vehicle tow form. The officer shall also check the appropriate box on the form to indicate if the vehicle is releasable or not releasable, also state reason if not releasable on form. The authorizing officer will complete an impoundment form, if applicable.
- B. When a vehicle is releasable it will be the responsibility of the Officer of record to furnish the vehicle's driver/owner with a copy (copy 3 pink) of the tow form and a copy of the impoundment form, if applicable. The tow form must be presented by the registered or legal owner of the vehicle to the tow company for release of the vehicle with appropriate identification. The tow form and the impoundment form, along with a paid impoundment bond receipt must be presented by the registered or legal owner of the vehicle to the tow company for release of an impounded vehicle.
- C. If a vehicle was towed pursuant to impoundment. The owner of record may post the impoundment bond at the police department and receive a bond receipt prior to the release of the vehicle.
- D. The Traffic Safety Unit shall notify the registered owner in writing within ten (10) business days via certified mail of any unclaimed releasable vehicles still held at impoundment lot.
- E. Vehicles towed by the authority of the Orland Park Police Department will be released only to the registered or legal owner of the vehicle, or authorized agent.
- F. Proper identification must be presented prior to authorizing the release of a vehicle as follows:
 1. Registered or legal owner's drivers license and/or,
 2. Vehicles registration and/or
 3. Title to motor vehicle and/or,
 4. Vehicle's bill of sale and/or
 5. Valid proof of insurance
 6. Driver's copy of tow form will then be furnished.
- F. At the time the registered or legal owner requests a release for his/her vehicle, then the person releasing the vehicle shall advise the registered or legal owner of his/her right to request a tow hearing. Notice is also placed on bottom of driver's copy of tow form.

61.5.7. TRAFFIC SAFETY UNIT

The supervisor of the Traffic Safety Unit shall oversee, coordinate and assign the work of the TVPO and shall be responsible to ensure that the following tasks are accomplished in a timely manner;

1. The TVPO shall review all tow forms submitted and maintain files for tow companies involved.

2. The TVPO shall insure proper legal notification to registered owners of any unclaimed, impounded or seized vehicles in a timely manner as required by Village Ordinance and State Statute. The TVPO shall also inform owner of rights to tow hearing and request owner's disposition of vehicle.
3. The TVPO will conduct weekly reviews of Officer requested tows still located at impoundment yards to insure proper dispositions for unclaimed vehicles.
4. The TVPO shall, upon making required notifications to registered owners and lien holders of vehicles unclaimed as required, complete Certificates of Purchase or request auction in timely manner. Certificate of Purchase, upon completion shall be forwarded to Chief of Police for approval and signature.
5. The signed Certificate of Purchase shall then be forwarded to the purchaser by the Officer.
6. The TVPO shall maintain a file of disposed vehicles for a period of one year from date of disposal.

61.5.8. AUTHORIZED TOWING COMPANY

- A. All Shift Commanders, Officers and the TVPO shall, monitor all authorized tow companies to ensure that these companies adhere to the following responsibilities;
 1. Towing company shall respond in timely manner as required by Village Ordinance for Police Department requested tows.
 2. Tow driver shall make sure tow decal is on vehicle to be towed before relocating vehicle.
 3. Tow driver will have one (1) copy of the tow form in his/her possession before relocating vehicle.
 4. Tow driver will appropriately clear debris from roadway as needed in reference to the tow as required by 625 ILCS 5/12-606(C) prior to relocating vehicle.
 5. The tow company and driver will insure the tow truck is equipped appropriately as required by 625 ILCS 5/12-606.
 6. Tow company will insure proper safekeeping of vehicles and vehicles contents in their custody.
 7. Tow company will make notification to the TVPO at least weekly, and in a timely manner, of all unclaimed vehicles left for seven (7) days or more at impoundment lot.
 8. Tow company will make notification to the TVPO at least weekly, and in a timely manner, of all Police Department requested tows where the vehicles were released. This shall be done by forwarding copy 4 of the tow form to the Officer.
 9. Tow company shall release vehicles and/or personal property in a timely manner as required by Village Ordinance and as required to proper owners.
 10. Tow company will maintain a secured impoundment lot within Village boundaries.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-6
SUBJECT: VEHICLE TOW HEARING PROCEDURES
EFFECTIVE DATE: March 1, 1998
AMENDED: March 14, 2007
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Deputy Chief of Police

INDEX AS:

- [61.6.1. POLICY STATEMENT](#)
- [61.6.2. TOW HEARING PROCEDURES](#)
- [61.6.3. TOW HEARING GUIDELINES](#)
- [61.6.4. POST HEARING APPEAL PROCEDURE](#)
- [61.6.5 TOW COMPANY COMPLAINT PROCESS](#)

PURPOSE:

The purpose of this General Order is to outline the hearing procedures regarding vehicles towed and impounded by the Orland Park Police Department.

61.6.1. POLICY STATEMENT

Pursuant to the ordinance, registered or legal owners of vehicles towed by the Orland Park Police Department may request a hearing concerning the justification of the towing of his/her vehicle.

61.6.2. TOW HEARING PROCEDURES

- A. Tow hearing notice signs will be posted in the lock-up area, the report writing room, and the main reception area of the Orland Park Police Headquarters.
- B. All vehicles towed under the authority of any officer of the Orland Park Police Department require the completion of the "Towed Vehicle Report" Form pursuant to General Order 61.5, Motor Vehicle Towing Procedures.
- C. When a motor vehicle is towed in the presence of the registered or legal owner, the registered or legal owner has ten (10) working days, excluding Saturday, Sundays and Holidays from the date of the tow to request a tow hearing, unless paragraph K of this order applies.
- D. When the registered or legal owner is not present at the time their vehicle is towed, a Towed Vehicle Notice will be mailed via Certified Mail, Return Receipt, to the registered or legal owner. The notice will include a statement describing the reason why the officer authorized the tow of the motor vehicle. The registered or legal owner then has ten (10) working days, excluding Saturdays, Sundays and Holidays from receipt of the Towed Vehicle Notice to request a tow hearing, unless paragraph K of this order applies.
- E. Those motor vehicles abandoned; or left wrecked, non-operating on Village streets; or parked or stored on public streets in violation of Village of Orland Park Village Code 9-11-2,3 and 4 shall be handled in the following manner:
 1. Issue appropriate P-warning violation

2. Attach orange vehicle check tag to driver's door window and note in remarks section the following
 3. After forty-eight (48) hours, the motor vehicle can then be towed since prior notice was posted on the motor vehicle. Before towing the vehicle, attempts should be made to contact the registered or legal owner.
- F. All tow hearing requests must be made in person and in writing at the Orland Park Police Department using the Tow Hearing Request Form and forwarded immediately to the Deputy Chief.
- G. All tow hearings will be conducted by the Deputy Chief or the Patrol Division Commander or designated officer on Monday thru Friday from 9:00 a.m. - 5:00 p.m., excluding holidays.
- H. Prior to conducting tow hearings, the tow hearing officer will verify vehicle ownership/owner identification.
- I. All Towed Vehicle Notices will be mailed via Certified Mail, Return Receipt.
- J. All vehicles towed by the Orland Park Police Department shall be cited for the appropriate violation, be incidental to an arrest, be of an evidentiary value, or be involved in an accident.
- K. In those instances where the motor vehicle has been impounded and is otherwise not eligible for release, then the tow hearing will be conducted within twenty-four (24) hours of the tow hearing request or at a time mutually agreeable to the parties, except Saturdays, Sundays and holidays.
- L. Tow Hearing
1. The officer who authorized the tow of the vehicle in question will be available for the tow-hearing if deemed necessary by the tow hearing officer.
 2. Prior to conducting a tow hearing, the tow hearing officer will insure the Tow Hearing Request Form is complete and accurate.
 3. The tow hearing officer will review the following in reaching a decision:
 - a. Statement by the police officer ordering the tow
 - b. Evidence presented by owner.
 - c. Police tow reports that are separate from incident report.
 - d. Copy of any citation or complaints
 4. The registered or legal owner has a right to all records used in reaching a decision as to the justification of the tow.
 5. Tow Hearing Findings
 - a. Tow is justified
 - b. Tow is unjustified
 6. Tow hearing officer will advise registered or legal owner of right to appeal process.

61.6.4. POST HEARING APPEAL PROCEDURE

- A. The registered or legal owner may appeal the decision of the tow hearing officer to the Chief of Police or his designee within three (3) working days after the tow hearing.
- B. The Chief of Police or his designee shall issue his decision within seven (7) working days from the appeal request.
- C. All tow hearings will be assigned the original case report number for filing and reference purposes.
- D. All tow hearing results and completed forms will be kept in a separate tow hearing file to be stored in Administration.

61.6.5. IMPOUNDMENT PRELIMINARY HEARING PROCEDURES

- A. If the owner of record of a vehicle seized pursuant to the Impoundment ordinance requests a Preliminary Hearing within 24 hours of the seizure, a hearing will be held within 24 hours after receipt of the request, excluding Saturdays, Sundays, or Village holidays.

- B. All interested persons shall be given a reasonable opportunity to be heard at the preliminary vehicle impoundment hearing.
- C. The Deputy Chief or his designee will conduct the Preliminary Hearing.
- D. If the Deputy Chief or his designee determine there is probable cause to believe that the vehicle is subject to seizure and impoundment, he shall order the continued impoundment of the vehicle as provided by ordinance, unless the owner of the vehicle posts the required cash bond in the amount of \$500.00 and pays the towing and any applicable and storage fees.
- E. If the Deputy Chief of Police or his designee determines that there is no such probable cause, the vehicle will be returned without penalty or other fees.

61.6.5. IMPOUNDMENT FULL HEARING PROCEDURES

Within 10 days after a vehicle is seized and impounded the Traffic Safety Supervisor or designee shall notify by certified mail, return receipt requested, the owner of record of the date, time, and location of a plea hearing that will be conducted, pursuant to ordinance. Full Hearings will be schedule at the Village of Orland Park Municipal Ordinance Violation hearings.

61.6.5 TOW COMPANY COMPLAINT PROCESS

Whenever a complaint is made regarding fees or services provided by an authorized police towing company, the incident will be reported to the Commander of Administrative and Technical Services. The Commander will investigate the complainant and make a recommendation for disposition to the Chief of Police. The Commander should refer to Village of Orland Park Ordinance 9-11-8 when providing the disposition recommendation.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-7
SUBJECT: MOTOR VEHICLE INVENTORIES
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2014
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

61.5.1. POLICY STATEMENT

61.5.2. AUTHORITY TO CONDUCT INVENTORY

61.5.3. SCOPE OF MOTOR VEHICLE INVENTORY

61.5.4. PROPERTY CONTROL

PURPOSE:

The purpose of this order is to provide Orland Park Police Officers with guidelines for determining when and how a motor vehicle inventory should be conducted.

61.7.1 POLICY STATEMENT

A motor vehicle inventory is an administrative measure designed to protect motor vehicles and their contents while in police custody; to protect the Department against claims of lost, stolen or damaged property; and to protect departmental personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. It is the policy of the Orland Park Police Department to safeguard the above property and interests and to conduct motor vehicle inventories only in accordance with the following procedures.

61.7.2. AUTHORITY TO CONDUCT INVENTORY

- A. Orland Park Police Officers may conduct motor vehicle inventories without a warrant or probable cause under the following circumstances;
 1. the vehicle has been lawfully seized or impounded pursuant to the arrest of the driver; after towing the vehicle for violations, or for related enforcement or safety reasons as defined in state statute, and
 2. when officers conduct the inventory within the scope of this policy as an administrative procedure.
- B. Examination of the contents of a motor vehicle pursuant to a criminal investigation or with the intent of discovering evidence of a crime is a search, not an administrative inventory. Officers shall be guided by the Department's policy on motor vehicle searches when engaged in these actions.

61.7.3. SCOPE OF MOTOR VEHICLE INVENTORY

- A. The contents of all motor vehicles that are lawfully seized and/or impounded by the officers of the Orland Park Police shall be subject to inventory in accordance with the provisions of section 2 of this directive.
- B. An inventory shall be conducted in the location at which the vehicle is seized/impounded unless limited by reasons of safety and practicality. If so, the vehicle may be inventoried at a later time following impoundment.
- C. Prior to the impoundment of a motor vehicle, the owner or operator of the vehicle shall be requested to remove, if possible, all valuables from the vehicle. If such items cannot be removed, they shall be

inventoried before the vehicle is removed and the owner/operator shall be requested to verify the completeness of the inventory by signature.

- D. A motor vehicle inventory may extend to all areas of the motor vehicle in which personal property or hazardous materials may reasonably be found, including but not limited to the passenger compartment, trunk and glove compartment.
- E. All closed containers found within the vehicle shall be opened for purpose of the inventory. Closed and locked containers shall not be forced open but shall be logged on the Inventory Report Form as such. If a key or lock combination is available, locked containers shall be opened and inventoried.

61.7.4. PROPERTY CONTROL

- A. During the motor vehicle inventory, all items of value shall be itemized on the department Property Inventory Report and such materials deposited in the E.R.P.S. for safekeeping.
- B. The development of plans for the control and safekeeping of hazardous materials shall be the responsibility of the E.R.P.S. Officer, subject to the approval of the Administrative/Technical Services Division Commander.
- C. Contraband and evidence discovered during the course of a motor vehicle inventory shall be deposited in the E.R.P.S. in accordance with procedures set forth in General Order 84.1., Evidence and Recovered Property Section Administration and Operations.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-8
SUBJECT: In Car Video System (CVS)
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2023
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

- [61.8.1. POLICY STATEMENT](#)
- [61.8.2. EAVESDROPPING EXEMPTION \(720 ILCS 5/14-3h\)](#)
- [61.8.3 MANDATORY INCIDENT VIDEO AND AUDIO RECORDING](#)
- [61.8.4 OPTIONAL INCIDENT VIDEO AND AUDIO RECORDING](#)
- [61.8.5. IN-CAR VIDEO SYSTEM \(CVS\) PROCEDURE](#)
- [61.8.6. DIGITAL VIDEO EVIDENCE](#)
- [61.8.7 USE OF VIDEO FOR TRAINING/REVIEW](#)

PURPOSE:

The purpose of this order is to provide policy and procedures for the in-car video system (CVS). This system will be used to provide an objective video and audio account of events as they actually occur.

61.8.1. POLICY STATEMENT

It is the policy of the Orland Park Police Department to use the CVS to record audio and video events as permitted by law.

61.8.2. EAVESDROPPING EXEMPTION

The Eavesdropping Exemption (720 ILCS 5/14-3h) allows recordings made simultaneously with a video recording of an oral conversation between a uniformed peace officer, who has identified his or her office, and a person in the presence of the peace officer whenever an officer assigned a patrol vehicle is conducting an enforcement stop; or patrol vehicle emergency lights are activated or would otherwise be activated if not for the need to conceal the presence of law enforcement.

Enforcement stop means an action by a law enforcement officer in relation to enforcement and investigation duties, including but not limited to, traffic stops, pedestrian stops, abandoned vehicle contacts, motorist assists, commercial motor vehicle stops, roadside safety checks, requests for identification, or responses to requests for emergency assistance.

Officers may video record any citizen contact, without audio.

61.8.3 MANDATORY INCIDENT VIDEO AND AUDIO RECORDING

- A. All uniformed officers, operating a patrol vehicle, who participate in an enforcement stop, shall record the incident.

61.8.4 OPTIONAL INCIDENT VIDEO AND AUDIO RECORDING

- A. A uniformed police officer may audio and video record utterances made by a person while in the presence of the officer and while an occupant of a police vehicle with department authorized recording equipment (720 ILCS 5/14-3h-5).

61.8.5 IN CAR VIDEO SYSTEM (CVS) PROCEDURE

- A. Training will be provided on the use of the CVS. Training will include an operational manual. Each officer will be responsible for reading the manual and the proper application of its contents.
- B. Officers will be responsible to inspect the recording equipment prior to the beginning of each tour of duty.
 1. Officers will insure the wireless microphone has been synchronized with the in-car unit and is placed on their person in a position that will capture audio.
 2. Officers will check the viewing image of the camera to insure it is positioned properly.
 3. Any malfunction, damage or deviation in operating conditions of the recording equipment will be reported to the on-duty supervisor immediately. In the event of a malfunction, the officer shall immediately place the unit out of service to prevent damage to the unit.
- C. Officers will log into the CVS with the required identifiers including, their first and last name, station login profile, area of assignment (unit call number), vehicle ID and shift.
 1. Power to the system will be maintained throughout the shift. Operation will be automatic with the activation of the emergency lights.
- D. Officers will consider vehicle positioning during traffic stops in order to fully frame the vehicle involved. A minimum distance of one car length should be maintained between the suspect vehicle and the patrol unit.
- E. At no time should the safety of the officer or the violator be sacrificed to capture video evidence.
- F. Officers will use the CVS to record all traffic stops. Officers are required to carry the wireless microphone whenever video recording.
- G. Officers shall not cease audio and/or video recording until an incident is complete.
 1. For the purposes of this order, an incident shall be considered complete when a reasonable and prudent person would consider the audio/video recording to have stopped at a logical point.
 2. Unless unusual circumstances are present, the audio and video recording may be stopped after a driver has been arrested and placed in a squad.
 3. The audio and video recording may be manually stopped by an officer either at a crash scene or while directing traffic with emergency lights activated, and the scene has been stabilized to the point where there is no longer a possibility of an arrest, and/or having the camera on for an extended period would serve no evidentiary purpose.
 4. If the audio/video recording is stopped at other than a logical point, documentation is required to explain why the recording was stopped to the officer's immediate supervisor. Documentation shall be provided to the Commander of Administrative/Technical Services or his designee, in the form of a memorandum in the event of the audio/recording stopping due to an equipment failure.
 5. Officers shall inform those who ask that video/audio recording equipment is in use.
- H. Officers shall not erase or destroy CVS recordings.
- I. Video storage devices shall not be removed from the digital video recorder.
- J. When recording during the hours of darkness, officers should avoid parking their vehicle too close to the subject vehicle so that the license plate will not become washed out by the reflections from their vehicles head lights.

61.8.6 DIGITAL VIDEO EVIDENCE

- A. Recordings of incidents such as arrests, assaults, physical and/or verbal confrontations, pursuits or other incidents requiring review will be retained as evidence.
- B. Officers will manually classify the video, according to the video system specifications, whenever a recording is to be saved for evidence. The primary officer will be responsible for documenting in the case report narrative the existence of any video evidence.

1. To ensure proper tracking and timely destruction, the officer shall classify the incident under one of the following "Classify Tags" categories in the pull down section:
 - a. DUI
 - b. Traffic Stop
 - c. Traffic Crash
 - d. Criminal
 - 1) If an offender is arrested for both criminal and traffic offense(s), the classification shall be Criminal.
 - e. Other Traffic Arrest (Any custodial arrest under the Illinois Vehicle Code with the exception of DUI)
 - f. Other
 2. All captured audio and video of an incident shall be classified under the same "Classify Tag."
 - a. The case report / incident number of the incident shall be placed in the "Comments" section of the CVS.
- C. Recordings marked as evidence will be tracked by the Evidence and Recovered Property section. The Evidence Officer will upon request provide DVD copies of incidents for use in court proceedings. The Evidence Officer will track saved videos and arrange for disposal (deletion) from the Digital Evidence System, in accordance with General Order 84.1 EVIDENCE AND PROPERTY CONTROL ADMINISTRATION AND OPERATIONS.
- D. Any recording that has not been classified and saved as evidence, will be automatically deleted from the video evidence server in ninety (90) days (720 ILCS 5/14-3(h-15)).
- E. All recordings generated by the CVS remain the property of the Orland Park Police Department. Videos will not be released except in compliance with an order from the court or in accordance with the Freedom of Information Act.
1. For requests for authorized copies of videos that are not in accordance with the Freedom of Information Act or without a court order may be released only with the permission of the Chief of Police or his designee and with payment of an appropriate fee.

61.8.7 USE OF VIDEOS FOR TRAINING/REVIEW

- A. CVS recordings that contain material useful for training may be used with permission of the Chief of Police or his designee.
- B. Supervisors will select two (2) random recordings for review of their subordinates' shift performance. Each Patrol Team will select and review random recordings per Patrol Team per day. The reviewing supervisor will submit a Supervisor CVS Review, in the in-car video review program, indicating a disposition as required and note whether the reviewed subordinate actions were compliant with department policy. The Patrol Division Commander will analyze the video review reports to insure the policy is being followed.
- C. FTO's will use the CVS to record a probationary officer's performance on traffic stops. FTO's may review these recordings as part of the training process.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-9
SUBJECT: ROADSIDE SAFETY CHECKS
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2013
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

- 61.9.1. ROADSIDE SAFETY CHECK DETAIL PLANNING
- 61.9.2. ROADSIDE SAFETY CHECK DETAIL REQUIREMENTS
- 61.9.3. ROADSIDE SAFETY CHECK DETAIL PROCEDURES

PURPOSE:

The purpose of this General Order is to establish policy and procedure to be followed when conducting Roadside Safety Checks. Roadside Safety Checks will be used to identify persons who are operating a motor vehicle with defective equipment, without a valid driver's license, in violation of mandatory insurance requirements, or while under the influence of alcohol and/or drugs, and in violation of Commercial Motor Vehicle provisions.

61.9.1. ROADSIDE SAFETY CHECK DETAIL PLANNING

- A. Roadside Safety Check Details conducted by officers of the Orland Park Police Department must be planned and coordinated within the guidelines of this directive and be given express approval of the Chief of Police, or his designee, prior to any implementation.
 - 1. Roadside Safety Checks should be measured against the following considerations and priorities;
 - a. Enhancement of officers and motorist safety.
 - b. Avoidance of undue inconvenience to the public.
 - c. The deterrent effect created by the Roadside Safety Check.
 - 2. The Chief of Police, or his designee, shall be responsible for the date, time, location and duration of the Roadside Safety Check.
 - 3. Any supervisor wishing to establish a Roadside Safety Check will present a written request to the Chief of Police, or his designee, through the chain of command. No request will be granted less than five (5) business days prior to the implementation.
 - 4. When the Roadside Safety Check is established it will be the responsibility of the Chief of Police, or his designee, to make required notifications to the local news media. Exact times and locations will not be disclosed in any press release.

61.9.2. ROADSIDE SAFETY CHECK DETAIL REQUIREMENTS

- A. Pre-Detail Requirements

The Chief of Police, or his designee, will make written assignments designating where the Roadside Safety Check will be implemented;

- 1. The location used shall have a history as high violation/traffic crash area.

2. The sequence of the vehicles to be stopped (i.e. every vehicle, every fifth, tenth, fifteenth vehicle) will be established and uniformly applied.
3. The assigned officers have no authority to change the established and approved operational plan. Officer discretion may not be applied in adjusting the plan with the exception of the detail Supervisor who must document the reason(s) for any adjustment.

B. Detail Requirements

Prior to the implementation of any Roadside Safety Check, the Supervisor in charge shall conduct a briefing with all involved officers. The briefing shall consist of, but not be limited to, the following;

1. Reason for and length of duration of the Roadside Safety Check.
2. Location and method of stopping traffic.
3. Method of warning individual motorists approaching the Roadside Safety Check.
4. Location of secondary screening area.
5. Establishment of two (2) officer teams in full uniform for each stopped vehicle.
6. Appointment of a supervisor to take command of the scene in the event the detail Supervisor must leave the scene.
7. Use of HGN and other accepted methods in the detection of suspected DUI offenders.

C. Post Detail Requirements

At the conclusion of the Roadside Safety Check Detail, the Supervisor in charge will submit a written report to the Chief of Police. The report shall include, but not be limited to, the following information;

1. number of total vehicles stopped and checked,
2. number and type of arrests and citations issued,
3. identification of officers involved, and
4. a full explanation for any change in the established operational plan.

Attachment A is Roadside Safety Check Report Form that may be utilized by the Supervisor in charge for reporting purposes.

61.9.3. ROADSIDE SAFETY CHECK DETAIL PROCEDURES

- A. Procedures developed for the selection, stopping and checking of motor vehicles during the operation of the detail shall cause minimal delay and inconvenience to motorists. These procedures shall include , but not be limited to, the following guidelines;
 1. A driver's license that appears valid on its face should be considered as *prima facia* proof that the driver is in compliance with the Illinois Driver's Licensing Law.
 - a. A check of Secretary of State license files should not be made unless the officer has a significant reason or grounds to believe that a violation has been or is being committed.
 2. If the officer has probable cause to believe that a driver is in violation of the law, the driver should be directed to the secondary screening area and appropriate enforcement action taken.
 - a. In no case of a suspected DUI violation shall the suspect driver remove the vehicle from the primary Safety Check Area
 3. If, following a traffic stop made for the purpose of conducting a Road Side Safety Check, the officer should detect a violation or should acquire probable cause to believe an offense has been committed or should observe contraband in plain sight, enforcement action will be taken.
 - a. The officer or an assisting officer should check the vehicle for any equipment violations.
 4. Officers should not allow traffic to accumulate. Traffic congestion defeats the purpose of the checking operation.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-10
SUBJECT: TRAFFIC COURT DIVERSIONARY PROGRAM
EFFECTIVE DATE: 1 May 1998
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: 1 March 2023
REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

- [61.10.1. POLICY STATEMENT](#)
- [61.10.2. DIVERSIONARY PROGRAM PROCEDURE](#)
- [61.10.3. ISSUING OFFICER RESPONSIBILITIES](#)
- [61.10.4. SHIFT COMMANDER RESPONSIBILITIES](#)
- [61.10.5. ASSIGNED CLERICAL PERSONNEL](#)
- [61.10.6. COURT OFFICER DUTIES](#)

PURPOSE:

The purpose of this order is to set forth guidelines and direction for all employees that are assigned responsibility for the processing of traffic citations in compliance with the order of the Chief Judge of the Municipal District Court or jurisdiction regarding the Traffic Court Diversionary Program.

61.10.1. POLICY STATEMENT

It is the policy of the Orland Park Police Department to participate in the Municipal Court District Court Diversion Program for minor traffic violations.

It is further the policy of the Orland Park Police Department to offer cited motorists alternative options to adjudicate the individual traffic citation without appearing in court on minor traffic violations.

61.10.2. DIVERSIONARY PROGRAM PROCEDURE

- A. Non-Required Court Appearance Violations: As defined in Supreme Court Rule 503-A(3)
 - 1. Officers who choose to write a traffic citation to any/all motorists for a non-required court appearance violation will be required to provide the motorist with the alternative options, and will issue a diversion envelope.
- B. Mandatory Court Appearance Violations: As defined in Supreme Court Rule 503-A(3)
 - 1. Officers who choose to write a traffic citation to any/all motorists for a mandatory court appearance violation, will not issue the alternative options or a diversionary envelope.
- C. Multiple Violations/Citations:
 - 1. Officers who choose to write multiple citations to any/all motorists for any type of traffic violations will not issue the alternative options or a diversionary envelope.
- D. Property Damage Accidents:
 - 1. Officers who choose to write a traffic citation in any/all accidents which involve property damage only

and are non required appearance violations, as defined in Supreme Court Rule 551-A (D), will issue the alternative options and a diversionary envelope.

61.10.3. ISSUING OFFICER RESPONSIBILITIES.

- A. Upon issuing any type of diversionary authorized citation, the officer:
 1. Will not assign a court date on the face of the citation.
 2. Will insure that their court call/key is written on the citation.
 3. Will insure that the information on all copies of the citation are written clearly and legibly.
 4. Will cross out the "Court appearance room" box located in the lower right hand corner of the original citation.
 5. Will check off the "You must mail" box on the citation and issue both the citation and the court diversion envelope.
- B. Upon issuance of a minor non-appearance traffic citation in connection with property damage only accident cases, the reporting officer will insure they:
 1. Will check the appropriate "Accident Type" box.
 2. Print name of complaining witness in appropriate box.
 3. Place accident report number in the appropriate area of the citation.
 4. Issue citation and court diversionary envelope to motorist.
 5. Inform the complaining witness that the defendant has a right to plead guilty and there may be no court hearing.
 6. Inform the complaining witness the citation numbers issued to defendant by writing them on the insurance exchange form.
- C. The reporting officer will insure they have a copy of the accident report available for any/all requested court appearances.
- C. Upon issuance of the diversionary envelope, the officer:
 1. Will insure that the following information is printed legibly and clearly on the diversionary envelope:
 - a. Complaint/Citation number.
 - b. Full name of defendant as it appears on the defendant's driver's license (Last, first, middle initial).
 - c. Officer's court key letter and call.
 - d. Issuing agency.
 2. Officer will briefly explain the options to the motorist, as outlined in the court diversionary envelope, advising them they must return the completed form within seven (7) days of issuance.
- D. Officers will not encourage or give their personal opinion to the motorist to select any one particular option.
- E. Officers will advise the motorist that they should contact the Circuit Court Clerk's Office should they have any further questions in regards to the diversion envelope or policy.
- F. Officers will submit all traffic citations to their Team Supervisor prior to the end of their tour of duty.

61.10.4. SHIFT COMMANDERS RESPONSIBILITY

- A. Upon receipt of any/all traffic citations from team members, the on-duty Supervisor will review all citations for accuracy, legibility and compliance with the Diversionary Program guidelines.
- B. Prior to the end of their tour of duty, all citations will be submitted to the Clerical Division for processing.

61.10.5. ASSIGNED CLERICAL PERSONNEL

- A. Upon receipt of any diversionary program citation the assigned clerical personnel will immediately process said citations on the necessary transfer listings for submission to the District Court within the stipulated seven working days from issuance.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 61-11
SUBJECT: HANDICAPPED PARKING PERMITS
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Deputy Chief of Police, or Designee

INDEX AS:

61.11.1 PERMANENT HANDICAPPED PARKING PERMITS

61.11.2 TEMPORARY HANDICAPPED PARKING PERMITS

61.11.3 ENFORCEMENT

PURPOSE:

To establish a procedure for the issuance of temporary handicapped parking permits in conjunction with guidelines as set forth by the Illinois Secretary of State and the Village of Orland Park (Village Code 9-9).

DEFINITIONS:

Handicapped Person: Every natural person who as determined by a licensed physician, by a licensed physician assistant, or by a licensed advanced practice registered nurse: (1) cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive device; (2) is restricted by lung disease to such an extent that his or her forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than 60 mm/hg on room air at rest; (3) uses portable oxygen; (4) has a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV, according to standards set by the American Heart Association; (5) is severely limited in the person's ability to walk due to an arthritic, neurological, oncological, or orthopedic condition; (6) cannot walk 200 feet without stopping to rest because of one of the above 5 conditions; or (7) is missing a hand or arm or has permanently lost the use of a hand or arm. (625 ILCS 5.0/1-159.1).

61.11.1 PERMANENT HANDICAPPED PARKING PERMITS

- A. Permanent handicapped parking permits will only be issued by the Secretary of State and are good for up to four years.
 1. Effective July 1, 1994, all permanent handicapped placards will be uniform throughout the nation. These placards will be blue and white and will bear a serial number, expiration date (if applicable) and the name of the issuing agency.
 2. Application for permanent placards will be available at the Orland Park Police Department and any Secretary of State facility.
 3. Permanent placards should be displayed by hanging from the windshield rear view mirror.

61.11.2 TEMPORARY HANDICAPPED PARKING PERMITS

- A. TEMPORARY handicapped parking permits will be issued by the Secretary of State or the Orland Township Office.
 1. Effective July 1, 1994, all temporary placards will be uniform throughout the nation. These temporary placards will be red and white in color and will bear a serial number, expiration date (364 days from

date of issuance) and the issuing agency.

2. Secretary of State temporary placards are good for the length of time of the disability indicated by the certifying physician on the application, although they are not to exceed six months.
3. Orland Township temporary placards are good for ninety (90) days.
4. Applications for temporary placards will be available at the Orland Township Office and any Secretary of State facility.
5. Temporary placards should be displayed by hanging from the windshield mirror.

61.11.3. ENFORCEMENT

- A. Officers have clear authority to enforce handicapped parking laws on private property, such as at a mall or shopping center.
- B. Officers may confiscate any placard if they believe it is being used illegally.
- C. Officer may verify the identity of the registered owner of the placard via LEADS.
- D. The fine associated with any violation of the handicapped parking laws is listed in the Village Code under Appendix B, Fine Schedule.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 71-1
SUBJECT: PRISONER TRANSPORTATION
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2023
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

- 71.1.1 PRISONER SEARCH PRIOR TO TRANSPORT
- 71.1.2 SEARCH OF TRANSPORT VEHICLE
- 71.1.3 OCCUPANT SEATING IN TRANSPORT VEHICLES
- 71.1.4 VISUAL OBSERVATION OF PRISONERS
- 71.1.5 PRISONERS COMMUNICATION WITH OTHERS
- 71.1.6 PRISONER TRANSPORT TO OTHER FACILITY
- 71.1.7 PRISONER ESCAPE DURING TRANSPORT
- 71.1.8 NOTIFICATION TO COURT OF SECURITY RISK

PURPOSE:

The purpose of this order is to establish procedures regarding the safety, security, and humane treatment of prisoners while in transit; and ensure the safety of Department employees and the public.

ORDER:

71.1.1 PRISONER SEARCH PRIOR TO TRANSPORT

- A. Prior to any transport, all prisoners shall be thoroughly searched for weapons or contraband. The officer charged with the transportation of a prisoner(s) shall be responsible for the search of the prisoner regardless of any searches that may or may not have been previously conducted by an arresting officer.

71.1.2 SEARCH OF TRANSPORT VEHICLE

- A. At the beginning and end of each tour of duty, all vehicles regularly used for prisoner transport shall be inspected, by the officer operator, for readiness as follows:
 1. The safety screen shall be securely in place and undamaged.
 2. All windows shall be intact, and outer door latches in proper working order.
 3. Rear-seat door handles and windows cranks or controls shall be deactivated or removed.
 4. The interior shall be thoroughly searched to ensure that no weapons or contraband are left behind or hidden within the vehicle.
- B. Prior to placing a prisoner in the vehicle for transport, the transporting officer shall inspect the vehicle interior for weapons or contraband. The vehicle shall be searched again after the prisoner is delivered to the detention facility or other destination.

71.1.3 OCCUPANT SEATING IN TRANSPORT VEHICLES

- A. Seating of officers and prisoners shall conform with the following:

1. Police Vehicles with Security Screen

Prisoners being transported in a police vehicle which has a security screen, but only one transport officer, shall be placed in the back seat on the right-hand (passenger side) side of the vehicle. Normally, the prisoner should be seated as far away from the driver as possible.

B. Police Vehicles without Safety Barrier

1. Prisoners being transported in police vehicles which do not have a security screen shall be seated in the rear passenger compartment and, when possible, seat belted. Two officers should always be present for such a transport.

a. The second officer may ride in the rear compartment with the prisoner. Officers riding in the rear compartment with a prisoner should seat the prisoner away from their weapon side.

2. Any officer operating a vehicle without a security barrier that needs to transport a prisoner should, whenever possible, make prior arrangements to have a second officer present for the transport.

a. When this is not possible officers shall contact their supervisor or the Shift Commander for assistance.

3. Officers should not normally attempt to transport more than one prisoner in a vehicle without a security barrier. Officers shall contact their supervisor or the Shift Commander for assistance.

C. Prisoner Transport Vehicle

Prisoners transported in the transport vehicle shall be secured in one of the rear section compartments, separated from the driver.

1. Prior to leaving the sally port, the transporting officer will log into the MDT and the Arbitrator system. Using the Arbitrator system, the officer will choose two viewing windows to view the prisoner(s) via the live video stream. The officer will turn on the rear light and activate the record feature on the Arbitrator. The video recording will be turned off once the prisoner is transported to their final destination and removed from the secured compartment. The video will be stored for 90 days unless classified. The video will not be classified unless an incident occurs with a prisoner requiring further video retention. The Prisoner Transport Vehicle will not be utilized unless all these parameters are met.

71.1.4 VISUAL OBSERVATION OF PRISONERS

- A. Prisoners shall be transported in a manner that will allow for constant visual observation by the transporting officer(s). In the event that a prisoner in custody must leave the transport vehicle during transportation, the transporting officer(s) shall maintain physical control and visual observation at all times.

1. Since actual visual observation of prisoners in the Prisoner Transport Vehicle is not possible, transporting officer(s) will maintain visual observation of the prisoner compartment at all times.

2. Exceptions may be necessary, especially during long distance transports, by allowing the prisoner the private use of toileting facilities, or where the prisoner is undergoing medical treatment. Should this occur, the officer(s) should position themselves so as to prevent escape.

a. Normally, no stops will be made while transporting a prisoner from the point of arrest to the Orland Park Police Department.

B. Law Enforcement Activities during Transport

The primary responsibility of the transporting officer(s) shall always be the protective custody and safety of their prisoner(s).

1. Officers shall not engage in enforcement activities, or otherwise deter from their transportation duty to render aid and assistance, while transporting prisoners unless failure to act would risk death or serious bodily injury to another.

a. Once appropriate assistance has arrived the transporting officer(s) should continue with the transport.

2. In non-life-threatening yet serious situations, officers should call for back-up assistance and remain on-hand until the assistance has arrived.
3. In all other situations, the transporting officer(s) shall notify the Communications Center and give information to cause the dispatch of another police unit, or the responsible jurisdiction to the location of the problem.

71.1.5 PRISONER COMMUNICATION WITH OTHERS

- A. Officer(s) transporting prisoners will not permit the prisoners(s) to talk with non-law enforcement personnel.

71.1.6 PRISONER TRANSPORT TO ANOTHER FACILITY

- A. An officer(s) transporting prisoners to another facility will:
 1. Secure their firearms in compliance with the facilities policies. (At a facility with no provisions for firearm storage or no firearms storage policy, officers are to lock their firearms in the trunk of the police vehicle.)
 2. Remove prisoner restraints at the direction of the personnel at that facility.
 3. Provide all necessary documents to the receiving facility to ensure appropriate transfer.
 4. The transporting officer(s) shall document on the Prisoner Lock-up Card the agency, date, time, and name of the receiving officer. If the prisoner is delivered to a location other than a Cook County Municipal Court detention facility or the Cook County Jail for a bond hearing, the officer shall additionally obtain the signature of the receiving officer.

71.1.7 PRISONER ESCAPE DURING TRANSPORT

- A. All efforts shall be made to safely and efficiently handle the transport of prisoners by this Department. However, in the event of an escape of a prisoner during or subsequent to transport, the Communications Center and the Shift Commander will be immediately notified.
- B. If the prisoner escapes within the limits of the Village of Orland Park the officer shall immediately provide the Communications Center with the available information. If the escape occurs or the prisoner has in all likelihood made it out of the Village, the officer shall immediately initiate an I.S.P.E.R.N. "Wanted Broadcast" and notify the appropriate jurisdiction(s). In either situation, the following details should be provided:
 1. The location of the escape.
 2. The escapee's physical and clothing description.
 3. The escapee's direction of travel.
 4. The pending charges against the escapee.
 5. Apprehension efforts that have been undertaken.
 6. The prisoners' propensity for violence, if known
 7. Any other information that may be of assistance.
- C. Other actions may be taken as directed by the Shift Commander.
- D. A written report stating the circumstances surrounding the escape is to be submitted before the end of the officer's shift.

71.1.8 NOTIFICATION TO THE COURT OF A SECURITY RISK

- A. Officers transporting a prisoner, who is deemed to be a security risk for any reason, to any court facility shall ensure that the court is notified of the nature of the security risk.
 1. This notice may be satisfied through the intake process by notifying the Sheriff's Deputy at the intake desk and providing such notice.
- B. Provisions for documents that will provide for written notification of a security risk prisoner are found in General Order 71-5.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 71-2
SUBJECT: PRISONER RESTRAINT POLICY
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

71.2.1 PRISONER RESTRAINT POLICY

71.2.2 MENTALLY DISTURBED PRISONER RESTRAINT

PURPOSE:

The purpose of this order is to provide guidelines for the application of restraining devices during and prior to the transport of all persons arrested and for the use of restraining devices when transporting mentally disturbed prisoners.

DEFINITIONS:

Handcuffs: Commercially produced chain link/hinge type cuff capable of being double locked.

Humane Transport Belt: Commercially produced heavy duty leather waist belt with a metal restraining ring for use with handcuffs. Used for long distance transportation when it is impractical to have a prisoner's hands cuffed behind their back.

Disposable Flex Cuffs: Commercially produced plastic flexible band cuff with a one-way locking system.

Leg Irons: Commercially produced chain link type cuff of a size designed to be placed around the ankles of a prisoner.

ORDER:

71.2.1 PRISONER RESTRAINT POLICY

A. Arrest Restraint.

Whenever probable cause for an arrest is established and a person is placed under physical arrest by any officer of the department, the arrestee will be thoroughly searched pursuant to General Order 71.1, Section 1. Subsequent to searching and prior to transport to Police Headquarters, all arrestees shall be restrained under the following criteria.

1. Officers shall handcuff prisoners as follows:
 - a. Prisoners arrested on felony charges.
 - b. Prisoners who appear to be under the influence of alcohol or drugs or emotionally disturbed.
 - c. Prisoners who display, in the officer's judgment unusual or threatening conduct.
 - d. Prisoners arrested for misdemeanor offense that are not within the scope of the officer discretion guidelines below.
2. Prisoner restraint within Police Headquarters

- a. Whenever an arrestee is moved from one detention location to another within the Orland Park Police facility, the arrestee will be restrained as outlined within this policy.
- b. Those individuals responsible for the movement of the arrestee shall remove and secure all firearms from their person and deposit them into one of the firearm lockers provided for the duration of the move. It will also be their responsibility to notify other employees of the arrestee move in order to maintain a clear and safe path from one location to the other.

3. Officer Discretion Exceptions.

Officers may consider not handcuffing prisoners under the following guidelines.

- a. Persons arrested for minor traffic violations (including suspensions) and ordinance violation in those cases when the person arrested has displayed no unusual or threatening conduct.
- b. Juveniles who are arrested for minor charges where that juvenile has displayed no unusual or threatening conduct.
- c. Any decision made by officers not to handcuff any arrestee may change at any time if the conduct of the prisoner, in the judgment of the officer, becomes unusual or threatening.
- d. Officers will, in all cases, still conduct a search incident to arrest as required.

B. Single Arrestee Procedure.

1. Restraining devices shall be applied to the wrists of the arrestee with the hands placed behind the arrestee, and palms facing away from each other.
2. Restraining devices may be applied to the wrists with the hands positioned in front of the arrestee in some circumstances, such as when the arrestee is:
 - a. Physically incapable of placing their hands behind their back;
 - b. Physically handicapped; or
 - c. Sick or injured to the extent that placing their hands behind their backs would be impractical.
3. In all cases where a prisoner is to be restrained with hand in front a humane transport belt will additionally be applied.

C. Multiple Arrests Procedure.

1. In emergency situations, two arrestees may be restrained with one handcuff to one hand of each arrestee (either both left or right hands).
2. Male arrestees will not be handcuffed to female arrestees.
3. Juvenile arrestees will not be handcuffed to adult arrestees.

D. Additional Restraint Procedures.

1. When applied, handcuffs will be double locked to prevent tightening or slippage during transport.
2. Arrestees shall never be handcuffed to any part of the transporting vehicle, such as a door post.
3. When long distance transport is required, the humane transport belt should be applied with handcuffs.
4. Leg irons or disposable cuffs may be used in conjunction with other restraining devices in instances involving high risk.
5. Officers will make every effort to apply handcuffs in such a manner that does not cut, permanently scar or cut off the circulation in the hands of the arrestee.
6. Officers must remain cognizant of the dynamics of placing someone in a position that causes undue strain after the subject has engaged in prolonged, violent resistance as this could lead to serious injury or death. To prevent the sudden death of a restrained offender (Excited Delirium) the officer must never:
 - a. Tie a prisoners wrist restraints to leg restraints or otherwise "hoggie" any prisoner,

- b. Apply any unnecessary pressure on the back of a person who is handcuffed.
 - c. Have the subject remain lying face down for any longer than necessary to control the prisoner, or
 - d. Transport a prisoner in a prone position (horizontal and face down), if at all possible.
7. When feasible and safe, the handcuffed prisoner should be required to stand upright after engaging in extreme levels of physical resistance.

71.2.2 MENTALLY DISTURBED PRISONER RESTRAINT

- A. When practical, the requirements under Section 1 of this directive will be followed when transporting mentally disturbed prisoners. For those situations in which mentally disturbed prisoners pose a significant threat to themselves or officer(s), an additional restraining device, such as a straight jacket or stretcher with restraining devices, may be used in order to securely restrain the individual.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 71-3
SUBJECT: SPECIAL PRISONER TRANSPORTATION SITUATIONS
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

71.3.1 TRANSPORTING PRISONERS OF THE OPPOSITE SEX

71.3.2 TRANSPORTING SICK, INJURED, DISABLED PRISONERS, OR THOSE WITH A POSSIBLE
COMMUNICABLE DISEASE

71.3.3 TRANSPORTING PRISONERS TO A MEDICAL FACILITY

71.3.4 SPECIAL TRANSPORT SITUATIONS

PURPOSE:

The purpose of this order is to establish procedures in special transportation situations that will provide adequately for the safety and security of the prisoner, the transporting officer(s) and the general public.

ORDER:

71.3.1 TRANSPORTING PRISONERS OF THE OPPOSITE SEX

- A. Whenever an officer transports a prisoner of the opposite sex, the officer shall notify Communications of their present location, the intended destination, and the current transport vehicle mileage. The officer shall wait for an acknowledgment from Communications before starting the transport.
- B. Upon arrival at the destination, the transporting officer shall notify the Communications Center of the arrival and the current transport vehicle mileage. The officer will again get an acknowledgment from Communications.
- C. Even though the starting and ending times of the transport may be automatically documented on the recording tape in the Communications Center, the telecommunicator will broadcast the times when the officer advises the starting and ending mileage.
- D. When transporting a prisoner of the opposite sex to or from outside the radio range of the Orland Park Police Communications Center, two officers shall be used for transport.

**71.3.2 TRANSPORTING SICK, INJURED, DISABLED PRISONERS, OR THOSE WITH A POSSIBLE
COMMUNICABLE DISEASE**

- A. Field Situations

If a person who is placed under arrest in the field requires immediate attention due to injury or illness the arresting officer shall request the Communication Center to notify a field supervisor and the appropriate Fire Protection District to respond to the scene.

1. When prisoners require hospital emergency room treatment, they will be transported to a medical facility by ambulance. Adherence to procedures outlined in 71.3.3 of this directive, is required.
2. If the prisoner refuses treatment and the attending paramedics and field supervisor determine that immediate treatment is not necessary, the prisoner may be allowed transportation in a police vehicle.

- a. If a prisoner refuses treatment and the attending paramedic and field supervisor deem immediate medical treatment to be indicated, the prisoner shall be transported by ambulance to a hospital emergency room for treatment and/or examination by a physician.
3. If an officer is transporting a prisoner the officer shall advise Communications of the location and request a supervisor and a local ambulance be dispatched if the officers' deem immediate medical attention to the prisoner is necessary.
 - a. Once the officer has advised the Communications Center of the situation the officer may:
 1. Pull the transport police vehicle off of the roadway and await arrival of the ambulance,
 2. Drive directly to the nearest police facility,
 3. Continue moving in the vehicle until a rendezvous can be arranged with the responding ambulance.
 - b. This decision should be made by the officer after considering the following factors:
 1. Nature of injury or illness,
 2. Security risk the prisoner presents,
 3. Immediate location of the transport vehicle,
 4. The officers' familiarity with the area and
 5. Consultation with a supervisor via radio

B. Detention Center Situations

The Shift Commander shall be notified immediately and a supervisor is to report to the Detention Center whenever a prisoner requests or is otherwise in need of medical care. See General Order 72.6, Prisoner Health and Medical Care.

C. Transporting Mentally and Physically Disabled Prisoners

1. Officers are permitted to use discretion when restraining physically disabled persons. Prisoners in wheelchairs or who require walking aids may not always require the application of restraining devices. However, mentally disabled prisoners may require restraining devices for their own safety.
 - a. A supervisor will be summoned whenever the officer is in doubt about the use of restraining devices in these situations.
 - b. Any wheelchairs, crutches, prosthetic devices, and medications should be transported with, but not in the possession of the prisoner.
 - c. Symptoms or reports of physical or mental illness shall in all cases be reported to the Shift Commander.
2. Restraints (handcuffs or stretchers with restraining devices) shall be used when transporting sick or injured prisoners unless their use will interfere with treatment or otherwise aggravate the medical condition.
 - a. Special attention must be directed at any prisoner where a medical condition or illness has prevented the application of restraining devices. A field supervisor shall report to the location of arrest in such a situation and develop a transport plan that may include physical escort of the prisoner during transport.

D. Written Documentation

Written documentation in the appropriate report (General Case Report or Supplemental Report) is required outlining the circumstances surrounding the occurrence and the action taken by the participating officer(s).

71.3.3 TRANSPORTING PRISONERS FOR MEDICAL CARE - SECURITY MEASURES

- A. Prisoners who require medical treatment will be transported to the hospital by ambulance. Prisoners will not be transported to the hospital by a police vehicle unless authorized by the Shift Commander.
 1. When transporting a prisoner to the hospital by ambulance, the prisoner will be handcuffed or

restrained by another authorized method, unless prevented by the medical condition.

- B. Under normal circumstances, one officer will follow the ambulance to the hospital in a police vehicle. In the event the prisoners' demeanor or propensity for escape, or violence indicate increased security measures an officer(s) will ride in the ambulance to the hospital.
 - 1. In all cases, the Shift Commander will direct the type of escort to be provided to the hospital.
- C. Officers will remain with the prisoner during medical treatment unless the attending physician requests the officer(s) to leave the treatment area. When this occurs, the officer(s) will position themselves in a location to prevent escape.
- D. The use of restraints on a prisoner receiving medical treatment shall be at the discretion of the officer. Officers should base their decision on the circumstances at hand, the requests of medical personnel and the medical needs of the prisoner. Generally, restraints should not be used if they interfere with treatment or otherwise aggravate the prisoner's condition.
 - 1. If restraints are removed for treatment, caution must be exercised while the prisoner is unrestrained. Only under unusual circumstances will the unrestrained prisoner be allowed out of the sight of the officer.
- E. After treatment is provided and the prisoner is released from the hospital, officers will transport the prisoner to the police station.
- F. When a prisoner is admitted to the hospital, or if emergency room treatment is expected to take an extended period of time, hospital security will be advised of the status of the prisoner. Officers will notify the Shift Commander of the admittance or expectation of extended time for treatment. The Shift Commander will make the determination if the Department will post an officer as a guard, or whether hospital security will be requested to notify the Department when the prisoner is released by a physician.
 - 1. The Shift Commander shall make this decision after consideration of the following:
 - a. The nature of the charged offense,
 - b. The prisoners known or suspected propensity for violence or escape,
 - c. The experience of the Department with hospital staff where the prisoner is being treated with respect to "Police Hold" requests and/or
 - d. Any other factor that might effect the safety and security of the prisoner, the hospital staff, and the public.
- G. Whenever a prisoner is admitted to a hospital for treatment and the Shift Commander deems it necessary to post a police guard the details of the security plan shall include, but not be limited to the following considerations:
 - 1. The type and period of treatment expected by the attending physician,
 - 2. The degree of risk posed by the prisoner,
 - 3. 24-hour coverage by police officers,
 - 4. The continued use of restraints on the prisoner,
 - 5. Prisoner meals and the use of eating utensils,
 - 6. The monitoring of all personal contacts with the prisoner,
 - 7. The prohibition of visitors and telephone contact with the prisoner,
 - 8. Officers assigned to guard the prisoner shall be cautioned against becoming lax while performing their duty and avoid fraternizing with the prisoner at any time.
 - 9. There will be frequent rotation of officers and close monitoring of supervision.

71.3.4 SPECIAL TRANSPORT SITUATIONS

- A. Juveniles will be transported in the same manner as adults. However, adult and juvenile prisoners will not be transported together in any vehicle.
 - 1. The officer will adhere to the procedures outlined in 71.3.1 of this order when transporting juveniles.

2. A juvenile charged as an adult, as outlined under 705 *ILCS* 405/5-130, may be transported with other adult arrestees to court.
- B. The unusual circumstances surrounding situations such as attending funerals, visiting hospitals and critically ill persons, provide extraordinary opportunities to a prisoner for unauthorized personal contact, escape, or inflictions of injury on himself or others. Special prisoner transportation situations of this nature shall be performed only by an order of the court, or the express consent of the Chief of Police or designee.
 1. Any plans for such special situations will require the development of detailed plans that will be subjected to the approval of the Division of Administration in advance.
- C. Detainees of the opposite sex should not be transported in the same passenger compartment; only transportation in separate, secured compartments of the transport vehicle is acceptable.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 71-4
SUBJECT: PRISONER TRANSPORT EQUIPMENT
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

71.4.1 VEHICLE SECURITY BARRIERS

71.4.2 VEHICLES MODIFIED TO PREVENT ESCAPE

PURPOSE:

The purpose of this order is to provide for special equipment and to ensure certain modifications in all vehicles used in prisoner transportation.

ORDER:

71.4.1 VEHICLE SECURITY BARRIERS

- A. All Orland Park Police marked patrol vehicles, except those designated for supervisors, shall be equipped with a security barrier between the front and rear passenger areas. These barriers will be of a design and installed as to prevent physical contact from person in the rear seating area to the Driver or other front seat passenger.

71.4.2 VEHICLES MODIFIED TO PREVENT ESCAPE

- A. All Orland Park Police marked patrol vehicles shall be so designed or modified to prevent the occupants of the rear seat from opening the rear doors or windows without the aid of the vehicle operator.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 71-5
SUBJECT: PRISONER DOCUMENTATION
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Supervisor Training, Development, and Review

INDEX AS:

71.5.1 VERIFYING IDENTIFICATION OF PRISONER

71.5.2 DOCUMENTATION ACCOMPANYING PRISONER

71.5.3 SECURITY RISK INFORMATION ACCOMPANYING PRISONER

PURPOSE:

The purpose of this order is to ensure identification of each prisoner transported, establish the proper transport documentation to travel with each prisoner, and establish documentation for each prisoner determined to be high risk.

ORDER:

71.5.1 VERIFYING IDENTIFICATION OF PRISONER

- A. It is the responsibility of the officer transporting a prisoner to another facility to verify the identity of the prisoner to be transported.
 1. Arrest records, signatures, photographs or any other official documentation may be used to aid in identification.

71.5.2 DOCUMENTATION ACCOMPANYING PRISONER

- A. Officers transporting prisoners to a court appearance, medical facility or other law enforcement agency must take all documentation necessary to ensure a smooth transition from one facility to another.
 1. This documentation may include, but is not limited to:
 - a. Complaints
 - b. Warrants
 - c. Citations
 - d. Sworn affidavits
 - e. Arrest reports
 - f. Criminal histories
 - g. LEADS printouts
 - h. Copies of police reports.
 - i. Fingerprint identification documentation.

2. Personal property is handled in accordance with General Order 72.5, Prisoner Processing.

71.5.3 SECURITY RISK INFORMATION ACCOMPANYING PRISONER

- A. In situations where a prisoner is to be transported to another facility, including court, and the prisoner has exhibited behavior which might indicate the potential for violence, suicide or escape, or if the prisoner has a contagious or unusual illness, at least one of the following documents shall be attached to the transporting documents. Upon arrival, the information shall immediately be brought to the attention of the receiving officers, deputies, or other employees.
 - 1. Copy of the arrest card which indicates the cautions entered and information describing the situation.
 - 2. Copy of a brief "Supplemental Report" describing the situation.
- B. Also see General Order 71.1, Section 8, Notification to Court of Security Risk.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-1
SUBJECT: DETENTION CENTER MANAGEMENT
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

72.1.1 DETENTION CENTER OPERATION AND ADMINISTRATION

72.1.2 ACCESS TO DETENTION CENTER

72.1.3 ARREST RECORD CONFIDENTIALITY

PURPOSE:

The purpose of this order is to set the policy of this Department for the operation, and maintenance, as well as the responsibility for the administration of the Orland Park Police Detention Center.

ORDER:

72.1.1 DETENTION CENTER OPERATION AND ADMINISTRATION

A. The Orland Park Police Department Detention Center is a short-term facility designed and operated to maintain custody of prisoner for only short periods of time (normally less than 24 hours), pending release, bonding, or transfer to another facility.

1. The Orland Park Police Department shall adhere to the State of Illinois Municipal Jail and Lockup Standards.
2. Other General Orders, specifically developed to regulate the management, operation, security and control of the Detention Center are found elsewhere within this Chapter (72) of the Orland Park Police Policy Manual.

B. Detention Center Administration

The Commander of the Administrative/Technical Services Division is responsible for the overall administration and operation of the Detention Center. These responsibilities include:

1. Maintenance and inspection of the facility
2. Facility safety and security
3. Records maintenance and security
4. Training of personnel in operation and management of the Detention Center
5. Filing of required reports to the State on all extraordinary or unusual occurrences which involve the lives or physical welfare of employees or prisoners
6. Coordinating and/or conducting the weekly documented security inspection, approving it, and forwarding it to the Chief of Police for review.
7. The request and coordination of an annual inspection of the Detention Center by the Illinois

Department of Corrections, Division of Support Services. This inspection will be requested for the month of August of each year.

C. Daily Operation and Supervision

The Shift Commander is responsible for the daily operation and supervision of the Detention Center. The Shift Commander may delegate certain duties to individuals on the Shift for specific operations of the Detention Center. The Shift Commander's responsibilities include:

1. Providing supervision of and appropriate assistance to officers and other employees involved in the prisoner handling process and insuring that the process is handled according to established Department procedure.
2. Assuming daily responsibility for compliance with the State of Illinois Municipal Jail and Lockup Standards
3. Ensuring that a visual check by personal inspection of each prisoner is conducted at least every 30 minutes
4. Filing of written reports to the Chief of Police on all extraordinary or unusual occurrences which involve the lives or physical welfare of employees or prisoners.
5. Management, care and feeding of prisoners

72.1.2 ACCESS TO DETENTION CENTER

A. The Detention Center is considered to be a high security and limited access area of the Orland Park Police Facility. Access to the Detention Center will be granted to essential persons with provisions for restricted access by non-essential persons.

B. Essential Persons are designated as follows:

1. Sworn Police Officers
2. Detention Aides
3. Paramedics when summoned for the care of an ill or injured prisoner.
4. Civilian employees of the Department only when performing matron duties
5. Facility Maintenance Staff only when performing duties and when their presence will not impede facility operations

C. Provisions for restricted access by non-essential persons is as follows:

1. Civilian Visitors

Civilian visitors participating in tours who are allowed to enter the Detention Center will be escorted at all times. The employee escorting the civilian visitors will be responsible for:

- a. Receiving prior supervisory approval so as not to impede Detention Center operations
- b. Allowing no tour participants to have any type of contact with prisoners
- c. All steps necessary to protect the detainee's privacy.

2. Contractor/Repairmen

Contractors/Repairmen working in the Detention Center will be escorted at all times when there are prisoners present. The employee assigned to escort the contractor/repairmen will be present to:

- a. Prevent breaches of security and ensure the security of the person(s) performing the work.
- b. Ensure that no tools and/or equipment are left behind

D. Emergency Situations

During any emergency situation, as referred to in General Order 72.4, Section 11, all non-essential persons are prohibited from entering the Detention Center.

72.1.3 ARREST RECORD CONFIDENTIALITY

- A. It is the responsibility of The Commander of the Administrative/Technical Services Division to:
 - 1. Ensure that the dissemination and disclosure of arrest information is in compliance with all applicable federal and state laws.
 - a. Procedures regarding criminal history record information dissemination are identified in General Order 82.1, Section 11.
 - 2. Ensure arrest records are stored in a secure area so that they are protected from theft, loss, tampering and destruction.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-2
SUBJECT: DETENTION CENTER PHYSICAL PLANT
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2023
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

72.2.1 DETENTION CENTER CONDITIONS

PURPOSE:

The purpose of this order is to set forth policy for the maintenance of the facility conditions and physical plant of the Orland Park Police Detention Center.

ORDER:

72.2.1 DETENTION CENTER CONDITIONS

- A. The plans and specifications of the Orland Park Police Detention Center were approved by the Illinois Department of Corrections and the Village of Orland Park.
- B. The Orland Park Police Detention Center conforms to the building, fire, safety and health requirements of the Village of Orland Park and State of Illinois.
- C. The Detention Center provides the following minimum conditions for prisoners:
 1. Adequate lighting within the processing area and detention room area as required by the building codes and ordinances of the Village of Orland Park.
 2. Circulation of fresh or purified air and a seasonally adjusted heating and cooling system in accordance with the public health standards of the Village of Orland Park and State of Illinois.
 3. Prisoner access to a wash basin, shower, toilet and fresh drinking water.
 4. A bed for prisoners held in detention rooms in excess of eight hours.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-3
SUBJECT: DETENTION CENTER SAFETY AND SANITATION
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2023
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

72.3.1 FIRE PREVENTION EQUIPMENT AND PRACTICES

72.3.2 EMERGENCY PRISONER EVACUATION PLAN

72.3.3 WEEKLY SANITATION INSPECTION

PURPOSE:

The purpose of this order is to set forth policy for the safety and sanitation practices and procedures for the Orland Park Police Detention Center.

72.3.1 FIRE PREVENTION EQUIPMENT AND PRACTICES

A. Equipment and Location.

The Detention Center is equipped with the following fire prevention equipment which is approved by the Orland Fire Protection District:

1. The following automatic equipment is located throughout the police facility, including the Detention Center:
 - a. A fire alarm system,
 - b. a heat and smoke detection system, and
 - c. a fire detection sprinkler system.
2. Manually activated or deployed fire equipment in the Detention Center can be found in the following locations:
 - a. A fire extinguisher is stored, readily available, in the processing area.
 - b. Fire alarm pull stations are located in the processing areas and in the sally port.
 - c. A standpipe is located in the sally port.

B. Fire Prevention Practices.

Fire prevention practices and procedures in the Detention Center shall include, but not be limited to the following:

1. The use of smoking materials is prohibited.
2. Flame-retardant mattresses shall be provided for each detention room.
3. All lighters and matches will be confiscated from prisoners during intake search procedures.
4. In the event of a fire all prisoners shall be evacuated to a secure area in accordance with the

Emergency Evacuation Plan found in Section 2 of this directive

5. In the event of a fire, the Orland Fire Protection District shall be notified immediately. If the fire is confined and small, attempts may be made to suppress the fire with fire extinguishers that are available.

C. Inspection and Testing of Fire Equipment.

The Commander of Administrative/Technical Services shall coordinate and ensure the completion of all inspections and testing of fire equipment.

1. The Orland Park Police Department will request fire prevention and protection services from the Orland Fire Protection District. These services will be requested and completed prior to February 15 of each year and will include
 - a. An annual fire inspection of the Detention Center.
 - b. A review of fire plans and procedures.
 - c. Testing of all fire fighting and detection equipment at least annually.
2. All fire suppression equipment in the Detention Center shall be inspected weekly to verify the presence of the equipment and detect any damage or tampering.
 - a. This inspection shall be completed as part of the weekly documented security inspection.
3. A documented annual test of the fire suppression equipment shall be conducted by qualified personnel to determine if the equipment is operational and functional as designed.
 - a. Fire extinguishers shall be examined and tagged with the date of inspection and initials of the inspector.
4. The automatic fire detection and fire alarm system located in the Detention Center shall be visually inspected daily by the building maintenance staff to verify the presence of equipment and to detect any damage or tampering.
5. Annual documented testing of the automatic fire devices and fire alarm systems in the Detention Center will be conducted to determine that the equipment is functional.

72.3.2 EMERGENCY PRISONER EVACUATION PLAN

- A. There shall be an emergency evacuation procedure plan posted in the Detention Center for the evacuation of persons from the Detention Center to areas that are safe from the hazards of the emergency.
- B. Removal of all prisoners from the Detention Center in fire, disaster, or other emergency situation shall conform, if at all possible, to the following:
 1. In case of a fire, immediately notify the Communications Center of the situation by utilizing the intercom or telephone equipment in the Detention Center.
 2. In any other emergency situation, immediately notify the Communications Center of the nature and extent of the emergency and the type of assistance needed.
 3. Notify the Shift Commander. If personnel in the Detention Center are unable to make the notification, the Communication Center shall.
 4. In case of fire, access to the Detention Center will be provided by unlocking the electrical "cipher" locks leading to the inside hallway of the facility and to the sally port.
 - a. Communications Center personnel shall activate the electrical "cipher" locks to allow hallway access into the Detention Center. They will also activate the electrical "cipher" locks to the sally port to allow access to the Orland Fire Protection District personnel.
 5. If the emergency allows, there should be a minimum of two officers and the on duty Detention Aide present prior to prisoners being removed from the Detention Center. If safety of any persons is threatened by a delay, the evacuation plan should progress with whatever employee is available. All prisoners whether adult or juvenile will be handcuffed prior to exiting the Detention Center.
 6. Prisoners removed from the Detention Center will be directed to the inner doorway leading to the inside hallway of the facility. From the hallway, prisoners will be moved into the Patrol Division Conference

Room and held there temporarily, or at least until the Shift Commander develops an alternative detention plan.

- a. At least two officers shall be posted to secure the prisoners in the Patrol Division Conference Room. If there is an on duty Detention Aide, the Shift Commander can post one officer along with the Detention Aide. Depending upon the security risk of the individual prisoners and at the direction of the Shift Commander, more officers may be posted.
 - b. The sally port exit should be avoided as this access will most likely be needed for the approach of rescue personnel.
7. Prisoners should not be removed from the building during evacuation unless the entire police facility is involved and is in danger. If this danger exists, the prisoners are to be moved from the building through the nearest available exit.
 - a. Prisoners should be temporarily held in the prisoner transport vehicle or other police vehicles.
 8. Prisoners shall be held in these temporary alternative placements until alternative detention arrangements may be made or the emergency is resolved. When it appears unlikely that prisoners will be returned to the Detention Center, arrangements should be made by the Shift Commander to transfer the prisoners to neighboring detention facilities.
 - a. Under such circumstances, the Shift Commander should release any eligible prisoners on an Individual Recognizance Bond.

72.3.3 SANITARY INSPECTION OF DETENTION CENTER

- A. A weekly inspection will be conducted for proper sanitation and cleanliness and a log will be kept of these inspections. This log will be forwarded to the Chief of Police on an annual basis for retention and filing for a period of ten (10) years. The Chief of Police will be notified in a timely fashion in the event of any unusual or extraordinary occurrences.
 1. This inspection shall be completed as part of the weekly documented security inspection.
- B. In order to eliminate any condition conducive to the harboring or breeding of insects, rodents, or other vermin, the Detention Center will be so inspected and, if necessary, treated by a pest control professional.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-4
SUBJECT: DETENTION CENTER SECURITY AND CONTROL
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2021
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

72.4.1 WEAPONS IN THE DETENTION CENTER
72.4.2 DETENTION CELL ACCESS
72.4.3 CONTROL OF DETENTION CENTER KEYS
72.4.4 DETENTION CENTER DOOR SECURITY
72.4.5 DETENTION CELL SECURITY CHECK
72.4.6 DETENTION CENTER SECURITY
72.4.7 ACCOUNTING OF TOOLS AND UTENSILS
72.4.8 EMERGENCY ALERT SYSTEM
72.4.9 SECURITY ALARM SYSTEM
72.4.10 PRISONER ESCAPE PROCEDURES
72.4.11 DOCUMENTATION OF EXTRAORDINARY OR UNUSUAL OCCURRENCES

PURPOSE:

The purpose of this order is to establish policy and procedures for the safe, efficient and effective operation of the Orland Park Police Detention Center.

ORDER:

72.4.1 WEAPONS IN THE DETENTION CENTER

- A. All sworn officers, prior to entering the Detention Center, shall remove and secure all firearms from their person and deposit them into one of the firearm lockers provided. The firearm lockers shall be key locked and keys shall be removed and retained by the officer when securing firearms.
 1. Weapon lockers are provided at either entrance to the Detention Center (Sally port and corridor).
 2. This procedure shall strictly apply to officers of this Department as well as officers from any other Department.
 3. No employee of this Department shall permit entry into the Detention Center of any person possessing any firearm on their person.
- B. All knives, heavy-duty flashlights or any other item of similar nature must also be secured prior to entering the Detention Center.

C. Exceptions to the weapon policy

1. Officers entering the Detention Center may retain the following equipment:
 - a. Department issued OC Spray secured in holder on duty belt.
 - b. Department issued collapsible baton secured in holder on duty belt.
2. Exceptions to the weapons in Detention Center policy may be made in certain emergencies, such as:
 - a. Escape,
 - b. Officer in trouble, or
 - c. Hostage situations

72.4.2 DETENTION CELL ACCESS

- A. In an effort to ensure that prisoners held in Detention Cells do not have an opportunity to take keys and escape, employees shall not enter occupied detention cells alone.

72.4.3 CONTROL OF DETENTION CENTER KEYS

- A. All keys that control the security of the Detention Center are to be kept in the locked master key box located in the Detention Aide Office Area. The master key box will be locked at all times. The key to unlock the master key box will be kept in the right side cabinet over the sink in the Detention Aide Office at all times.

As required, the Detention Aide will remove and use the individual key necessary to unlock the cells, entrance/exit doors for bond out, area juvenile cells, etc... The key will be immediately returned to the master key box and secured. At no time will the on-duty Detention Aide carry the keys around with anticipation of future use.

Once the Detention Aide has properly inventoried the prisoner's property, it will be secured in a prisoner property locker and the key to the locker will be secured in the master key box located in the Detention Aide Office area.

The keys required to open the fire extinguisher cabinets, line-up room, attorney/visitors room and the storage closet located in the sally port will be kept on a key ring in the master key box located in the Detention Aide Office area. These keys will be carried by the on-duty Detention Aide during his/her shift and turned over to the on-coming Detention Aide at the end of their shift.

- B. In the event of an Emergency a Master Key to the lock-up will be kept in the vehicle key box located in the Equipment Room
- C. In the event a key (keys or set of keys) is misplaced or discovered missing, a verbal report will be made immediately to the Shift Commander. If the key or keys are not found, a written report will be submitted by the Shift Commander to the Admin./Tech. Services Division Commander to make notification of the loss.
1. An employee losing a Detention Center key(s) is subject to disciplinary action.

72.4.4 DETENTION CENTER DOOR SECURITY

A. Inner Corridor Door

The inner corridor door leading into the Detention Center must remain secured at all times. This door lock is activated by an ID swipe card and electric "cipher" locking system that may be manually overridden with a key in cases of emergencies.

B. Sally Port Door

1. The access way to the sally port is made initially through a security cell door lock that is activated by an ID swipe card and electric "cipher" lock system.
2. Access to and from the sally port is made through a solid door that must be secured at all times. This door lock is activated by an electric "cipher" locking system that may be manually overridden with a key in cases of emergencies.

C. Detention Cell Doors

Detention cell doors are to be left open when not in use. Soiled, contaminated, and/or damaged cells shall have their doors closed and secured to prevent use and indicate the need of attention by facility maintenance staff.

D. Prisoner Property Storage Lockers

Prisoner storage locker in use shall remain locked at all times. When in use the locker key shall be secured in the locked key box located in the Detention Aide Office area.

E. Interrogation Room

The door to the interrogation room is operated manually with a key. This door should remain secured when not in use.

F. Prisoner Visitation Room

The door to the prisoner visitation room is operated manually with a key. This door should remain secured when not in use.

72.4.5 DETENTION CELL SECURITY CHECK

- A. Any officer, prior to placing a prisoner into a detention cell, shall make a thorough security check of the cell. The purpose of this security check is to look for contraband, search for weapons, and to make a note of any cell damage. The responsibility for the cell search lies with the police employee placing the prisoner into the cell.
- B. Any officer, prior to releasing a prisoner for bonding or transfer shall make an additional security check of the detention cell. If cell damage or contraband is found the Shift Commander shall be immediately notified so he may document the discovery and take any further action as necessary.
- C. Officers performing this security check will proceed with due caution and not allow the efforts of the check to cause them distraction from the actions and demeanor of the prisoner. If the officer must be alone during this check, the prisoner should be secured prior to its initiation.
- D. The on duty Detention Aide shall make a thorough security check of the lock-up facility before and at the end of each shift. The purpose of this security check is to look for contraband, search for weapons, and to make a note of any cell damage. An incident shall be created in the computer system indicating that this security check was conducted.

72.4.6 DETENTION CENTER SECURITY INSPECTIONS

- A. The Commander of the Administrative/Technical Services Division is responsible for ensuring that a weekly security inspection of the Detention Center is performed and documented. The weekly security inspections shall include a search for weapons and contraband.
 1. All locks, walls, floors, ventilation covers, light fixtures, access plates, doors and other security devices shall be checked carefully for operational wear and prisoner tampering.
 2. All holding areas to which prisoners have access to shall be searched for weapons and contraband. These inspections shall include occupied and unoccupied cells.
 - a. Prior to searching an occupied cell the prisoner should be relocated and secured in an alternate temporary location within the Detention Center.
 3. All defective security equipment shall be scheduled for repair or replacement by the Division Commander without delay.
 4. The inspection report shall be reviewed and approved by the Admin./Tech. Svcs. Division Commander and a copy of the weekly security inspection report shall be forwarded to the Chief of Police for review.
 - a. The security inspection shall be conducted on a weekly basis and a log kept of the inspection. The log will be forwarded to the Chief of Police on an annual basis for retention and filing for a period of ten (10) years. The Chief of Police will be notified, in a timely fashion, of any unusual or extraordinary occurrences.

72.4.7 ACCOUNTING OF TOOLS AND UTENSILS

- A. Culinary equipment shall not be permitted in the Detention Center, including plastic utensils. The only drinking vessel permitted shall be a Styrofoam cup and straws are prohibited.

- B. A Department employee shall be appointed by the Division Commander or the Shift Commander in his absence, to escort any tradesman or other worker who is not an employee of the Department. The escorting employee will ensure that no tools are left behind and work activities are confined to the area needing attention.

- C. Also see General Order 72.1, Section 4, Access to the Detention Center.

72.4.8 EMERGENCY ALERT SYSTEM

- A. Audio Communication

There is an audio monitoring system located within the Detention Center. This system is designed for audio monitoring in the detention cell area and the prisoner processing areas of the Detention Center.

- B. Video Monitoring

The audio monitoring system is enhanced by the use of video equipment that supplements personal supervision by Department staff. Video monitoring is continuous in the processing area, sally port, and detention cell area.

- C. Designated Control Point

The Communications Center serves as the designated control point where Communications personnel are monitoring this equipment 24 hours a day.

- 1. The combination of audio and video monitoring of the Detention Center makes it possible for enhanced safety of department employees working in the Detention Center as well as for prisoners who may use the system to advise staff of any emergency needs.

72.4.9 SECURITY ALARM SYSTEM

- A. The panic alarm system employed in the Detention Center is composed of a panic button located strategically throughout the Detention Center. These alarms are activated by the push of a button to summon assistance in an emergency. Pushing or striking the button will activate within the Communications Center.

- 1. Telecommunicators monitoring the system shall be responsible for summoning assistance for the employee activating the alarm and notifying the Shift Commander of the nature of the problem.

- B. In the event of a false activation of the alarm system, the employee in the Detention Center will simply make contact with the Communication Center either by telephone or through the audio monitoring system to advise of a false alarm.

- C. It shall be required and mandatory that upon reporting for duty, Detention Aides will immediately place the "Man Down" alarm device on his/her duty belt.

Extra devices are maintained in the Detention Aide Office cabinet. Upon the end of their assigned shift, the "Man Down" alarm device shall be returned to the cabinet or turned over to the on-coming Detention Aide.

- D. The Detention Aides primary responsibility and assigned duty station will be in the Detention Aide Office area of the lock-up. They shall monitor all of the security system cameras and door monitors in addition to conducting required physical checks of any/all prisoners.

Detention Aides will be allowed to leave the lock-up under the following conditions/requests. This list is not all-inclusive:

- 1. Bonding of prisoners
- 2. Bonding for traffic citations
- 3. Completion of minor incident reports, fingerprinting non-arrest situations
- 4. Roll Call activity
- 5. Any and all requests from the on-duty shift supervisors
- 6. Lunch breaks and personal relief with shift supervisor permission
 - a. If two Detention Aides are on-duty, one shall be allowed to leave the building to pick up lunch.

- b. Activities shall be logged on the computer and reflect on the Daily Activity Report

72.4.10 PRISONER ESCAPES

- A. In the event of escape from custody by a prisoner held in the Detention Center, immediate efforts shall be made for apprehension. The following steps shall be taken at the discretion of the Shift Commander, though not necessarily in the given order:
 - 1. The employee discovering the escape shall notify the Communications Center and the Shift Commander.
 - 2. The discovering employee shall determine if anyone was injured during the escape and summon paramedics, if necessary.
 - 3. The person discovering the escape or escape attempt shall immediately secure all doors under their control. Sufficient personnel shall be dispatched to secure the Detention Center and entire police facility, if necessary.
 - 4. Descriptions, identities and offenses for which an escapee was incarcerated shall be dispatched via Orland Park Police, local radio frequency, ISPERN and LEADS, along with any other pertinent information to aid in the capture of the escapee
 - 5. Once the Detention Center is secure, sworn officers shall check to see that all corridor doors and cell doors are functioning properly. In addition, a check of all remaining prisoners shall be conducted.
 - 6. A complete search of the police facility may be necessary.
 - 7. Depending upon the circumstances of the escape the Shift Commander shall consider the need of additional support. If appropriate the Shift Commander shall:
 - a. Activate a Mutual Aid Request in accordance with General Order 2.1.

72.4.11 DOCUMENTATION OF EXTRAORDINARY OR UNUSUAL OCCURRENCES

- A. Pursuant to Section 720.130 of the Illinois Municipal Jail and Lockup Standards, all extraordinary or unusual occurrences which involve or endanger the lives or physical welfare of employees or prisoners in the Detention Center shall be documented in writing.
 - 1. Extraordinary or unusual circumstances shall include, but not be limited to:
 - a. Death, regardless of the cause
 - b. Attempted suicide (if hospitalization or medical treatment is required)
 - c. Serious injury, to include accidental or self-inflicted
 - d. Escape
 - e. Attempted escape
 - f. Fire
 - g. Riot
 - h. Battery on an employee by a prisoner
 - i. Battery on a prisoner by an employee
 - j. Battery on a prisoner by another prisoner (only if hospitalization or extensive medical treatment is required)
 - k. Sexual assaults
 - l. Occurrences of serious infection, disease or illness.
- B. The Shift Commander on duty at the time of the incident is responsible for completion of the Department of Corrections Report of Extraordinary or Unusual Occurrences as soon as possible. The Shift Commander shall forward the report for administrative review by the Chief of Police, or designee.

- C. Subsequent to review and approval of the Chief of Police, the Admin./Tech. Svcs. Commander will prepare and send the completed Department of Corrections Report to the Bureau of Detention Standards and Services in Springfield.
 - 1. A copy of the report will be maintained by the Division of Police Administration.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-5
SUBJECT: PRISONER PROCESSING
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

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72.5.2 STORAGE OF PRISONER PROPERTY
72.5.3 INTAKE INFORMATION
72.5.4 SEPARATION OF DETENTION AREAS
72.5.5 HANDLING HIGH-RISK PRISONERS
72.5.6 RECEIVING PRISONERS FROM OUTSIDE AGENCIES
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72.5.8 POSITIVE IDENTIFICATION OF PRISONERS
72.5.9 RETURN OF PRISONER PROPERTY
72.5.10 PRISONER BONDING PROCEDURES
72.5.11 REVIEW OF DIRECTIVE

PURPOSE:

The purpose of this order is to establish policy and procedures for the safe, efficient, and effective prisoner processing operation within the Orland Park Police Detention Center.

ORDER:

72.5.1 PRISONER INTAKE PROCEDURES

A. Prisoner Search.

Upon entry, or re-entry for any reason, into the Orland Park Police Detention Center, every prisoner shall immediately be thoroughly searched by the arresting/transporting officer. This search shall be conducted in addition to any other search that may or may not have been conducted prior to the prisoner being transported from the location of arrest. All prisoners will be searched for contraband or other articles that have the potential to cause damage to Department property or injury to any person, including the prisoners themselves.

Searches of female prisoners will be conducted by the on duty Matron, unless there is a female Detention Aide on duty.

When a Muslim woman is brought into the detention center and is wearing their traditional head covering they will be allowed to wear it. Photographs of them will be taken both with and without their head covering. The photographs will be taken by a female detention aide, female officer or by a matron from the communications division if no other females are on duty. Every effort will be made to take the photographs of a Muslim women without her head covering with no male employee or prisoner present.

When a Muslim woman is placed in a cell they will be allowed to wear their head covering. The head covering like any other clothing item will be thoroughly searched for any contraband. When placed into a cell with their head covering, the Detention Aide will conduct 15 minute checks until their release.

When a female Detention Aide is on duty, she will request from the on duty Shift Commander that a male officer search a male prisoner and/or standby in the booking area while she searches a female prisoner.

1. The arresting/transporting officer shall be responsible for the following when bringing a prisoner into the Detention Center:
 - a. The removal of extra clothing and the searching of each item
 - b. The removal of the shoes and socks of the offender for examination
 - c. Placement of the personal property of the prisoner onto the lock-up counter for inventory
 - d. Inspecting prisoner property for anything of evidentiary value
 - e. Securing any contraband and/or weapons immediately
 - f. Securing the prisoner to the lock-up bench
 - g. In the event that a prisoner will be placed in a cell or held for an extended period of time due to an active investigation, the officer will count all prisoner currency on the processing counter under the applicable surveillance camera in the presence of the Detention Aide or another employee
 - h. Placement of the prisoner's currency in an envelope and having it sealed in the presence of the Detention Aide or another employee
 - i. Identification of all credit cards in the possession of the prisoner.
 - j. Placement of the prisoner's jewelry into a separate envelope and having it sealed in the presence of the Detention Aide or another employee
2. Detention Aides or booking officer will be responsible for ensuring the following:
 - a. Prisoners will forfeit all articles of clothing, such as belts, drawstrings, shoes, panty hose, jewelry, ties, or other items that might constitute a hazard to the prisoner or facility upon being placed in a cell.
 - b. Prisoners will be issued paper suits prior to placement in a cell if their clothing contains a drawstring and the string cannot be completely removed without cutting.
 - c. Prisoners will be searched prior to entry or re-entry into a cell.

B. Prisoner Property Inventory

All prisoner property shall be carefully inventoried on the Prisoner Property Inventory Report Form by the Detention Aide or booking officer if the prisoner requires placement in a cell, is to be transported to court, or is held for an extended period of time due to an active investigation. The report shall clearly reflect all property including money, jewelry, including any confiscated items of contraband taken from the prisoner during searching prior to entry.

1. Additionally the report shall include the following information:
 - a. Name of arresting officer,
 - b. Name and signature of Detention Aide or booking officer completing the inventory if different than arresting officer,
 - c. Date and time of property inventory, and
 - d. The signature of the prisoner indicating a review of the inventory and concurrence with the items indicated.
2. If the prisoner refuses to sign the form, the Detention Aide / booking officer shall so indicated by writing "REFUSED" on the prisoner's signature line.
3. The inventorying of belongings is not required if the prisoner will be bonding in a reasonable amount of time. The property bin containing the belongings of the prisoner will be placed on the opposite side of the plastic glass partition, out of the reach but within view of the suspect. After the prisoner is processed and bonded, the property will be returned to the suspect prior to release.

C. Unreturned Prisoner Property.

Prisoners shall be given a separate receipt for any item(s) not returned. A copy of this receipt shall be placed into the arrest file. Additionally, all items retained as evidence shall be included in the arrest report with an explanation as to why they were not returned.

D. Strip Searches.

Procedures and criteria for authorizing and conducting strip and body cavity searched are found in General Order 72.10, Strip searches.

E. NOTIFICATION - Parent/Guardian of Minors under the age of 18 years.

Whenever a minor, under the age of 18 years, is taken into custody by an officer of the Orland Park Police Department for any criminal offense, the arresting officer shall, without unnecessary delay, make reasonable attempt(s) to notify the parent or other person legally responsible for the minor's care or the person with whom the minor resides that the minor has been taken into custody and where the minor is being held.

F. Prisoner Booking Procedures

1. Prisoners will be subjected to booking procedures and a full arrest record completed in accordance with General Order 72.11 Processing Arrestees.
2. When possible prisoners should be subjected to booking procedures upon the completion of any investigation and just prior to either bonding or preparations for the transportation of a prisoner for a Bond Hearing.
3. RWOC - Arrestees
4. In the event that a determination is made, subsequent to a preliminary investigation, that a prisoner is to be released without charges, for whatever reason, the arrestees shall not be processed or booked unless express approval is given by the Division Commander, or Designee (Shift Commander, Sgt, Etc.) to do so. The arrestee will be entered into LERMS with a photograph and the reason for the arrest.

72.5.2 STORAGE OF PRISONER PROPERTY

- A. All prisoner property shall be stored in the Detention Center lockers provided. The Inventory Report Form shall be stored with the property until the prisoner is released or transferred.

1. The prisoner property lockers shall remain secure while in use.
2. Lockers are numbered and shall contain only one prisoner's property.
3. The locker number shall be indicated on the Prisoner Lock-Up Card.
4. Locker keys, when in use, will be secured in the locked key box located in the Detention Aide office area.

72.5.3 INTAKE INFORMATION

- A. All arrest report documents shall immediately be initiated on every prisoner upon admission into the Detention Center. The arresting officer is responsible for ensuring that the Arrestee Information Sheet is completed and accurate.
- B. The Detention Aide or booking officer is responsible for the accurate completion of the Prisoner Lock-up Card, the Prisoner Property Inventory Form, the arrest and booking sections on the New World System and I-CLEAR (livescan) if applicable.
- C. Instruction for the accurate completion of all arrest documents are found in the Document Instruction Manual, a copy of which should be located in the Detention Center cabinets.
- D. If a prisoner is to be placed into a cell, the High-Risk Questionnaire shall be completed.

72.5.4 SEPARATION OF DETENTION AREAS

A. Adult Prisoners.

All adult prisoners shall be held in the Detention Center of the police facility. Adult prisoners are held in detention cells located on the west side of the Detention Center and female prisoners are held in cells on the east side.

1. Adult female prisoners shall, in all cases be held in detention cells that are isolated from adult male cells. The adult female cells are separated from sight and normal sounds from the adult male cells.
2. Any loud or deliberate screaming from one side of the Detention Center should be kept under control by those employees supervising the Detention Center.

B. Juvenile Detention.

The detention of all juvenile arrestees shall be provided in the Juvenile Detention area, located in the Detention Center. Female and male juveniles will be held in separate detention rooms that are isolated from sight and normal sounds of each other.

1. No juvenile in custody will be allowed to come into or remain in contact with any adult in custody.
2. In all cases, regardless of the circumstance, juvenile detention shall always be provided isolated from any adult detention in sight and sound.
3. Pursuant to the Juvenile Court Act, 705 ILCS 405/5-7, any juvenile in custody for a delinquent offense will be detained as follows:
 - a. Delinquent minors age 10-17 may be held in detention rooms designated for juveniles.
 - b. Delinquent minors under age 10 will not be held in detention rooms.
 - c. All delinquent minors held in detention rooms must be visually observed and checked at least every 15 minutes. The time, condition of the prisoner and initials of officer checking shall be noted on the lock-up card.

- d. Delinquent minors, ages 10-11 shall not be held in the detention center in excess of six hours.
 - e. Delinquent minors, ages 12-17 can be detained in the detention center for up to twelve hours.
4. No juvenile in custody for a non-delinquent violation shall be held in juvenile detention rooms. See General Order 44.2, Juvenile Operations.

72.5.5 HANDLING HIGH-RISK PRISONERS

- A. Any prisoner exhibiting symptoms of the following categories will be classified as a high-risk prisoner:
 - 1. Extremely intoxicated
 - 2. Drug addicted or under the influence of drugs
 - 3. Suicidal or prescribed medication for depression
 - 4. Violent towards any other person(s)
 - 5. Self-destructive
- B. The Shift Commander shall be immediately notified when an individual is determined to be a "high-risk" prisoner and/or answers positively to any questions listed in the High-Risk Questionnaire in the booking process.
- C. Extreme caution will be utilized in handling high-risk prisoners. These types of prisoners will be segregated from other prisoners. Precautions should be taken to ensure that the potential for the prisoner to injure themselves or others is minimized. This includes removing clothing from prisoners that contain drawstrings and provide them with disposable paper suits.
- D. The Shift Commander shall develop a detention plan for any high-risk prisoner which will include:
 - 1. At the minimum, 15 minute checks will be conducted
 - 2. Advise telecommunications of a prisoner's high-risk status. To ensure additional monitoring, the high-risk prisoner's cell surveillance video will be positioned on the center monitor in the Communications Center.
 - 3. "High-Risk" will be written legibly on the prisoner's lock-up card under Existing Conditions.
- E. Additionally, the Shift Commander's detention plan for any high-risk prisoner may include:
 - 1. Transfer of the prisoner to a medical facility for examination.
 - 2. Transfer to another appropriate holding facility for housing and/or treatment.
 - 3. Continued visual observation by an assigned officer for the duration of the prisoner's confinement
 - 4. Provide the prisoner will a disposable paper suit
 - 5. Depending on the circumstances and the charges, consideration of an Individual Recognizance Bond pursuant to Supreme Court Rule, or contacting the on-call Judge for issuance of an Individual Recognizance Bond
 - 6. The use of physical restraints to restrain a prisoner in a detention cell must be documented and comply with Illinois Municipal Jail and Lock-up Standard 720.50.

72.5.6 RECEIVING PRISONERS FROM OUTSIDE AGENCIES

- A. Generally, prisoners from outside agencies shall not be accepted for confinement in the Detention Center. The Shift Commander shall, however, have authority to accept a prisoner from an outside law enforcement

agency under certain conditions. In making a decision to accept a prisoner from another agency, the Shift Commander shall consider the following factors:

1. Available Detention Center space.
 2. Condition of the prisoner.
 - a. Mentally.
 - b. Physically (sick or injured prisoners will not be accepted).
 - c. Other problems creating special attention situations.
- B. If a prisoner is received from an outside agency, the receiving employee from the Orland Park Police Department must obtain the following information and record it on the lock-up card:
1. Positive identification of the prisoner.
 2. Documentation justifying the detention.
 3. The transporting officers' name, badge number, agency and contact number.

72.5.7 MASS ARREST PROCEDURES

- A. In cases of mass arrest, all prisoners will be placed in the mass arrest holding area of the Detention Center.
 1. Detention Aides will be responsible for placing multiple prisoners into the mass arrest holding area awaiting processing or other services.
 2. Prisoners will not be placed into the mass arrest holding area without being fully searched, i.e. shoes, belt, secondary clothing. Any prohibited or contraband items will be removed and placed into prisoner property lockers.
 3. Prisoners will be handcuffed behind their backs while waiting to be processed, interviewed or any other services needed. Mutual combatants or verbally and abusive prisoners will not be placed into the mass arrest holding area. They should be separated from other prisoners and placed into individual cells.
- B. If a group of mass arrest prisoners exceeds the maximum capacity of the Detention Center, the shift Commander may request neighboring police departments to temporarily accept excess prisoners.
 1. Whenever possible, mass arrest prisoners should be processed prior to being transported to a neighboring agency.
 2. Additionally, when the nature of the charges allow, mass arrest prisoners should be processed and bonded without unnecessary delay.
 3. When held in Detention Center prisoners of the opposite sex shall not be held at the same time or place.
 - a. Members of the opposite sex should be separated if close and continued supervision is not possible during processing.

72.5.8 POSITIVE IDENTIFICATION OF PRISONERS

- A. Prior to releasing any prisoner from custody, the releasing employee must positively identify the prisoner as the one authorized to be released.

72.5.9 RETURN OF PRISONER PROPERTY

- A. Prisoner property will be returned to prisoners upon their release or transfer from custody. Prisoners should examine their property and sign for the inventoried property returned. If the prisoner refuses to sign. It should be so noted on the receipt.
 - 1. The Shift Commander shall be advised of any discrepancies or shortages concerning property at the time of occurrence.
- B. A separate receipt shall be generated by the arresting officer for any items taken and not returned including contraband and confiscated items. This receipt should be signed by the prisoner. If the prisoner refuses to sign it, it should be so noted on the receipt. The prisoner should be given a copy of this receipt.

72.5.10 PRISONER BONDING PROCEDURES

- A. Individual Recognizance Bond (I-Bond).

Under existing Illinois Supreme Court rules, in regard to bonding procedures, an I-Bond is allowed in those offenses which are bondable under Rule 526, 527, and 528 of the Supreme Court Rules. All police supervisors are empowered to permit I-Bonds under these Supreme Court Rules.

- 1. I-Bonds shall be permitted with the approval of the Shift Commander. The following guidelines are to be used when permitting an individual to be released from custody on an individual bond. Pursuant to Supreme Court Rule 553(d), an individual may be released except when:
 - a. The accused is unable or unwilling to establish his identity or submit to being fingerprinted as required by law.
 - b. The accused is charged with an offense punishable by imprisonment and will pose a danger to any person or the community if released.

- B. Persons arrested in another county.

- 1. The bonding procedure for a person arrested in a county other than the county in which the warrant for his arrest was issued shall be governed by the provisions of 725 ILCS 5/109-2.
- 2. Any person arrested in a county other than the one in which a warrant for his arrest was issued shall be taken without unnecessary delay before the nearest and most accessible judge in the county where the arrest was made or, if no additional delay is created, before the nearest and most accessible judge in the county from which the warrant was issued.

- C. After hours, court holidays and Sundays bond setting procedure.

All persons arrested after court hours, on court holidays, or Sundays shall be held in the Detention Center until the next scheduled day of court business. These prisoners will then be brought before a judge for a bond hearing.

- 1. Persons arrested at such times must be held if:
 - a. The arrestee is in custody and is unable to post a "Rule of Court" bond on misdemeanor charges
 - b. The arrestee is in custody for a felony charge requiring the setting of an initial bond by a Judge.

- D. Criminal Offenses

All persons charged with criminal offenses under Illinois law shall be bailed pursuant to the provisions of 725 ILCS 5/110-1 et seq. Bail.

- E. Traffic Offenses

All persons charged with traffic offenses within the State of Illinois shall have bail governed by Illinois Supreme Court Rule 526.

F. Ordinances, petty offenses, and business offenses

All persons charged under state or municipal laws for ordinance, petty, or business offenses shall have bail governed by Illinois Supreme Court Rules 528 and 553(d).

72.5.11 PROCEDURE FOR PROCESSING PRISONERS WITH WARRANTS

- A. When an arrestee has an outstanding valid/extraditable in-state warrant and our department has additional charges, which require an appearance in court for bond setting purposes, that arrestee will be processed in the Illinois Citizens and Law Enforcement Analysis and Reporting (I-CLEAR) System. Orland Park Police Department charges and the warrant will be included in the charges section. The charge entered for the warrant will describe the original charge that the warrant was issued for. The warrant section of the booking system will be completed with all the required information.
- B. When an arrestee has an outstanding valid/extraditable in-state warrant and our department has additional charges which are bondable, but the arrestee is unable to post bond on our charges, the arrestee will be processed in the booking system showing our charges and the original charge which the warrant was issued for. The warrant section of the booking system will be completed with all the required information.
- C. When an arrestee has an outstanding valid/extraditable in-state warrant and our department has additional charges which a bond can be posted without an appearance before a judge and the arrestee can post that bond for an offense which would not require an entry into the booking system, that arrestee will not be processed into the booking system. However, the arrestee will be fingerprinted for identification purposes and a digital photograph will be taken of the arrestee and placed into the arrestee's arrest jacket. If the arrestee can post bond on the outstanding warrant, a separate bond will be completed and the detention aide will contact the issuing agency for the court date information.
- D. Any arrestee with a valid/extraditable out of state warrant and/or a federal warrant will be processed in the I-CLEAR System. Our charges and the warrant will be included in the charges section. The charge entered for the warrant will, however, be entered as a Fugitive from Justice under Chapter 725 ILCS 225 Section 13, and not the original charge.
- E. Any arrestee, prior into placement in a cell for any length of time, will be fingerprinted and photographed for identification purposes. The photographs, fingerprints, the fingerprint response, and the arrestee information sheet will be filed with the arrestees' personal property form. EXCEPTION: Any prisoner housed for an outside agency and/or federal agency will be fingerprinted and photographed for identification purposes unless the agency can show documentation that the prisoner has been identified and we have that identification for our records.

72.5.12 REVIEW OF DIRECTIVE

- A. This directive shall be reviewed, in its entirety, within all operational subcomponents of each Division of the Department. Division Commanders shall develop a specific review procedure to be followed that will ensure that all personnel that hold responsibility with respect to the guidelines of this directive review this directive.
- B. Reviews of this directive shall be conducted at least annually, during the month of January.
- C. Division Commanders shall ensure that a record of these reviews is developed and that all such records are forwarded to the Training, Development, and Review Office for filing.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-6
SUBJECT: PRISONER HEALTH AND MEDICAL CARE
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

72.6.1 PRISONER EMERGENCY HEALTH CARE PROCEDURES
72.6.2 FIRST AID EQUIPMENT IN DETENTION CENTER
72.6.3 RECEIVING/SCREENING INFORMATION
72.6.4 PRISONER ACCESS TO MEDICAL ATTENTION
72.6.5 PRISONER MEDICATION
72.6.6 FEDERAL DEATH IN CUSTODY REPORTING ACT REQUIREMENTS
72.6.7 POLICE AND COMMUNITY RELATIONS IMPROVEMENT ACT

PURPOSE:

The purpose of this order is to establish policy and procedures for health care and emergency medical treatment of prisoners.

DEFINITIONS:

Officer-involved Death: Any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on duty, or otherwise acting within the scope of his or her employment, or while the officer is off duty, but performing activities that are within the scope of his or her law enforcement duties (50 ILCS 727/1-5).

ORDER:

72.6.1 PRISONER EMERGENCY HEALTH CARE PROCEDURES

- A. Emergency health care services are available to all prisoners held in the Orland Park Police Detention Center through the Orland Fire Protection District where paramedics are available on a 24 hour a day basis.
 1. Orland Park Police employees assigned to the Detention Center on a regular basis shall be trained, as a part of their orientation to the facility, in emergency first aid services.
- B. When it is determined by Department personnel that a prisoner is in need of immediate medical treatment due to an illness or an injury, the following procedure shall be followed:
 1. Personnel discovering the medical need or having it brought to their attention, shall render whatever immediate aid is necessary and that they are qualified to render.
 2. Personnel shall immediately, or as soon as possible, notify the communications center of the situation and type of assistance needed.
 - a. In situations where the illness or injury is not obvious or readily discernable, a supervisor shall be contacted to determine if medical assistance will be summoned.

3. If not previously notified by the personnel in the Detention Center, the Communications Center shall immediately notify the Shift Commander of an illness or injury to a prisoner.
 - a. Upon notification the Shift Commander Shall report to the Detention Center.
 - b. If paramedics are summoned, a second officer should be assigned to meet them at the sally port and escort them into the Detention Center.
4. Upon arrival, paramedics shall examine the prisoner and determine whether the condition warrants transportation to the hospital emergency room.
5. If the prisoner is transported to the hospital, the Shift Commander shall assign a sworn officer to accompany the prisoner to the hospital to provide the necessary security. See General Order 71.3, Prisoner Transportation to Medical Facility.
6. In all cases of prisoner illness or injury, a supplemental report will be added to the case report setting forth the facts pertinent to the incident. This report will be prepared by the arresting officer, or other officer as directed by the shift commander, and submitted to the shift commander for approval.
7. Any seriously injured, seriously ill or unconscious prisoner, prior to, upon, or while in confinement, shall not be admitted to, nor remain in the Detention Center, until a medical examination is conducted by a physician and the prisoner is released from medical care.

72.6.2 FIRST AID EQUIPMENT IN DETENTION CENTER

- A. A first aid kit shall be readily available within the Detention Center. The kit is installed on the wall of the prisoner processing area and is adequately supplied with materials to accommodate a broad range of anticipated medical emergencies.
- B. The first aid equipment shall be inspected weekly as part of the weekly documented security inspection.
 1. Should shortages be discovered during the inspection the employee conducting the inspection shall note the shortage and replenish the needed materials from stock on hand.

72.6.3 RECEIVING/SCREENING INFORMATION

- A. All prisoners shall undergo a detailed "receiving- screening" interview. The purpose of this interview is primarily to identify those prisoners who pose a health risk or safety threat to themselves or others.
- B. Prompt completion of the interview is the responsibility of the arresting officer, unless received of processing duties by a supervisor. The interview shall then become the responsibility of the employee processing the prisoner. Receiving/screening interview is to be completed and recorded upon admission to the Detention Center and prior to any transfer of the prisoner to any other facility.
- C. Receiving/Screening interviews shall include inquires as to:
 1. Current health of the prisoner including communicable diseases.
 2. Medications taken by the prisoner.
 3. Behavioral observations, including state of consciousness and mental state.
 4. Notation of body deformities, trauma markings, bruises, lesions, jaundice, and ease of movement, etc.
- D. Any information developed through this interview that may indicate special attention, or an indication that the prisoner may be classified as "high risk" will immediately brought to the attention of the Shift Commander.
 1. Any prisoner found or believed to be seriously ill or injured, unconscious, heavily intoxicated by drugs or alcohol or otherwise at similar risk will not be admitted into the Orland Park Police Detention until they are examined by a physician.

72.6.4 PRISONER ACCESS TO MEDICAL ATTENTION

- A. Signs indicating the availability of medical attention for prisoners are conspicuously posted within the Detention Center.

72.6.5 PRISONER MEDICATION

- A. Prescribed medication shall not be administered to anyone in custody or incarcerated at the Orland Park Police Department unless the following criterions are met:
 - 1. The medication is carried in a properly identified prescription bottle in the name of the detainee,
 - 2. The medication to dispense is not expired (possibly identified on the prescription bottle or pharmacy verification),
 - a. If the expiration date is unknown then the date the medication was filled shall not exceed twelve (12) months (identified on the prescription bottle),
 - 3. The authenticity of the prescription and dosage is verified with the issuing physician or pharmacy,
 - 4. The Shift Supervisor or officer will administer the prescribed medication and ensure the detainee actually takes the appropriate amount,
 - 5. The Orland Park Police Department Lock-Up Record will be updated indicating the following information:
 - a. Date and time medication was administered,
 - b. Name of person administering the medication,
 - c. Medication name and the dosage amount given,
 - 6. All medications to be administered to a detainee will be kept with the detainee's personal property,
 - a. The Orland Park Police Department Personal Property Inventory sheet will reflect the amount of medication removed for dispensing during the detainee's incarceration, and
 - b. Any medications brought in by the prisoner shall be returned upon their release unless it is determined that it is contraband.
- B. Any prisoner requiring the administering of medication(s) by injection shall be transported, by the most appropriate means, to a medical facility for an examination by a physician for the purpose of determining what, if any, medication(s) must be given while detained in the Detention Center.
 - 1. A copy of all documents that were developed from the physician's examination at the hospital will be retained in the prisoner's arrest jacket.

72.6.6 FEDERAL DEATH IN CUSTODY REPORTING ACT REQUIREMENTS

A. Department Requirements

The federal Death in Custody Reporting Act (DICRA) requires all state and local criminal justice agencies to report information regarding the death of any person who is "in the process of arrest" to the Department of Justice's Bureau of Justice Statistics.

- 1. The Bureau of Justice Statistics defines deaths that occur "in the process of arrest" to include the following:
 - a. In the physical custody, or under the physical restraint, of law enforcement officers, even if the person was not formally under arrest;
 - b. Any deaths that occur by natural causes, while in the physical custody or under the physical restraint of local law enforcement officers, even if the person was not formally under arrest;
 - c. Killed by any use of force by law enforcement officers (prior to booking);
 - d. At a crime/arrest scene or medical facility prior to booking;
 - e. In transit to or from law enforcement facilities;
 - f. Confined in lockups or booking centers (facilities from which arrestees are usually transferred within 72 hours and not held beyond arraignment)

B. Single Source Reporting Agency

All Illinois criminal justice agencies report these deaths to a single source previously identified as the Illinois

Criminal Justice Information Authority (ICJIA) Requirements.

72.6.7 POLICE AND COMMUNITY RELATIONS IMPROVEMENT ACT

A. In Custody Death

1. In the event of an in custody death, the supervisor shall make notifications to the Command level of the department.
2. All in custody deaths that meet the definition of an officer-involved death, shall be investigated in compliance with the Police and Community Relations Improvement Act (50 ILCS 727).



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-7
SUBJECT: PRISONER RIGHTS
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2023
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

72.7.1 TIMELY COURT APPEARANCE

72.7.2 BAIL OPPORTUNITY FOR PRISONERS

72.7.3 PRISONER ACCESS TO ATTORNEY

72.7.4 PRISONER USE OF TELEPHONE

72.7.5 PRISONER MEALS

PURPOSE:

The purpose of this order is to describe and provide for specific rights of prisoners.

ORDER:

72.7.1 TIMELY COURT APPEARANCE

- A. The constitutional right of access to the courts by an arrestee shall not be inhibited pursuant to 725 ILCS 5/109-1.
 1. All prisoners shall normally be processed accordingly and, if not bonded before, taken to the next scheduled Bond Court at the appropriate Circuit Court Headquarters.
 2. However, in the event of a delay in the prisoners transport to Bond Court due to an ongoing investigation or some other bona fide reason for a delay, the prisoner may be held over in the Detention Center with the approval of the Shift Commander.
- B. Prisoners will be transported to Bond Court pursuant to the appropriate administrative directive issued by the Chief Judge of either:
 1. The 5th Municipal District of the Circuit Court of Cook County (Bridgeview), or
 2. The Court of Will County.
 3. The location of arrest within the Village of Orland Park shall determine which Bond Court is appropriate.

72.7.2 BAIL OPPORTUNITY FOR PRISONERS

- A. No employee of the Orland Park Police Department shall impede a prisoner's opportunity to make bail.
- B. All employees of the Department shall follow the directives regarding prisoner bonding found in General Order 72.5, Section 10, Prisoner Bonding Procedures.
- C. Bail schedules are set by rule of court pursuant to Illinois Supreme Court Rule Sections 526, 527, and 528.

72.7.3 PRISONER ACCESS TO ATTORNEY

- A. All prisoners held in the Orland Park Police Detention Center shall have the right to consult privately with an attorney pursuant to 725 ILCS 5/103-4.
 - 1. Exceptions may be made in situations where the prisoner poses an imminent danger of escape.
- B. See General Order 72.8, Section 5, for prisoner visitation procedures.

72.7.4 PRISONER USE OF TELEPHONE

- A. All prisoners right to communicate with an attorney and family members shall be provided in accordance with 725 ILCS 5/103-3.
 - 1. Prisoners shall be allowed a reasonable number of telephone calls to arrange bond, notify family or friends of their whereabouts, or consult with an attorney. Such communications shall be permitted within a reasonable time after the arrival at the Detention Center. A reasonable amount of time shall generally mean within the first hour of confinement.
 - 2. Prisoners will not be required to bear the expense of any telephone calls they make or place locally. They will be required to bear the expense on all long distance calls outside of the following exchanges (219, 312, 630, 708, 773, 815, and 847).
- B. Whenever a juvenile is taken into custody and transported to the police facility, the parents, legal guardian, or person with whom the juvenile resides shall be notified of the juvenile's detention as soon as possible.
 - 1. The arresting officer is responsible for making the notification and its documentation.

72.7.5 PRISONER MEALS

- A. All Prisoners will be provided with three meals per day at the approximate times of breakfast, lunch, and dinner. Reasonable special dietary requirements will be honored when necessary for the prisoner's well being.
 - 1. Prisoners shall receive meals in their detention cells. Refuse is to be removed as soon as possible.
- B. A record of all meals provided shall be noted on the prisoner's lock-up card to include the time fed and employee.
- C. A log book of meals provided to all prisoners will be completed and maintained in the Detention Aide office area. Detention Aides will ensure that any hot meals provided, have sufficiently cooled to allow consumption.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-8
SUBJECT: SUPERVISION OF PRISONERS
EFFECTIVE DATE: 1 March 1998
AMENDED: 1 February 2000
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2023
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

- 72.8.1 SUPERVISION OF PRISONERS
- 72.8.2 ELECTRONIC MONITORING EQUIPMENT
- 72.8.3 SUPERVISION OF OPPOSITE SEX PRISONERS
- 72.8.4 INSPECTION OF INCOMING PROPERTY
- 72.8.5 PRISONER VISITORS

PURPOSE:

The purpose of this order is to establish policies and procedures that will provide for the safe, efficient, and effective operation of the Orland Park Police Detention Center.

ORDER:

72.8.1 SUPERVISION OF PRISONERS

- A. The Orland Park Police Detention Center is supervised by Department Staff 24 hours a day through physical contact and electronic surveillance of the Detention Center.
 - 1. The Shift Commander and field supervisors will physically inspect the Detention Center and its operation once per shift.
 - a. Supervisors will log a prisoner check(s) by signing the lock-up card(s)
 - b. Supervisors will document an inspection by creating an incident
 - 2. Detention Aides are assigned the duty of making physical prisoner checks at least every 30 minutes during a prisoner's detention.
 - a. Before placing any prisoners together in a holding cell, staff shall consider whether, based on the information before them, a prisoner may be at a high risk of being sexually or physically abused and, when appropriate, shall take necessary steps to mitigate any such danger to the prisoner.
 - b. The Shift Commander shall assign these checks to ensure they are appropriately completed in the absence of a Detention Aide.
 - 3. Audio and video electronic monitoring equipment within the Detention Center is monitored from the Communications Center continuously.
- B. All contacts with prisoners (telephone calls, meals, interrogation etc.) shall be documented by officers making the contact on the prisoner lock-up card. The officers shall indicate the date, time, and nature of the contact and officers shall place their initials and badge number on the lock-up card.
 - 1. No member of the Orland Park Police Department or any other agency shall enter a cell occupied by a prisoner unless exigent circumstances exist and the prisoner is incapacitated or otherwise unable to

respond to direction. Any decision to enter a cell of a prisoner who is refusing to exit the cell or otherwise comply with direction will be approved by the Shift Commander.

2. No member of the Orland Park Police Department or any other agency shall be permitted to interview a prisoner unless they are directly involved in the case and doing so to communicate with the prisoner regarding the case. Any inadvertent communication with a prisoner, the subject of which is other than basic information related to processing, will be brought to the attention of the Shift Commander without delay.
3. A prisoner removed from a cell for any reason must be completely searched again prior to being returned to a cell. The time and reason for removal will be logged on the prisoner's Lockup Card.

C. Visual Observation Checks.

1. Each adult prisoner held in a detention cell shall be visually observed and checked every 30 minutes and the time and prisoner's condition noted on the prisoner's lock-up card.
2. Each juvenile held in juvenile detention rooms must be visually checked every 15 minutes and the time and prisoner's condition noted on the prisoner's lock-up card.
3. Prisoners determined to be "high risk" may require more frequent or constant observation. See General Order 72.5, Section 5

72.8.2 ELECTRONIC MONITORING EQUIPMENT

- A. Audio and video electronic surveillance equipment is installed in the Detention Center. This equipment is located in critical locations to enable the continuous monitoring of prisoners and employees while in the Detention Center processing area and detention cell corridors. This equipment can also monitor prisoners in all detention cells.
1. This electronic equipment is monitored on a 24 hour a day basis by personnel in the Communications Center and by the Detention Aide in the Detention Aide office area
 2. All electronic monitoring equipment is installed in locations that will not violate the personal privacy of prisoners.

72.8.3 SUPERVISION OF OPPOSITE SEX PRISONERS

- A. Employees handling prisoners of the opposite sex will take the necessary precautions to ensure the prisoners' personal privacy and dignity.
- B. Under the following conditions, prisoner supervision shall be provided by an employee of the same sex as the prisoner:
1. When procedures require physical contact or examination, such as body searches.
 2. During periods of personal hygiene activities, such as showers, toileting, and related activities. This does not prohibit the use of necessary force by an employee of a sex other than that of the prisoner.

72.8.4 INSPECTION OF INCOMING PROPERTY

- A. Normally, prisoners held in the Detention Center of the Orland Park Police Department shall not receive packages, mail, or other personal property destined for prisoners. Exceptions may be made when authorized by the Shift Commander.
1. Any property received on behalf of a prisoner shall be thoroughly searched and completely listed on the Prisoner Property Inventory Report.

72.8.5 PRISONER VISITORS

- A. There are generally no prisoner visitors allowed in the Detention Center. However, upon request and approval of the Shift Commander arrangements may be made for a private meeting between prisoners and their attorneys.
1. Prisoners and their attorneys shall use the Detention Center visitor's booth. Attorneys shall not be admitted entry into the Detention Center.
 2. All prisoners that are to be removed from the detention cell will be thoroughly searched before leaving and again upon return.

3. When requested, an attorney shall produce credentials suitable for positive identification to include a photographic identification if deemed necessary by the Shift Commander.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-10
SUBJECT: STRIP AND BODY CAVITY SEARCHES
EFFECTIVE DATE: March 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

72.10.1 STRIP SEARCHES

72.10.2 BODY CAVITY SEARCHES

PURPOSE:

The purpose of this order is to provide officers and other employees of the Orland Park Police Department with guidelines for determining if and under what conditions the use of strip searches and body cavity searches are legally permissible and to establish guidelines for the appropriate conduct of such searches.

POLICY STATEMENT:

This Department recognizes that the use of strip searches and body cavity searches may, under certain conditions, be necessary to protect the safety of officers, civilians and other prisoners; to detect and secure evidence of criminal activity; and to safeguard the security, safety and related interests of this Department's prisoner Detention Center. Recognizing the intrusiveness of these searches on individual privacy, however, it is the policy of this Department that such searches shall be conducted only with proper authority and justification, with due recognition and deference for the human dignity of those being searched and in accordance with the procedural guidelines for conducting such searches as set forth in this policy.

DEFINITION:

Strip Search: Any search of an individual requiring the removal or rearrangement of some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.

Body Cavity Search: Any search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

Controlled Substance: A drug, substance, or immediate precursor in the Schedules of Article II of the Controlled Substance Act (720 ILCS 570).

ORDER:

72.10.1 STRIP SEARCHES

A. Individuals arrested for traffic violations, regulatory, misdemeanor offenses or other minor offenses of a non-violent nature shall not be subject to strip searches unless the arresting officer has articulable, reasonable belief that the individual is concealing a weapon or controlled substance. Reasonable belief may be based upon, but not limited to the following:

1. The nature of the offense charged.
2. The arrestee's appearance and demeanor.
3. The circumstances surrounding the arrest.

4. The arrestee's criminal record, particularly past crimes of violence and narcotics offenses.
 5. The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest.
 6. Detection of suspicious objects beneath the suspect's clothing during a filed search incident to arrest.
- B. Field strip searches of prisoners shall be conducted only in the rarest of circumstances under exigent circumstances where the lives of officers or others may be placed at risk, and only in privacy with the explicit approval of a field supervisor.
- C. Where articulable, reasonable belief exists to conduct a strip search, the arresting officer shall make documented request for such action to the Shift Commander that clearly defines the basis for the belief. An Orland Park Police Department "Report of Strip Search" will be completed, to include the name of the person subjected to the search, the names of the persons conducting the search, and the time, date and place of the search. The officer must obtain written permission from the Shift Commander for purposes of authorizing the strip search. The Shift Commander will provide written permission for the authorization of the strip search by signing the "Report of Strip Search". A copy of the report shall be provided to the person subject to the search.
- D. When authorized by the Shift Commander, strip searches may be conducted only in the following manner:
1. By specially trained and designated personnel.
 2. In conformance with approved hygienic procedures and professional practices.
 3. In a room specifically authorized for this purpose.
 4. By the fewest number of personnel necessary and only by those of the same sex.
 5. Under conditions that provide privacy from all but those authorized to conduct the search.
 6. All camera equipment that normally monitors the area where the search is being conducted will be shut off.
- E. Following a strip search, the officer performing the search shall submit a written report to the Shift Commander that details at a minimum, the following:
1. Date, time and place of the search.
 2. Identity of the officer conducting the search.
 3. Identity of the individual searched.
 4. Those present during the search.
 5. A detailed description of the nature and extent of the search.
 6. Any weapons, evidence or controlled substance found during the search.

72.10.2 BODY CAVITY SEARCHES

- A. No search of any body cavity other than the mouth shall be conducted without a duly executed search warrant. Should visual examination of a subject during a strip search and/or other information lead an officer to believe that the prisoner is concealing a weapon, evidence, or controlled substance within a body cavity, the following procedures shall be followed:
1. The prisoner shall be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action taken.
 2. The officer shall consult with the Shift Commander to determine whether probable cause exists to seek a search warrant for a body cavity search.
 3. If it is determined that probable cause exists for a body cavity search, an affidavit for a search warrant shall be prepared that clearly defines the nature of the alleged offense and the basis for the officer's probable cause.
 4. On the basis of a search warrant, a body cavity search shall be performed only under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice

medicine in all its branches in the State of Illinois.

- a. Body cavity searches shall be performed with due recognition of privacy and hygienic concerns.
- 5. The authorized individual conducting the search shall prepare a report with the Department. The witnessing officer shall co-sign the report.
- 6. The witnessing officer shall additionally complete a written report and submit it to the Shift Commander. The report should detail, at a minimum:
 - a. Date and place of the search.
 - b. Identity of the officer conducting the search.
 - c. Identity of the individual searched.
 - d. Those present during the search.
 - e. A detailed description of the nature and extent of the search.
 - f. Any weapons, evidence or contraband found during the search.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 72-11
SUBJECT: PROCESSING ARRESTEES (CABS)
EFFECTIVE DATE: 1 September 2000
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Commander Administrative / Technical Services

INDEX AS:

72.11.1. INTERGOVERNMENTAL RESPONSIBILITIES
72.11.2. BOOKING ARRESTEES
72.11.3. ARREST RECORD CAPTURE
72.11.4. FINGERPRINT CHECK RESULTS
72.11.5. NON ARREST FINGERPRINT INQUIRIES
72.11.6. ALIAS PROCEDURES
72.11.7. WARRANT CHECK
72.11.8. PAROLE AND PROBATION VIOLATIONS
72.11.9. ARREST REPORT FORMSET

PURPOSE:

The purpose of this order is to set forth policy and the guidelines for employees of the Orland Park Police Department in the participation of the Cook County CABS Network. The order defines terms that pertain to the processing of arrestees utilizing the CABS Network and provides the procedures for the processing of arrestees utilizing the Cook County CABS Network.

The Purpose of the Cook County CABS program is to process, identify, and clear arrestees for court in an efficient and professional manner in order to return police officers to street duties in a timely fashion.

In addition, the CABS program will seek to ensure that the police, the courts, and corrections have accurate and complete fingerprint verified criminal history information for all arrestees including conviction, failure to appear, and parole and probation status.

DEFINITIONS

Adult: A person 18 years of age or older.

Arrestee: A person taken into custody for the commission of an offense requiring fingerprinting under Illinois Law.

Arresting Agency: The police agency that actually arrests the offender and prepares the court complaints.

B. of I.: The Illinois State Police Bureau of Identification in Joliet, Illinois.

Booking: The process involved in handling an arrested person prior to final charging.

CABS: Criminal Apprehension and Booking System.

CB#: Central Booking Number.

CHRI: The criminal History Record Information system maintained by the Illinois State Police.

CPD: The Chicago Police Department.

Detention Facility: The location where the arrestee is fingerprinted and held for court.

ISP: Illinois State Police.

Juvenile: A person under 17 years of age.

LEADS: Law Enforcement Agencies Data System,

SMT's: Scars, marks, and tattoos.

ORDER:

72.11.1. INTERGOVERNMENTAL RESPONSIBILITIES

- A. The Cook County Sheriff's Office is responsible for administering the CABS Program. Participation in the CABS Program is voluntary and governed by an intergovernmental agreement between the Cook County Sheriff and the Orland Park Police Department, among other agencies.
- B. Responsibility for maintaining CABS equipment resides with CABS who must approve and schedule all repairs.
- C. All participants in the CABS program are responsible for conforming to the provisions of the Illinois Criminal Code that pertain to the dissemination of criminal history information.
- D. All participants in the CABS program are responsible for conforming to the Administrative Rules and Regulations of Illinois State Police that pertain to the use of the Law Enforcement Agencies Data System (LEADS).
- E. The Chicago Police Department is responsible for the clearance of the arrestee including a positive identification and a thorough warrant check via the Chicago Police Hot Desk. This process will include notifications to the Office of the Cook County State's Attorney and Probation and Parole agencies as appropriate.
- F. The Illinois State Police are responsible for the timely identification of the arrestee, the posting of the arrest to the CHRI database and the provisions of the appropriate SID number.

72.11.2. BOOKING ARRESTEES

A. Adult Arrests

According to the Illinois Criminal Identification Act, all police agencies within Illinois must daily furnish the Department of State Police the fingerprints and descriptions of all persons arrested on charges of violating any penal statute that is classified as a:

1. Felony
2. Class A or B Misdemeanor
3. Traffic Offense Requiring Fingerprinting including:
 - a. All of Chapter 625 ILCS 5/4
 - b. 625 ILCS 5/11-204.1 Aggravated Fleeing Police
 - c. 625 ILCS 5/11-401 (b) Failure to Report a Fatal Crash within 3 Hours of Occurrence
 - d. 625 ILCS 5/11-501 (a) Driving Under the Influence of Alcohol

B. Juvenile Arrests

1. According to the Juvenile Justice Reform Act of 1998, all Illinois Police Departments are:
 - a. Required to transmit the fingerprints of all minors of the age of 10 and over who have been arrested for a felony.

- b. Permitted to send the fingerprints of all persons of the age of 10 and over who have been arrested for a Class A or B Misdemeanor.
- c. Orland Park Police employees will follow the policy of this Department with respect to the submission of the fingerprints of juvenile arrestees (see Order 44.1 JUVENILE ADMINISTRATION AND OPERATIONS).

C. Hospitalized Arrestees

- 1. The fingerprints of hospitalized arrestees will be taken manually (inked and rolled) if possible. A scratch sheet must be completed and photos must be taken for ICLEAR.
- 2. The inked fingerprint card of the hospitalized arrestee will be faxed to the ISP B of I for identification verification. The inked fingerprint card will be mailed to the ISP B of I to record the arrest.
- 3. If it is not possible to manually obtain fingerprints from a hospitalized arrestee, every effort should be made to identify the prisoner through other means prior to the initial court hearing.
- 4. Hospitalized arrestees who have never been fingerprinted and have been remanded to the custody of the Sheriff will be enrolled into CABS at the Cook County Department of Corrections.

72.11.3. ARREST RECORD CAPTURE

A. Creation of Validated Arrest Record

- 1. Entering demographic data into ICLEAR creates an arrest record.
- 2. Digital mugshots are captured by taking front and profile photographs of the arrestee and entering the photographs into ICLEAR.
- 3. Scars, marks, and tattoos are recorded by photograph and entered into ICLEAR.
- 4. Upon completion of the Arrest Record, the booking officer enters the record into ICLEAR.
- 5. The Booking Officer captures all fingerprint images from the subject including:
 - a. Ten rolled finger impressions
 - b. Two plain thumb impressions
 - c. Two four finger "slap" impressions

B. Electronic Fingerprint Submission

- 1. Upon the completion of the fingerprint capture, the booking officer submits the record and requests the number of copies needed.
- 2. The completed booking record is transported to the following destinations:
 - a. The Chicago Police Department
 - b. The Illinois State Police
 - c. Local record storage for 1 year

72.11.4. FINGERPRINT CHECK RESULTS

A. Chicago Police Department

- 1. When the Chicago Police Department has completed a fingerprint check the results will be transmitted via FAX to the Department as soon as available.
 - a. If a previous criminal history is found, only the IR number of the arrested person will be transmitted to the Department, not the entire previous criminal history.
 - b. If no previous criminal history is found, a no record identification will be transmitted to the Department along with the new IR number.

2. Reprint Requests - If the fingerprints received by the CPD were not suitable for classification, the CPD will:
 - a. Place the print in "REPRINT" status
 - b. Notify the Department of the deficiencies of the fingerprints
 - c. The booking officer will correct the fingerprints and resubmit them.
 - d. Unclassified fingerprints will not be transmitted to the Illinois State Police by the CPD.
 3. Criminal History (IR) information can be requested utilizing ICLEAR.
 - a. A criminal history record can be obtained by accessing the "Arrest Menu," choosing the "Rap Sheet" function, and entering the IR number.
 - b. Criminal History information can be requested by sworn police officers and accessed by detention aides by the use of an I.R. Number, only when it relates to a specific criminal investigation.
- B. Illinois State Police Bureau of Identification
1. When the Bureau of Identification has completed the fingerprint check, the results will be transmitted to the Department by LEADS messages soon as available.
 - a. If a previous criminal history is found, the SID number of the arrested person will be transmitted to the Department.
 - b. If no previous criminal history is found, a no record notification will be transmitted to the Department along with the new SID number.
- C. Alternate Procedures for Transmitting Fingerprints
1. In the event that the Department ICLEAR system is inoperable, arrestees should be booked at another ICLEAR municipality or County lock-up.
 2. In the event that all ICLEAR systems are inoperable, ink and roll fingerprints will be taken.
 3. The inked fingerprint cards will be faxed to the Bureau of Identification.
 - a. FAX number - (815) 740-5170
 - b. B of I telephone - (815) 740-3053
 4. After the Bureau of Identification has completed the fingerprint check, the results will be returned to the Department by LEADS messages.

72.11.5. NON ARREST FINGERPRINT INQUIRIES

- A. Non arrest fingerprint inquiries can be obtained from the B of I by:
1. Selecting the FPQ input form on the ICLEAR machine and entering the required demographic data.
 2. Capturing the flat (simultaneous) and rolled fingerprints of the subject.
 3. Upon completion of the fingerprint capture, the operator will dispatch the record to the B of I.
 4. When the B of I completes the identification of the fingerprints, the SID number will be sent back to the Department via LEADS.
 5. FPQ inquiries may only be made of persons who are lawfully in police custody.

72.11.6. ALIAS PROCEDURES

- A. When an arrestee is booked under an alias, the correct name will be transmitted to the arresting agency and the correct criminal history will be updated.
- B. When a fingerprint check reveals that the arrested person has used an alias, police personnel should check each alias for warrants in the LEADS system.

- C. The Chicago Police Department will provide an "alias" warrant check via the CPD "Hot Desk" system. This check is not automatic and must be requested.

72.11.7. WARRANT CHECK

- A. An arrestee should not be charged until a name check is made. Prior convictions could reach in the upgrading of charges.
- B. The Chicago Police Department will provide a warrant check via the Chicago Police Hot Desk.
 1. If the arrested person is wanted on a warrant held by the Chicago Police Department, the CPD will contact the Department and arrange to pickup the prisoner.
 2. Warrant corroboration can be obtained from the Chicago Police Department by calling (312) 745-5200.
 3. If the arrested person is wanted on a warrant held by another police agency, Orland Park will send a LEADS message to the agency that has entered the warrant into LEADS.
- C. Booking Officers should provide the required information to a TCO who will also check the arrestees in LEADS.
 1. If the arrested person is wanted on a LEADS warrant, the Department will contact that agency to determine if the warrant is valid.
 2. If the arrested person is wanted on a warrant held by the Cook County Sheriff's Office, the Department will contact the sheriff's Fugitive Warrant Unit (708) 865-4915 to determine if the warrant is valid.
- D. A fingerprint inquiry should also be forwarded to the ISP B of I for identity verification prior to entering the charges in ICLEAR.

72.11.8. PAROLE AND PROBATION VIOLATIONS

- A. The Chicago Police Department will notify the Parole and Probation Departments of felony arrests reported through the CABS program and will forward an arrest message and criminal history record to these agencies.
- B. Arresting officers should also notify the State's Attorney of the arrestee's probation and parole status when appearing in court.

72.11.9. ARREST REPORT FORMSET

The ICLEAR machine prints the following arrest reports:

- A. Local Records Copy
 1. The Local Records Copy should be kept on file at the location of booking.
 2. Three (3) copies of the Arrest Record should accompany the prisoner to the courthouse. One (1) copy will be provided to the Sheriff's in Lock-up. One (1) copy will be provided to the Circuit Court Clerk's Office and one (1) will be provided to the Assistant States Attorney.
- B. Circuit Court Clerk's Copy
The Circuit Court Clerk's Copy should be taken to the 5th District Clerk's Office at the time the prisoner is delivered to the Sheriff's lockup.
- C. State's Attorney Copy
 1. The State's Attorney should be taken to the Office of the State's Attorney at the time the prisoner is delivered to the Sheriff's lockup.
 2. A copy of the arrestee's criminal History Record should also be provided to the Office of the State's Attorney at this time along with any record of the arrestee's probation or parole status.
- D. A copy of all transmitted report shall be reproduced to include photographs. These documents shall be placed into arrest jacket.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 74-1
SUBJECT: LEGAL PROCESS
EFFECTIVE DATE: June 1, 2014
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Support Services Supervisor

INDEX AS:

74.1.1 LEGAL PROCESS RECORDS

74.1.2 RECORD OF LEGAL PROCESS SERVED/ATTEMPTED SERVICE

74.1.3 CIVIL PROCESS SERVICE

74.1.5 SUBPOENAS OF COMMUNICATIONS SECTION

PURPOSE:

The purpose of this order is to ensure access to criminal warrants, ensure proper recording of all legal process, and maintenance of records of service or attempted service of legal process.

ORDER:

74.1.1 LEGAL PROCESS RECORDS

Each item of criminal or civil legal process is recorded as it comes from the court to the Orland Park Police Department, to include the following:

- A. Date and time received.
- B. Type of legal process (civil or criminal). The Orland Park Police Department does not serve civil process. Requests for service of civil process will be referred to the appropriate county sheriff's office.
- C. Nature of document.
- D. Source of document.
- E. Name of complainant/plaintiff or name of defendant/ respondent.
- F. Officer assigned for service.
- G. Date of assignment.
- H. Court docket number.
- I. Date service due (if any).

74.1.2 RECORD OF LEGAL PROCESS SERVED/ ATTEMPTED SERVICE

A record on the execution or attempted service of legal process documents is maintained and includes the following:

- A. Date and time service was executed/attempted;
- B. Name of officer(s) executing/attempting service;

- C. Name of person on whom legal process was served/executed;
- D. Method of service/reason for non-service; and
- E. Address of service/attempt.

74.1.3 CIVIL PROCESS SERVICE

The Orland Park Police Department does not perform civil process service. Orders of Protection, while containing some civil remedies and utilizing some civil court rules, are governed by 725 ILCS 5/112A and are a criminal process stemming from domestic violence incidents.

74.1.4 SUBPOENAS OF RECORDS SECTION

Subpoena or Subpoena Duces Tecum that are served on or received by the Records Section of the Orland Police Department shall be processed according to the nature of the case.

- A. In Felony Criminal Cases, the Communications Section, after recording the document as provided in Section 1, shall obtain whatever documents or items are required and handle them as directed by the Assistant State's Attorney. The documents or records requested shall then be delivered by police officer or community service officer to the court room designated on the subpoena on or prior to the date specified in the subpoena.
- B. In Misdemeanors Criminal Cases charged under State Statute, the Records Section, after recording the subpoena as provided in Section 1, shall obtain whatever documents or items are required and handle them as directed by the Assistant State's Attorney. The documents or records requested shall then be delivered by the court clerk on the police officer's first court key date. If the first court date is off-key the police officer or community service officer will deliver the documents to the court room designated on the subpoena on or prior to the date specified in the subpoena.
- C. In Civil Cases, except those involving a DUI Criminal Case (those follow the Criminal Case handling procedures as provided in Section A or B), the Records Section, after recording the subpoena as provided in Section 1, shall obtain whatever documents or items are required and handle them as instructed on the subpoena on or before the date specified in the subpoena.
- D. In cases involving Violations of Village Ordinances, the Records Section, after recording the subpoena as provided in Section 1, shall obtain whatever documents or items are required and forward them to the Village Prosecutor, who will determine what further action to take.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 81-1
SUBJECT: COMMUNICATIONS ADMINISTRATION
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Support Services Manager

INDEX AS:

- 81.1.1. COMMUNICATIONS COMPONENT
- 81.1.2 FEDERAL COMMUNICATIONS COMMISION AND LAW ENFORCEMENT AGENCIES DATA SYSTEM REQUIREMENTS
- 81.1.3. COMMUNICATIONS SECTION JOB DESCRIPTIONS
- 81.1.4. ACCESS TO THE COMMUNICATIONS CENTER
- 81.1.5. RECORDING OF RADIO TRANSMISSIONS AND EMERGENCY TELEPHONE CALLS

DEFINITIONS:

CCH: Acronym for Computerized Criminal Histories.

CHF: Acronym for Computerized Hot Files. The Computerized Hot Files are the LEADS and NCIC files into which law enforcement agencies enter their records.

The following is a complete list of all Computerized Hot Files:

- Stolen Articles, Serialized
- Stolen Articles, Unserialized (LEADS only)
- Stolen Boats
- Stolen and recovered Guns
- Stolen and Missing License Plates
- Persons: Wanted, Missing, Unidentified (NCIC only), Accident victims (LEADS only), and Incarcerated (LEADS only)
- Orders of Protection (LEADS only)
- Stolen Securities
- Vehicles: Stolen, Stolen Parts, Felony Related, and Towed or Impounded (LEADS only)

CHRI: Acronym for Criminal History Record Information. CHRI is information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrest, detentions, and indictments, informations, or other formal criminal charges, and any other disposition arising there from; i.e., sentencing, correctional supervision, and release.

FOID: Acronym for Firearms Owners Identification.

I-UCR: Acronym for Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.

LEADS: Acronym for Law Enforcement Agencies Data Systems. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

NCIC: Acronym for National Crime Information Center. The NCIC is operated by the Federal Bureau of Investigation. The NCIC computer located in Washington, D.C. is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

NLETS: Acronym for National Law Enforcement Telecommunications System. The NLETS computer, located in Phoenix, Arizona, is connected to all states, Puerto Rico and the Virgin Islands and allows messages to be sent from one law enforcement terminal to another. The driver's license and motor vehicle registration files of all states are also available through NLETS.

SALOON: Acronym for State Alcohol Licensing Operational On-Line Network. This system allows LEADS terminals to access the Illinois Liquor Control Commission's files of all liquor licenses in the State of Illinois. Acronym for Secretary of State (SOS).

PURPOSE:

The purpose of this order is to describe the communications systems as it pertains to the needs of the Orland Park Police Department in the course of routine activities and during emergencies.

ORDER:

81.1.1 COMMUNICATIONS COMPONENT

- A. The Orland Park Police Department maintains a formally organized communications component within the Division of Administrative and Technical Services. This component, called the Communications Section, provides emergency and non-emergency radio, telephone communications, and automated data communications for the Department.
- B. The Communications Section is supervised by the Support Services Manager who reports to the Commander of the Administrative and Technical Services Division. The Support Services Manager is responsible for the daily monitoring, planning, and coordination of Communications Sections activities.

81.1.2 FEDERAL COMMUNICATIONS COMMISION AND LAW ENFORCEMENT AGENCIES DATA SYSTEM REQUIREMENTS

- A. The radio operations of the Communications Center will, in all cases, be conducted in accordance with Federal Communications Commissions and LEADS procedures and requirements.
- B. The Support Services Manager shall ensure that all policy and procedures of the Communications Section conform to FCC requirements.
- C. Information related to FCC requirements may be obtained with the Department from:
 1. An FCC Manual located in the office of the Support Services Manager.
 2. Various communications directives and policies maintained in the Communications Section Operations Manual.

81.1.3 COMMUNICATION SECTION POSITIONS AND JOB DESCRIPTIONS

- A. The Orland Park Police Department maintains written job descriptions for the following Communications Section positions:
 1. Telecommunicator (TCO)
 2. Clerk Typist II
 3. Support Services Manager
 4. Assistant Support Services Manager
- B. These job descriptions are available through the Village of Orland Park Human Resource Department, the Police Department Division of Administration and may also be found in the appropriate section of the Policy Manual of the Orland Park Police.

81.1.4 ACCESS TO THE COMMUNICATIONS CENTER

- A. Access to the Communications Center by personnel not assigned to the Communications Section must not hinder the normal operations of the center. Therefore, access to the communications Center is limited to:
 1. Communications Section employees.

2. Any Department supervisor.
 3. Village Officials and executive level Village Staff.
 4. Maintenance and repair personnel, while actually engaged in such activities.
 5. Orland Park Police Officers with a legitimate purpose and supervisory approval.
- B. The door to the Communications Center shall remain closed at all times.
- C. The general public will not be permitted to enter the Communications Center.
1. Department sponsored tours and/or other scheduled guest may be allowed limited access based on the nature of the activity at the time and the approval of the Support Services Manager or the Shift Commander.

81.1.5 RECORDING OF RADIO TRANSMISSIONS AND EMERGENCY CALLS

- A. The following communications operations within the communication Center shall, at all times, be recorded by a logging recorder housed in the Server Room;
1. Telephone conversations on emergency lines.
 2. Telephone conversations on the non-emergency line (708) 349-4111.
 3. All radio transmissions.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 81-2
SUBJECT: COMMUNICATIONS OPERATIONS
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2022
REVIEWER: Support Services Manager

INDEX AS:

81.2.1 TELEPHONE ACCESS TO POLICE DEPARTMENT
81.2.2 EMERGENCY TELEPHONE NUMBER
81.2.3 CONTINUOUS RADIO COMMUNICATIONS
81.2.4 INFORMATION RECORDED IN CALLS FOR SERVICE
81.2.5 COMMUNICATIONS WITH FIELD OFFICERS
81.2.6 COMMUNICATIONS ACCESS TO DEPARTMENTAL PERSONNEL RESOURCES
81.2.7 RESPONSE TO VICTIM/WITNESS CALLS FOR INFORMATION OR SERVICE
81.2.8 RECORDING AND REVIEWING OF RADIO TRANSMISSIONS AND EMERGENCY TELEPHONE CONVERSATIONS
81.2.9 DEPARTMENT ACCESS TO CRIMINAL JUSTICE INFORMATION SYSTEMS
81.2.10 INTERJURISDICTIONAL RADIO COMMUNICATION SYSTEM
81.2.11 EMERGENCY MESSAGE POLICY
81.2.12 HANDLING MISDIRECTED EMERGENCY CALLS
81.2.13 ALARM MONITORING AND RESPONSE
81.2.14 INCIDENT REPORTING ALTERNATIVES
81.2.15 COMMUNICATION WANTED/WARRANT "HIT" RESPONSE PROCEDURES

PURPOSE:

The purpose of this order is to establish policy governing the operation of the Orland Park Police Department Communications Center in the course of routine and emergency activities.

ORDER:

81.2.1 TELEPHONE ACCESS TO THE POLICE DEPARTMENT

- A. In the interest of providing continuous and undisturbed access to the Department by the public, the Communications Center provides 24 hour, toll-free telephone access for emergency calls for service via the 911 system or transfer by the operator. Additionally, the Communications Center has other conventional seven digit telephone numbers to receive emergency calls for service.
- B. The Police department also provides telephone access for non-emergency or informational purposes 24 hours a day.

81.2.2 EMERGENCY TELEPHONE NUMBER

- A. The Village of Orland Park utilizes one emergency response telephone number which is 911. This emergency response number is prominently displayed to the public in the following manner:
 1. In large reflective lettering on all marked patrol vehicles of the Department.
 2. Within all area telephone books.
 3. Posted in various public locations.
 4. Listed and displayed in various novelty articles and publications distributed by the Crime Prevention/Community Relations Unit.

81.2.3 CONTINUOUS RADIO COMMUNICATION

- A. In order to ensure that all Department personnel engaged in field duties have the means for constant and uninterrupted radio communication the Communications Center shall at all time be staffed and equipped to provide continuous 24 hour radio communications.
- B. All Department vehicles utilized in the field shall be equipped with an appropriate radio unit and all personnel that engage in foot patrol or other activities that may separate them from the vehicle shall also be equipped with portable radios.
- C. Maintenance or operational problems experienced with any communications equipment shall be reported via the chain of command to the Commander of Admin./Tech. Services as required.
 1. Any inoperable communications equipment shall be taken out of service and temporarily replaced by the Shift Commander until appropriate servicing can be scheduled.

81.2.4. INFORMATION RECORDED IN CALLS FOR SERVICE

- A. When calls for police service are received by the Communications Center, the following information shall be recorded by the call taker:
 1. Date and time of request.
 2. Name and address of complaint (if possible).
 3. Type of incident being reported.
 4. Location of incident being reported.
 5. Information or comments regarding an offender and/or vehicle description (if applicable).
 6. Time of dispatch.
 7. Time of first officer's arrival.
 8. Time of final officer's return to service.
 9. Disposition or status of reported incident.
 10. Name of officer(s) assigned.

B. Incident Report Number

Whenever a call for service is received in the Communication Center the call taker shall initiate the necessary computer function to create an incident. The computer CAD system within the Communication Center then assigns the call an incident number.

- 1. This assigned incident number is then permanently affixed to the call for service. This incident number may be utilized thereafter, in all cases, where it is necessary to retrieve or add information related to that call.

C. Assignment of Case Report Number

Whenever any call for service requires a written report, that employee shall utilize the incident number generated for the call for service as the case report number. It is the employee's responsibility to ensure

that the call is properly classified by either clicking the report proper disposition is documented by either the employee shall advise the Communication Center that a report is to be written.

1. Once the incident number becomes a case report number, that number shall be permanently affixed to the call for service and used in all situations thereafter for the retrieve, supplementing and filing of all documents related to that call. The incident number assigned the call shall also remain as indicated in section B.

81.2.5 COMMUNICATIONS WITH FIELD PERSONNEL

- A. All radio communications to and from personnel in the field shall conform to the following operational procedures:

1. Circumstances requiring radio communications by field officers.

All personnel in the field shall maintain continuous ability to make radio contact with the Communications Center. Priority radio service shall be given to those patrol officer units in the field and especially when officers are engaged in high risk activities, traffic stops or while they are enroute to crimes in progress.

- a. All personnel shall remain alert to the radio traffic and employ tactful and courteous limited use of the radio when ever any unit is engaged in these activities.
- b. Any further requirement to limit or specify any use of the radio shall be coordinated by the field supervisor.

- B. Officer's Out Of Service Status.

Any changes in an officer's in-service status may be recorded in the Communications Center by the TCO. Information recorded shall include:

- a. Time out of service.
- b. Officer's location.
- c. Nature or reason for change.
- d. Time back in service.

- C. Method for Identifying Officers During Radio Transmissions.

Specific methods are established to identify officers working in the field during radio transmissions. All patrol officers working in the field are identified in accordance with the procedure established in Order 41.1, Section 13.A. Radio Identification Designators.

1. Any other officer or Community Service Officer in the field is identified by their star number unless specifically indicated as otherwise by a supervisor.

- D. Communication With Interacting Agencies.

Procedures governing radio communications with other agencies are established in Order 41.1.14 Interagency Radio Communication.

- E. Incident Response Assignments

Procedures governing the assignment of patrol officers to calls for service are established in Order 41.1.15 Incident Response.

1. All incidents requiring the response of more than two patrol units shall be coordinated by the field supervisor.

- F. Circumstances that Require the Presence of the Field Supervisor.

Circumstances or incidents that require the presence of the field supervisor shall include, but not be limited to, the following:

1. Traffic crashes involving a Department vehicle.
2. Traffic crashes involving serious injuries and/or fatalities.

3. The scene of any crime of violence.
4. Large scale residential or commercial burglaries.
5. Incidents of use of force by Department personnel.
6. Where requested by a subordinate officer.

81.2.6 COMMUNICATIONS PERSONNEL ACCESS TO DEPARTMENTAL RESOURCES

- A. Communications Section personnel have immediate access to the following Departmental resources:
 1. The Shift Commander and Field Supervisors
 - a. These supervisors shall remain inconstant contact with Communications through either radio, cellular telephone, in-house telephone, or in-person.
 2. The duty roster of all shift personnel.
 3. The residential telephone numbers of all Departmental personnel and cellular telephone numbers where appropriate.
 - a. Department personnel are not authorized to give out police employee telephone numbers or addresses to the public or non-employees.
 4. Visual maps of the Village of Orland Park that indicate jurisdictional boundaries.
 - a. Boundaries may also be verified through the CAD System.
 5. Officer status indicators immediately available on the CAD status screen in front of the TCO.
 6. Telephone numbers for procuring emergency and necessary services from outside agencies are available in the computer "dialer file."
 7. Telephone numbers for essential Village Officials and other Village staff may also be found in the "DIALER" File.
 8. Procedures and telephone numbers for the activation of E.S.D.A. personnel.

81.2.7 RESPONSE TO VICTIM/WITNESS CALLS FOR INFORMATION OR SERVICE

- A. Communications Section personnel sometimes receive calls from victims/witnesses requesting information or services. Procedures for handling these types of calls are available in General Order 55.1 Victim/Witness Assistance Administration and Operation. Topic areas in these procedures include:
 1. Judging characteristics of the call to determine whether an emergency or non-emergency response is required.
 2. Informing victims/witnesses of the Police Department's response, including direct law enforcement service and referral to other agencies.
- B. Whenever Communications Section personnel receive a call for service or information from a victim/witness and there is doubt or question as to any aspect of the call the Shift Commander should be notified and the circumstances reviewed.

81.2.8 RECORDING AND REVIEWING OF RADIO TRANSMISSIONS AND EMERGENCY TELEPHONE CONVERSATIONS

- A. All telephone conversations (both emergency and non-emergency) and radio transmissions are recorded by a logging recorder housed in the Communications Center. The recordings will be governed by the following:
 1. It is common practice for agencies to maintain such recordings for a minimum of thirty days. The Communications Section of the Orland Park Police Department shall maintain recorded information for a minimum of thirty days.

2. Proper operation and maintenance procedures (according to manufacturer instructions) shall be used with the logging recorder. Communications personnel shall document in a written log maintained in the Communications Center:
- B. At times, it may be necessary to play back a phone or radio conversation when the original conversation was garbled or too quick to clearly understand.
 1. Routine requests for copies of recorded radio transmissions and/or telephone conversations shall be directed to the Support Services Supervisor.
- C. Requests must be in writing and be made through a Division or Shift Commander. The request should include the following information:
 - a. Date and time of incident.
 - b. Type of incident.
 - c. Person requesting and names of those involved.
- D. Audio requests shall be processed by the Support Services Supervisor or a designee. The Communications Section shall maintain a file on all audio recording requests.

81.2.9 ACCESS TO CRIMINAL JUSTICE INFORMATION SYSTEMS

- A. The Communications Center shall maintain the access to local, state, and federal criminal justice information systems via a direct LEADS line to Springfield, Illinois.
 1. Police employees have direct access to these systems via LEADS terminals in various locations throughout the police facility and mobile data computers (MDCs) located in police vehicles.
 2. All employees will assure that their password used to access LEADS is changed every 25 days.
 3. All LEADS regulations regarding the obtaining and dissemination of information shall be observed. LEADS reference manuals are available through the LEADS 2000 Automated Application.

81.2.10 INTER-JURISDICTIONAL RADIO COMMUNICATION SYSTEM

- A. The Communications Center is equipped with the technical capability to access other regional and local area law enforcement agencies through the point-to-point radio system. However, this system is simply utilized as an alternative to telephone communications and there exists no direct requirement for the Orland Park Police Communications Center to access other law enforcement communications system to operate and provide service.
- B. Inter-jurisdictional communication by this Department with local area agencies may also be accomplished through the use of multi-channel radios that are utilized in the field as indicated in General Order 81.3, Communications Facilities and Equipment, Section 4, Multi-Channel Radio Equipment.

81.2.11 EMERGENCY NOTIFICATIONS

- A. Delivering emergency notifications is a legitimate law enforcement function. Requests for emergency notifications can come from different sources such as citizens, hospitals, medical examiners, and other law enforcement agencies.
- B. All requests for emergency notifications shall be referred or transferred to the Communications Center.
- C. When Department personnel receive a request to make an emergency notification from another law enforcement agency, the requesting agency will be instructed to submit their requests over their LEADS terminal to the Communications Center. When a requesting agency does not have access to LEADS, the information to be dispatched will be verified with that agency via telephone.
 1. Communications Center personnel or the Shift Commander should take whatever steps are apparently necessary (i.e. call back to ensure the accuracy and security of such a message request).

81.2.12 HANDLING OF MISDIRECTED EMERGENCY CALLS

- A. The Orland Park Police Department responds to emergency calls on a priority basis. This sometimes includes responding to emergency calls where proper jurisdiction cannot be immediately determined.

- B. Occasionally, the Orland Park Police Department receives emergency phone calls which are obviously intended for or are under the jurisdiction of another law enforcement agency or public service agency. In those cases of emergency situations or the need for prompt police assistance, the employee involved will:
1. Preferably, transfer the call to the appropriate agency while staying on the telephone line with the caller until the request for assistance has been processed by the other agency, or
 2. If necessary, obtain all pertinent information from the caller and relay that information immediately to the appropriate agency via telephone or radio.

81.2.13 ALARM MONITORING AND RESPONSE

- A. All alarms installed and maintained within the Village of Orland Park are governed by Title 10, Chapter 6 of the Village of Orland Park Municipal Code. A file of all security alarms and emergency keyholder information will be maintained in the Communications Center and in the PRMS computer system.
- B. The Orland Park Police Department responds to all security alarms within the Village limits.
 1. Upon receipt of a security alarm, the Communications Center will dispatch an officer to the location of the alarm. Unless advised otherwise by a field supervisor, a back-up officer shall also be assigned to the alarm.
 2. When dispatching an alarm, the Communications Center will give the type of alarm, the address, and the business or resident name.
 3. The Communications Center shall contact a keyholder to advise them of the situation and any action needed, unless advised otherwise at the discretion of the responding officers.

81.2.14 INCIDENT REPORTING ALTERNATIVES

- A. There are calls received in the Communications Center occasionally that should not require the presence of an officer and even some that are not at all related to the function or mission of the Department. When such a call is received, the call taker shall make every effort to politely and professionally assist the caller with a referral, if possible, or by whatever other reasonable means may present itself
- B. In all cases, when there is any doubt regarding a call for service and the appropriate response from the Communications Center, the Shift Commander shall be notified and consulted. The Shift Commander shall then direct the appropriate course of action.

81.2.15 COMMUNICATION WANTED/WARRANT "HIT" RESPONSE PROCEDURES

It is the policy of the Orland Park Police Department to provide a means of safely communicating a problem, distress situation, 10-99 information and/or officer safety information via the radio network.

6. PROCEDURE - Dispatch center notification to Patrol Units (Orland Park and Orland Hills).
 1. Information is gained by Communications personnel based upon the request of a specific officer who is out of the vehicle or indisposed with a subject.
 2. Dispatcher will hit the alert tone #2 button on the radio console and wait for tones to be sounded.
 3. After the tones, the dispatcher will state "Orland Park **1400** (the requesting officer's car number) "Are you still down at (give location)".
 4. When officer replies affirmative, the dispatcher will reply; "Your 10-27 or 10-28 on John J. Doe" (Utilize the subject's real information).
 5. Officer replies **1400** (Officer assigned car number).
 6. Dispatch replies **1400** (Officer assigned car number) clear LEADS and NCIC".
 7. If the officer is not clear he/she will state "Orland Park **1400** (officer assigned car number) "stand-by."
 8. Once the officer is clear and away from the subject the officer will reply "Orland Park **1100** **1200** **1300** (assigned call number) "clear."
 9. Dispatcher will then give the officer the information per established S.O.P.

B. The same procedure will be followed for Orland Hills units utilizing **900, 399 (bike patrol), 800** (assigned car number).

C. Officer to Dispatcher

Officers who feel they are in need of an immediate back-up and believe when/if requested routinely could compromise their safety.

1. Officer will state, "Orland Park **1400**" (assigned car number).
 2. Dispatch will hit alert tone #2 button on the radio console and wait for tones to be sounded. Dispatcher will then reply "**1400** (officer assigned car number).
 3. Officer will reply "Orland **1400** (officer assigned car number) do you have me down at (giving proper location for backup unit)".
 4. The same procedure will be utilized by Orland Hills officers utilizing their assigned car number **900, 399 (bike patrol), you 10-4?800**
 5. The dispatcher will assign the closest adjacent beat officer or available rove car to assist by stating "(call number) are you 10-4.
 6. Officers will not assign or re-assign themselves. The Shift Commander/Field Supervisor will be the only individual responsible for overriding said assignments.
 7. Backup officers should respond safely and quickly utilizing appropriate emergency equipment without compromising the requesting officer's safety by utilization of lights and/or siren when approaching the requested officer location.
- D. Officers should remember if/when they need a backup and there is an immediate threat of a problem they should ask for a "backup".



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 81-3
SUBJECT: COMMUNICATIONS FACILITIES AND EQUIPMENT
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Support Services Manager

INDEX AS:

81.3.1. COMMUNICATIONS CENTER SECURITY MEASURES

81.3.2. ELECTRIC POWER SOURCE ALTERNATIVE

81.3.3. SEPARATION OF EMERGENCY AND NONEMERGENCY CALLS

81.3.4. MULTI CHANNEL RADIO EQUIPMENT

PURPOSE:

The purpose of this order is to describe the Orland Park Police communications system security measures, the means of alternative power, the design of the telephone system and the capability of field units to communicate over the radio with other agencies.

81.3.1. COMMUNICATIONS CENTER SECURITY MEASURES

A. Security measures to protect the integrity and operation of the Communication Center are in place. These measures include provisions for the following concerns:

1. Limited Access

A limited access policy for the Communications Center is outlined in General Order 81.1, Communications Administration, Section 4, Access to the Communications Center.

2. Protection of Equipment

The Communications Center design and location within the Police facility affords considerable protections to the personnel as well as the equipment. The Center is situated in the facility where there is no public access and the entire perimeter is of solid construction. The Center is designed to allow visual observation of the front lobby of the building; however, the viewing glass is protected by thick ballistic resistant glass and the reception area of the Records Area.

3. Provisions for Back-up Resources

The Communications Center is equipped with an alternative power source as described in Section 2 of this order. Additionally, the Department has assembled the necessary equipment and resources to operate the Departments Communications Section from another building. The E.S.D.A. Headquarters, 14600 Ravinia Ave., holds all resources and equipment necessary to operate Department communications in the event of a catastrophic failure of the Communications Center.

4. Outside Equipment Security

Communications equipment that is located outside of the building, the antenna, power supply and transmission lines are located in a secluded area within the campus of the police Facility. The entire campus is illuminated by artificial light and monitored with closed circuit video equipment that is monitored with the Communication Center.

5. The Main Radio Antenna

The main radio antenna is located on village property at 14600 Ravinia Avenue. The Antenna is surrounded by a 6 foot wrought iron fence.

81.3.2. ELECTRIC POWER SOURCE ALTERNATIVE

A. The Communications Center is equipped with an alternative source of electric power that is sufficient to ensure the continued and uninterrupted operation of necessary emergency communications equipment in the event of the failure of the primary power source.

1. Back-up electrical power is supplied by a diesel generator as well as an Uninterrupted Power Supply (UPS) System.
2. Documented inspections and testing of back-up power sources take place weekly.

B. Several security measures are in place to prevent unauthorized access to the control panel of the UPS system.

81.3.3. SEPARATION OF EMERGENCY AND NONEMERGENCY CALLS

A. The Village of Orland Park has established the 911 system for all emergency telephone calls. The telephone system is designed so that incoming calls are routed to the next available trunk should there be activity on the original trunk for a calling area. An adequate amount of 911 trunks are employed to provide sufficient coverage for the Village.

B. Independent telephone lines for non-emergency use are also maintained in the Communications Center and Records Section.

81.3.4. MULTI-CHANNEL RADIO EQUIPMENT

A. The Orland Park Police Department equips vehicles and personnel in the field with multi-channel mobile and portable radio equipment capable of two-way communication with other law enforcement and public service agencies.

B. The multi-channel radio equipment distributed throughout the Department is uniformly equipped with the frequencies of the various emergency agencies whose jurisdiction surrounds that of the Village of Orland Park. These frequencies include:

1. Orland Park Public Services
2. IREACH
3. Cook County Forest Preserve Police
4. ISPERN
5. Orland Fire Protection District
6. Tinley Park/Oak Forest Police
7. Cook County Sheriff's Police
8. National Weather Service (receive only)
9. Lincolnway Dispatch



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 81-4
SUBJECT: MOBILE DATA COMPUTERS
EFFECTIVE DATE: March 1, 2007
AUTHORITY: Timothy J. McCarthy, Chief of Police
REVIEW DATE: March 1, 2021
REVIEWER: Commander Technical Services

INDEX AS:

81.4.1 MOBILE DATA COMPUTERS (MDCs) EQUIPMENT

81.4.2 MDC DISPATCHING PROCEDURES

81.4.3 OFFICER SAFETY AND EFFICIENCY

81.3.4 GENERAL USE RESTRICTIONS

PURPOSE:

The purpose of the Mobile Data Computer is to improve dispatch and operational efficiency. This policy provides standards and guidelines for the dispatch and use of the Mobile Data Computer.

ORDER:

81.4.1 MOBILE DATA COMPUTER (MDC) EQUIPMENT

- A. All police vehicles that are used for patrol related services and are subject to dispatch will be equipped with a MDC. Applications installed on the MDCs will include:
 - 1. New World System Mobile Client
 - 2. Orland Park Police Policy Manual
 - 3. Village of Orland Park Code
 - 4. Antivirus software
 - 5. Adobe Reader (most current version)
 - 6. Illinois Criminal and Vehicle Law
 - 7. E-Ticket Program
 - 8. E-Crash Program
- B. Only department approved, properly licensed software will be installed or permitted on MDCs.
- C. No hardware will be attached or media loaded into MDCs without the approval of Support Services.
- D. When used in the field, MDCs will be secured in a locked docking station.

81.4.2 MDC DISPATCHING PROCEDURES

- A. All personnel working in the field who are subject to dispatch and equipped with a MDC will log in using their assigned credentials.

- B. Telecommunicators will ship all dispatched calls to the patrol supervisor's MDC.
- C. In-Progress calls will be dispatched in the following manner:
 - 1. Telecommunicators will send the call to the appropriate unit via the MDC and dispatch the assignment by Voice, calling the unit number(s), providing the nature of the incident along with the location and any/all pertinent information.
 - 2. Officers responding to the assignment will acknowledge the call over the radio to include their unit number. If it can be safely accomplished, officer(s) will also enter an Enroute (10-76) command in the MDC. Upon arrival officer(s) will advise dispatch over the radio and when practical enter an Arrived (10-23) command in the MDC. When the assignment is complete, officer(s) will inform dispatch and transmit an In-Service (10-8) message via the MDC.
- D. The following types of calls should be considered "In-Progress" and will be primarily dispatched over the radio throughout their entirety:
 - 1. 911 Verifications
 - 2. Bank Alarms
 - 3. Burglar and Hold-Up Alarms
 - 4. Suspicious Persons/Vehicles
 - 5. Vehicle Crashes (unless delayed and off the roadway)
 - 6. Domestic Situations
 - 7. Theft, Robbery, Burglary (In-Progress or Just Occurred)
 - 8. Reckless Driving
 - 9. DUI Reports
 - 10. Prowler
 - 11. Lockouts involving children or babies locked in a vehicle or house.
 - 12. Fights
 - 13. Disturbances
 - 14. Traffic Altercations
 - 15. Ambulance or Fire Requests
- E. Calls/Assignments that are Not "In-Progress" will be dispatched in the following manner:
 - 1. Telecommunicators will send the call to the appropriate unit via the MDC and dispatch the assignment by Voice, calling the unit number(s), providing the nature of the incident along with the location and any/all pertinent information.
 - 2. Officer(s) responding to the assignment will acknowledge the call over the radio to include their unit number. If it can be safely accomplished, officers will also enter an Enroute (10-76) command in the MDC. Upon arrival officers will advise dispatch over the radio and when practical enter an Arrived (10-23) command in the MDC. While on scene and if practical, officers will enter information related to the assignment in the Notes of the call via the MDC. Officers will utilize the proper form fields in order to assure proper entry. When the assignment is complete, officers will inform dispatch and transmit an In-Service (10-8) message via the MDC. Officers will make every effort to utilize the inquiry and entry fields available on the MDCs when handling routine not "In- Progress" calls.

F. Officer Initiated Incidents

Officer's initiated calls such as Lunch Breaks, Vehicle Maintenance, Personals and House Watches will be entered by officers in the MDC. Officers will create incidents regarding these calls notify dispatch of the nature indicating they will be Out-of-Service (10-6). When the call is completed, the officer will enter the In-Service(10-8) command in the MDC and notify dispatch over the radio that they are in-service.

81.4.3 Officer Safety and Efficiency

The department has implemented a program that combines MDCs and voice dispatch capabilities. This program has been established to support and enhance information access in the field. Officers are encouraged to use MDCs whenever possible. MDCs should not be used in matters where data entry hinders the ability of the officers to provide quick efficient service to the community. MDCs will never be used if an officer perceives or has any concern for safety.

A. Safe Vehicle Operation

1. When operating a vehicle, the safe operation of the vehicle is the officer's primary responsibility. Use of the MDCs is always of secondary importance. Officers should consider stopping their vehicle if necessary.

81.4.4 General Regulations

- A. Employees are prohibited from transmitting derogatory, vulgar, sexist, degrading or similar inappropriate messages via the MDC. The MDC is only to be used for valid operational purposes. In addition to these regulations, employees are subject to the rules and regulations governing the use of the Law Enforcement Agency Data System (LEADS) and the National Crime Information Center (NCIC).



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 82-1
SUBJECT: RECORDS ADMINISTRATION
EFFECTIVE DATE: 1 May 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Support Services Manager

INDEX AS:

- 82.1.1. DEPARTMENT RECORDS COMPONENT
- 82.1.2. RECORDS SECTION FUNCTIONS
- 82.1.3. SECURITY AND PRIVACY PRECAUTIONS
- 82.1.4. RECORD RETENTION SCHEDULE
- 82.1.5. CRIME REPORTING PROGRAM
- 82.1.6. RECORDS SECTION ACCESSIBILITY
- 82.1.7. REPORT STATUS ACCOUNTING

PURPOSE:

The purpose of this order is to address those functions of the records component of the Department that are basic, yet vitally important, to meeting the management, operational, and information needs of the Department. This order establishes the operational policy relative to the administration of the Records Section of the Orland Park Police Department.

DEFINITIONS:

CHRI: Acronym for Criminal History Record Information. CHRI is information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrest, detentions, indictments, informations, or other formal criminal charges, and any disposition arising there from (i.e., sentencing, correctional supervision, and release).

Freedom of Information Act: The title of Illinois Compiled Statutes, 5ILCS 140/1 et seq.

PRMS: Acronym for the Orland Park Police Records Management System. The PRMS is a computerized in-house police records system that provides the Department with centralized data processing and systems resource for service, equipment, training and other records related to the management and operation of all divisions of the Department. The PRMS allows Records Section personnel to automatically:

- Store and retrieve data.
- File and retrieve arrest information.
- Maintain "on-line" incident and offense records.
- Produce management reports.
- Collect Illinois Uniform Crime Report (IUCR) data and transmit the data to the Illinois Department of Law Enforcement.
- Search arrest and incident reports.
- Access the State of Illinois Law Enforcement Agencies Data System (LEADS)
- Systematic management of traffic crash and traffic citation information.

ORDER:

82.1.1. RECORDS COMPONENT

A. The Orland Park Police Department maintains a formally organized central records component within the Division of Administrative and Technical Services. This component is known as the Records Section and operates as the central repository for all Department records, reports and registration. The Records Section will have the primary responsibility for quality control of reports, report control, record maintenance, and record retrieval.

1. The Records Section is supervised by the Support Services Manager who reports to the Administrative and Technical Services Division Commander. The Supervisor is responsible for the daily monitoring, planning, and coordinating of all Records Section activities.

82.1.2. RECORDS SECTION FUNCTIONS

A. The Records Section shall be the central repository for all records and statistical information maintained by the Department. Functions and responsibilities of the Records Section include, but are not limited to:

1. Ensuring compliance with the various Department directives relating to the records function.
2. Conducting records checks for the Department, other government agencies, and individual citizens.
3. Routing reports to various components of the Department and other agencies.
4. Maintaining copies of all original reports, supplements and attachments.
5. Retrieving and disseminating statistical information.
6. Completing court transmittals and related work.
7. Completing data entry requirements.
8. Processing warrants and parking tickets.
9. Answering non-emergency telephone lines.
10. Maintaining all photocopying equipment and supplies.

82.1.3. PRIVACY AND SECURITY PRECAUTIONS

A. Separation of Juvenile and Adult Records.

The Department's juvenile arrest records and criminal history records are maintained separately from the criminal records of adult offenders.

1. Juvenile arrest records are maintained with the Juvenile Unit of the Investigations Division to include arrest reports, photographs, fingerprints and other forms of identification (when applicable).
2. Adult arrest records are maintained within the Records Section to include arrest reports, photographs and fingerprints.
3. All case reports or other records required to be maintained in the Records Section will be completed on a juvenile case report when the document is of the nature that requires the privacy and security afforded such records in accordance with the Juvenile Court Act.

B. Physical Security and Control of Department Files

Arrest files that are entered into the Records Section are held secure and controlled through a formal check out system that is implemented to provide for the physical security of all Department records.

1. When an officer completes all documents related to an arrest the documents are placed into an arrest jacket that is labeled with the arrestees name and Department case report number. Upon review and approval by the appropriate supervisor the arrest jacket is turned over to the Records Section for processing and storage.
2. Access to all files is limited to Records Section personnel or in the absence of Records Section personnel, the Shift Commander, Division Commander or a member of the Command Staff. If any other personnel require information and/or documents from a file, the requesting officer is required to view the file with the records clerk (Shift Commander, Division Commander or member of the Command Staff) and make appropriate copies if necessary. Arrest jackets and files may only be

signed out and removed from the Records Section by the Shift Commander, Division Commander or a member of the Command Staff.

- a. The clerk (Shift Commander, Division Commander or member of the Command Staff) will complete a file sign-out card and insert the card in place of the file, indicating the file number, date removed and the name of person removing the file. This notation is intended to provide a security and control system.

C. Procedures for the Release of Department Records

All requests for records from the Department are processed through the records Section. Non-Department requests are required to be provided in writing or on the "Non-department Inquiry Form."

1. All such requests shall be reviewed and approved by any of the following personnel:
 - a. Chief of Police, Deputy Chief, or Commander
 - b. Shift Commander, or
 - c. Support Services Manager

D. Release of Department Records

The Records Section shall be responsible for the release and distribution of all police reports and records. No report or record shall be released without the properly completed report request form, which shall be incorporated in to the report file.

1. Internal Distribution

The Support Services Manager shall ensure that all police reports and records be separated, distributed and filed properly.

2. External Distribution

All Records Section personnel have authorization to release reports to Department personnel, other law enforcement agencies, upon verification, the state's attorney's office and the office of the Village Prosecutor.

a. Traffic Crash Reports

Non-fatal traffic crash reports may be released by the Records Section once they are received within the Section. Fatal crash reports are only to be released with the approval of the Traffic Unit Supervisor or the Support Services Manager.

b. Case Reports and Dispositions

The release of case reports, incident reports and dispositions to the public and/or any other agency must be authorized by the Support Services Manager, the Shift Commander or some other command level staff.

- 1) Authorized personnel will respond to the requestor and advise if the report can be released. If the report is to be released, the requestor will be advised that they must provide photo identification if applicable.
- 2) Determination of the release of a report by authorized personnel will be based on the Illinois Freedom of Information Act.
- 3) Copies of reports will be mailed to the requesting party only after appropriate approval.
- 4) All telephone requests for special reports/studies should be forwarded to the Support Services Manager.
- 5) Walk-in requests for special reports/studies are to be completed on Freedom of Information Act forms and forwarded to the Division of Administration.

82.1.4. RECORDS RETENTION SCHEDULE

- A. The Department has a records retention schedule which is consistent with the State of Illinois Local records Act retention schedule (50 ILCS 205/1 et. Seq.).

82.1.5. CRIME REPORTING PROGRAM

- A. The Orland Park Police Department participates in the state and national Uniform Crime reporting Programs. Statistical data is supplied to the IUCR system by the Records Section through the Police Records Management System (PRMS) on an established reporting schedule.

82.1.6. RECORDS SECTION ACCESSIBILITY

- A. The Records Section shall staff the operation of the Section for daily operations from Monday through Friday, from 7:00 a.m. to 4:30 p.m. excluding holidays.
- B. At all other times Records Section information shall remain available to all operational personnel. Access to all Records Section files shall be made and under the direct control of the Shift Commander. The Shift Commander shall ensure that any release or distribution of Department records is done in compliance with this Order.

82.1.7. REPORTS STATUS ACCOUNTING

- A. Upon the completion of each patrol shift the Communications Section shall provide the Shift Commander with a computer generated copy that details all Incident and Case Report Numbers that were issued during the shift.
 1. This report shall include the following information regarding each incident:
 - a. Incident or Case Report Number.
 - b. Dates and times of call.
 - c. Officer(s) name assigned.
 - d. IUCR Code and Text description of the Incident.
 - e. A short narrative in the notes field describing the incident.
 2. This report is then used by the Shift Commander to account for the status of all reports and other documents completed by officers during the shift.
 - a. The Shift Commander will ensure that the status of each incident and Case Report Number is documented prior to the end of the shift.
 - b. The Shift Commander will then ensure that all documents are submitted and processed in accordance with the Report Review Process as set forth in General Order 82.2, Field Reporting and Management, Section 4, Supervisory Review of Field Reports.
- B. Once through the Report Review Process all original copies of reports will be maintained within the Records Section.
 1. The Investigations Division Commander may authorize that an original report be stored in the Investigation Division. If an original copy of any report is removed from the file, an entry will be made on the report sign-out card indicating the report number, date checked out, the name of the clerk releasing the report and the name of the Commander removing the report.
 - 1) See General Order 42.1, Criminal Investigation Organization and Administration, Section 3, Case File Maintenance.
- C. If a report requires follow-up investigation by the reporting officer, the officer will attempt to complete the investigation in a timely fashion. In any event, this follow-up should be completed within ten days.
 1. Every attempt should be made to submit the original case report in a timely fashion and then report all follow-up activity and information on Supplemental Report Forms.
- D. All patrol, investigative and court related supplemental reports will contain the same case report number as the original investigation; however, will contain sequential alpha characters after the original case report number and shall undergo the same review process as the preliminary case report. The supervisor of the employee responsible for the completion of the supplementary report shall ensure that it is completed, reviewed, and forwarded for report review then to the Records Section in a timely fashion.
- E. The Investigations Division Commander is responsible for the assignment of cases for investigative case status control.

1. See General Order 42.1, Criminal Investigation Organization and Administration, section 3, Investigative Case Status Control.

LEADS REGULATIONS AND POLICIES
DISSEMINATION OF DATA OBTAINED THROUGH LEADS

General Restrictions

1. **Criminal Justice Purpose Only:** All data supplied through LEADS is to be used strictly for criminal justice purposes.
2. **Personal Use Prohibited:** It is strictly forbidden to obtain any data through LEADS for personal reasons.
3. **Personal Messages Prohibited:** It is strictly forbidden to transmit messages over LEADS or to encourage messages to be transmitted over LEADS for reasons of personal, unofficial communication. For example, LEADS may not be used for communicating personal messages from one LEADS terminal to another.
4. **Selling Data Prohibited:** It is strictly prohibited to sell any information obtained through LEADS to any individual, group of individuals, organizations, government agency, or corporation.
5. **Unauthorized Dissemination Prohibited:** It is strictly forbidden to disseminate any information obtained through LEADS to any individual or organization that is not legally authorized to have access to that information.

Specific Data Dissemination Regulation

1. **National Crime Information Center:** The data stored in the NCIC is documented criminal justice information and access to that data must be restricted to duly authorized criminal justice agencies.
2. **Secretary of State (SOS):** Any request for any Illinois SOS record via LEADS shall be for Criminal Justice purposes only.
3. **National Law Enforcement Telecommunications System (NLETS):** Driver's license and vehicle registration information is provided by other states to Illinois agencies via NLETS/LEADS on the same basis that the Illinois SOS provides this information-for criminal justice purposes only.
4. **Firearm Owner's Identification (FOID):** FOID data is provided by the Illinois State Police to "law enforcement authorities" as stipulated in 430 ILCS 65/1.
5. **Computerized Criminal Histories:** Criminal History Record Information (CHRI) obtained from the Illinois State Police over LEADS shall not be disseminated to any person or agency not authorized by law to receive such information.
6. **Computerized Hot Files:** The information found in the CHF is generally considered to be a matter of public record. However, dissemination of such data beyond the law enforcement/criminal justice community must be approached with caution.
7. **State Alcohol Licensing Operational On-Line Network (SALOON):** Liquor license data and data on licensed establishments and owners are available through LEADS/SALOON only for official criminal justice purposes.
8. **Illinois Uniform Crime reporting (I-UCR):** I-UCR data which is supplied to the state of Illinois may be disseminated to the public by the originating agency at any time.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 82-2
SUBJECT: FIELD REPORTING AND MANAGEMENT
EFFECTIVE DATE: May 1, 1999
AMENDED: December 1, 2008
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2023
REVIEWER: Support Services Manager

INDEX AS:

82.2.1. FIELD REPORTING SYSTEM

82.2.2. INCIDENT REPORTING REQUIREMENT

82.2.3. CASE REPORT NUMBERING SYSTEM

82.2.4. REPORT REVIEW PROCESS

82.2.5. REPORT AND RECORD DISTRIBUTION

PURPOSE:

The purpose of this order is to describe established field reporting and management policy and procedures as they relate to the completion, submission, numbering, review and distribution of police records that are generated in the field.

82.1.1. FIELD REPORTING SYSTEM

A. Field Report Writing

Department employees shall use the appropriate report to document incidents and investigations that they engage in.

B. Submission and Processing Procedures

Procedures governing the submission and processing of reports and other documents generated in the field are governed by section 4 of this Order, Report Review Process.

82.2.2. INCIDENT REPORTING REQUIREMENT

A. Every incident in one or more of the following categories, if alleged to have occurred within the jurisdiction of the Orland Park Police Department, is to be reported:

1. Citizen reports of crime.

2. Citizen complaints.

3. Citizen requests for services when:

a. An employee is dispatched.

b. An employee is assigned to investigate.

c. An employee is assigned to take action at a later time.

4. Criminal and non-criminal cases initiated by officers.

5. Incidents involving arrests, citations, or summonses, physical custody or detention.
- B. A General Case Report or appropriate written report (ex: DUI, Juvenile, K9) will be completed whenever an officer investigates Criminal Activity, effects an arrest (criminal or traffic), takes a person into custody, physically detains a person, or when an officer discharges a firearm. A General Case Report will also be completed when issuing a Municipal Ordinance Citation (excluding Sprinkling Violations), documenting personal injury occurring on Orland Park Village Property, if not documented by the village department responsible for the property, or conducting a death investigation.
 1. The generation of notes within the call for service itself does not constitute nor does it satisfy the written report requirement of this directive.
- C. Appropriate reporting of the incidents described in paragraph A of this section shall be determined by the nature of the incident, the action taken, and the results realized.
 1. See Section 1 of this directive, Field Reporting System.
- D. All reports of incidents forwarded to the Records Section shall be recorded and maintained according to the Uniform Crime Code/Service Codes numbering system that provides the assignment of a unique identification number to each incident regardless of the number of persons reporting to the incident.
- E. A supervisor may authorize the documenting of an incident reported to the department by an Orland Park citizen when the jurisdiction of the offense cannot be determined.

82.2.3. CASE REPORTING SYSTEM

- A. The Department employs a case report numbering system (CRN) for all incidents that require the completion of a written report by the employee assigned to the incident.
 1. Case report numbers are requested by the assigned officer and generated in the Communication Center in accordance with General Order 81.2, Communications Operations, Section 4, information Recorded in Calls for Service.
- B. The Department requires that all numbers generated and assigned through this system under the following requirements:
 1. The assignment of a date sequential number to every incident.
 2. The assignment of a Case Report Number (CRN) will be identical to the incident number associated with the event.
 3. Each number issued is unique to the incident and there is never any Incident or Case Report Number repeated at anytime.

82.2.4. REPORT REVIEW PROCESS

A. Report Review.

Every written report completed by an employee of the Department will be submitted to and reviewed by a supervisor of the Section, Unit, or Shift to which the employee is assigned. The reviewing supervisor shall indicate approval as provided in the Field Reporting System.

1. All written reports submitted will be carefully reviewed by the supervisor and checked for the following:
 - a. Crime elements are detailed.
 - b. Criminal procedures are documented.
 - c. Departmental directives are adhered to.
 - d. Completeness.
 - e. Clarity.
 - f. Legibility.
 - g. Grammar and spelling.

2. Reports not approved will be returned to the employee for the required corrections. A return date of no more than three days shall be issued.
3. In the event the employee is unable to complete the written report by the end of the duty shift, the supervisor may grant a three day extension. In all cases, the written report(s) must be submitted for initial review not later than the fourth day from the incident.
4. Once the report is reviewed by the supervisor the document shall be;
 - a. Approved and forwarded to the Records Section for record system data merge and filing.

B. Investigation Division Review

The Commander of the Investigation Division or his designee will review all case reports except Traffic Crash Reports and determine the appropriate disposition of the case. The Investigations supervisor will either assign the case to an officer or investigator for the investigation follow-up, or close the case utilizing the appropriate disposition.

1. If the case is to be assigned to an investigator or an officer for follow-up investigation, the Investigations supervisor will enter the case information into the Case Management System.
 - a. A copy of the document will be forwarded to the officer or investigator assigned to the follow-up.
2. While reviewing the reports for approval the Commander of Investigation shall also note information from the reports that may be utilized in the following planning activities:
 - a. Tactical operations.
 - b. Crime trends and analysis.
 - c. Beat crime patterns and frequencies.
 - d. Crime intelligence information and indicators.

C. A directive governing the details of the Orland Park Police report review may be found in General Order 82.7, Report Review Process.

82.2.5. REPORT AND RECORD DISTRIBUTION

- A. All completed and approved reports are forwarded to the Records Section for filing and distribution in accordance with General Order 82.1 Records Administration, Section 3.D., Release and Distribution of Department Records.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 82-3
SUBJECT: RECORDS OPERATIONS
EFFECTIVE DATE: May 1, 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2022
REVIEWER: Support Services Supervisor

INDEX AS:

- 82.3.1. MASTER NAME INDEX
- 82.3.2. RECORDS SECTION INDEX FILES
- 82.3.3. TRAFFIC RECORDS ACCESS
- 82.3.4. TRAFFIC CITATION RECORDS
- 82.3.5. RECORDS MAINTENANCE BY OTHER COMPONENTS
- 82.3.6. CRIMINAL HISTORY RECORDS
- 82.3.7. CRIMINAL ARREST RECORDING
- 82.3.8. WANTED PERSONS FILE

PURPOSE:

The purpose of this order is to identify the availability of resources relevant to the operation of the records management function within the Department.

82.3.1. MASTER NAME INDEX

A. The Records Section maintains an alphabetical name index file which includes the names of persons identified in field case reports.

1. All files from June, 1992 to the present time are automated and are accessible through the Department Police Records Management System (PRMS)

B. Master Name Index Criteria

1. Persons who meet the following criteria are included in the Department's master name index in the PRMS:

- a. Arrestee
- b. Victims
- c. Complainants
- d. Suspects
- e. Known associates
- f. Field Interrogation Records

82.3.2. RECORD SECTION INDEX FILES

A. Incident Index

The Records Section is responsible for maintaining an automated index of incidents through the PRMS. This index can provide summaries of all verified offenses and services by beat, sub-beat and/or by locations. The Records Section maintains this index to allow for data retrieval based upon the following queries:

1. Incidents by type.
 - a. Administrative reports based on incidents by type are available through the PRMS.
2. Incident by location.
 - a. Administrative reports based on incident location are available through the PRMS.

B. Property Index

1. The Records Section is responsible for maintaining an automated index file through PRMS for all property reported stolen to this Department.
 - a. The department also has access to the LEADS index for reported stolen property which has a value of at least \$150.00 and a serialized control number.
2. The evidence and Recovered Property Section maintains an automated index through the PRMS for all found, recovered and evidentiary property (see General Order 84.1, Property and Evidence Control).

82.3.3. TRAFFIC RECORDS SYSTEM

- A. The Records Section maintains a complete and automated records system through the PRMS and E-Crash of all traffic related data and documents that are generated through the Traffic Unit Office based upon Patrol Division traffic activity. This system provides access to the following types of information:
 1. Traffic crash data - reports, investigations and locations;
 2. Traffic enforcement data - citations, arrests, dispositions and locations;
 3. Roadway hazard reports; and
 4. Traffic accident and enforcement analysis reports.
- B. This Traffic Record System may be used to provide accurate information to field personnel that perform primary traffic functions. Additionally, the records within this system are intended to provide compilations of data upon which police management decisions may be based regarding selective traffic enforcement issues.
- C. The Records Section also is responsible for the maintenance of Department Crash Report files and citations. The Support Services Supervisor is responsible for the development of a filing, distribution and access system that may provide a ready reference for crash/enforcement data related to specific intersections or segments of highways within the Village of Orland Park.

82.3.4. TRAFFIC CITATION RECORDS

- A. The Uniform traffic Citation which is used in Cook County is a six part form set. There are 25 citation form sets to each ticket book. The E-Ticket Application is an electronic version of the Uniform Traffic Citation also used in Cook County.
- B. The Records Sections is responsible for the overall accounting of issued traffic tickets. The six part ticket form set, once it is issued to a violator, is distributed as follows:
 1. The original white copy is transmitted to the Circuit Court by the Records Section.
 2. The goldenrod copy is transmitted to the Circuit Court by the Records Section (with the white copy) where it is held and ultimately transmitted to the Secretary of State Office upon a conviction by the Circuit Court Clerk.
 3. The yellow/white copy is issued to the traffic violator.
 4. The pink copy is retained by the Records Section for the Department's file.

5. The blue copy is retained by issuing officers for their reference.
- C. The E-Ticket Application prints three copies of a traffic ticket and they are distributed as follows:
 1. Issued to violator (2nd copy printed if Court Diversion applies)
 2. Transmitted to the Circuit Court by the Records Section
 3. Records Section for Department's file
- D. The Records Section will store and maintain the Department's copy of each issued uniform traffic citation in a numeric file for a minimum period of two years.
- E. When multiple traffic citations are issued to a single violator, officers are to cross reference the citation numbers on each citation in the space provided.
- F. Names of violators are maintained in the master name index located in the PRMS.
- G. Also see General Order 13.1, General Management, Section 2, Forms Accountability.

82.3.5. RECORDS MAINTENANCE BY OTHER COMPONENTS

- A. The Records Section is the central repository for the original copies of all offense and incident reports, arrest reports, citations, warrants, other field reports and other official records. However, other components of the Department also maintain various records. Records maintained by other components include, but are not limited to, the following:
 1. Division of Administration
 - a. Personnel records.
 - b. Internal affairs records.
 - c. Other administrative files.
 - d. Policy and procedure files.
 - e. Training records.
 2. Administrative Services Division
 - a. Physical plant files
 - b. Vehicle fleet files.
 - c. Department equipment files.
 - d. Other administrative files.
 3. Investigations Division
 - a. Crime analysis records.
 - b. Criminal intelligence records.
 - c. Informant records.
 - d. Investigative files.
 - e. Juvenile files.
 - f. Other administrative files.
 4. Patrol Division
 - a. Traffic planning and analysis records.
 - b. Other administrative files.

82.3.6. CRIMINAL HISTORY FILE AND ARRESTEE IDENTIFICATION NUMBER

- A. A criminal history file is maintained on every person arrested by the Department. This file may include, but not be limited to:
 1. Fingerprints and fingerprint classification information.
 2. Criminal history transcripts from other agencies not older than 30 days (Note: these transcripts are only kept 30 days).
 3. Photographs.
 4. Arrest reports, supplementals and other arrest documentation.

- B. Arrestee criminal history file information is maintained in the following locations:
 - 1. PRMS computer system.
 - 2. Case File.
 - 3. Arrest jackets.
 - 4. Warrant file.
- C. All information subject to inclusion in an arrestee's criminal history file is cross-referenced according to a number of descriptors including:
 - 1. Name.
 - 2. Arrest jacket number.
 - 3. Incident report number.
- D. The Records Section also provides and assigns an identification number which is person-oriented to an arrestee. Once an arrested person is assigned the identification number, all subsequent arrests and information concerning that person are reference to this identification number.
 - 1. Each person arrested by this Department has a unique and unrepeatable identification (booking) number.
 - 2. This system includes auditing to ensure that identification numbers are not repeated or skipped.

82.3.7. ARREST RECORD REQUIREMENTS

- A. Any individuals arrested or surrendering themselves for a criminal charge which is a criterion offense as defined by the 20 ILCS 2630/5 (a) shall submit to full booking procedures to include:
 - 1. Completion of an arrest report.
 - 2. Complete fingerprinting to include:
 - a. Electronic Live Scan. Or
 - b. Multi-part state fingerprint card.
 - c. FBI Card
 - d. Palm print card (Optional).
 - 3. Photographs.
- B. Any individual who is arrested for a non-criterion offense shall submit to the following booking procedure when a custodial arrest is effected:
 - 1. Completion of an arrest report.
 - 2. Photograph.
- C. Any individuals surrendering themselves for a non-criterion charge shall not be required to submit to booking procedures.
- D. Additionally, all violators arrested for traffic charges that require booking as indicated in the Illinois Vehicle Code shall submit to full booking procedures as described in paragraph A of this section.
 - 1. See attachment A regarding processing for violations of the Illinois Vehicle Code
- E. An arrest jacket will be maintained for all persons arrested and shall contain arrest reports, criminal history records and fingerprints from all arrests of that individual. All processing photographs shall be maintained in the arrest jacket.

82.3.8. WARRANT FILE

- A. The Records section shall be responsible for the accurate and the current maintenance of the Department's warrant file to include:
 - 1. Entry and cancellation of warrants.
 - 2. Maintenance of the warrant files in accordance with LEADS and NCIC rules set forth in the LEADS Reference Manual.
 - 3. Maintenance of the warrant file with the highest reasonable degree of accuracy to insure every warrant entry is based on a valid warrant on file in the Records Section.
 - 4. 24- hour physical access to warrants.
- B. The Department participates in the Law Enforcement Data System (LEADS) and the National Crime Information Center (NCIC) which have computerized Wanted Persons Files. These Wanted Persons Files contain personal descriptors and identifiers for persons who are being sought by the law enforcement community. Criteria for entry in the Illinois LEADS Wanted Person File is identified below.
 - 1. An individual (including a juvenile) for whom an original felony or misdemeanor warrant is outstanding.
 - 2. Probation and parole violations meeting the criteria in #1 above.
 - 3. An individual for whom the Department wishes to enter a Temporary Wanted Person record. (This entry may be needed when a law enforcement agency needs to take proper action to apprehend a person who has committed, or the officer has reasonable grounds to believe has committed, a felony or misdemeanor.)
 - 4. An individual for whom a Canadian warrant is outstanding or an individual judged to be a fugitive from a foreign country.
 - 5. An individual for whom a John or Jane Doe warrant for homicide has been issued. (Refer to the LEADS Reference Manual for more information)
 - 6. An individual for whom a warrant has been issued for Domestic Battery, Violation of Order of Protection and DUI.
- C. Warrants that are received by the Department from other law enforcement agencies for service will be reviewed by the Support Service Manager or designee. The department will service wanted person warrants from other jurisdictions provided the warrant is entered in the LEADS System.
- D. A master name warrant file is maintained within the PRMS and a numeric list by LEADS number is also maintained.
- E. LEADS Reference Manual guidelines will be followed when verifying and canceling wanted persons information .
- F. The Records Section will audit all warrants in January of each year.
- G. Quashing Warrants
 - 1. In order for the Records Division to seek permission from the States Attorneys Office to quash a warrant located in the warrant file, one of the following criteria must be met:
 - A. The arresting officer is no longer employed by the Orland Park Police Department and is unable to provide pertinent testimony.
 - B. The suspect is deceased.
 - C. The traffic warrant is greater than ten years old and the suspect has not had any stops in effect.
 - D. The victim is deceased.
 - E. The victim business is no longer operating.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 82-4
SUBJECT: RESIDENT ACCESS TO CRIMINAL HISTORY RECORDS
EFFECTIVE DATE: 1 August 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Deputy Chief of Police, or designee.

INDEX AS:

- 82.4.1. POLICY STATEMENT
- 82.4.2. ACCESS AND REVIEW GENERAL INFORMATION
- 82.4.3. ACCESS AND REVIEW PROCEDURE
- 82.4.4. UNIFORM CONVICTION INFORMATION ACT
- 82.4.5. UNIFORM CONVICTION INFORMATION ACT PROCEDURE

PURPOSE:

The purpose of this policy is to provide and establish guidelines and procedures for village residents with a criminal record to review their record and if needed, make a request to the B of I, through the Orland Park Police Department to make corrections to their records. This policy also provides guidelines for residents to obtain a copy of all criminal history record conviction information collected and maintained by the Illinois State Police, B of I.

ORDER:

82.4.1. POLICY STATEMENT

It is the policy of the Orland Park Police Department to provide Access and Review to those residents who request this service. It is further the policy of the Orland Park Police Department to make every effort to insure that criminal history records are accurate and complete.

82.4.2. ACCESS AND REVIEW GENERAL INFORMATION

- A. All persons with a criminal history record have the right to access and review.
- B. Access and review does not take the place of nor will it be used in lieu of Freedom of Information requests.
 - 1. Freedom of Information, pertains to Orland Park IN-HOUSE records ONLY!
 - a. Criminal History Information may only be disseminated by the B of I.
 - b. Drivers License Information may only be disseminated by the Secretary of State.

82.4.3. ACCESS AND REVIEW PROCEDURE

- A. The Orland Park Police Department will provide Access and Review service (fingerprinting) daily between the hours of 8:00 a.m. - 4:00 p.m. excepting Saturdays, Sundays, and legal Holidays. There is no fee required for Access and Review for Orland Park residents.
- B. Requesting individual presents themselves to this agency for Access and Review.
- C. Clerical personnel responsibilities

1. Give the individual an Illinois Laws and Procedures brochure covering Reviewing and Correcting Criminal History Records.
2. Request some form of identification (photo) from the individual. A photo copy of this identification will be made and given to the officer of record when they arrive at the P.D. for processing.
3. Create an incident in CAD giving as much information as possible on the individual, including the person's current address and telephone number.
4. Complete a CQH inquiry, based upon the information supplied by the requestor.
5. Provide the assigned officer with:
 - a. copy of the incident report
 - b. copy of the completed CQH.

D. Assigned Officer Responsibilities

1. Complete a scratch sheet REQUEST FOR ACCESS AND REVIEW.
 - a. Allow the requestor to state briefly the purpose of the request and note the information on the space provided on the scratch sheet.
 - b. Advise the requestor to complete the Attorney section in the event they want the attorney to view the record in lieu of the requestor.
2. Take legible inked fingerprints of the individual on an Access and Review fingerprint card. (ISP6-408 (8/90), IL 493-0697).
 - a. Sign and date fingerprint card.
3. Advise the requestor the process will take approximately 6 weeks, and they will be advised when and where they can view the files.
4. Ensure a CQH was completed on the requestor.
 - a. At no time will the requestor be given information contained on their CQH nor will they be allowed to view this CQH.
5. Forward all information to Administration for processing prior to the end of your tour of duty.
 - a. Scratch sheet
 - b. Complete (typed) Original Fingerprint card.
 - c. CQH that was run.
 - d. Copy of the incident report

E. Division of Administration

1. Forward Requests for Access and Review to the State Repository within 7 calendar days measured from the date the request was filed.
2. Notify the requestor that the transcript is available for review within 5 days measured from the date the transcript was received from the State Repository.
3. A member of Administration, designated by the Chief of Police, will meet with the requestor to review the Criminal History.
4. If challenged, forward the challenge request to the State Repository within 7 calendar days measured from the date the challenge was filed.
5. Notify the individual the challenge decision is available for review within 5 days measured from the date the information was received from the State Repository.
6. If an Administrative Review is requested, forward the request to the Superintendent of the State Repository within 7 calendar days measured from the date the request was filed.

7. Notify the requestor the Administrative Review decision is available for review within 5 days measured from the date the information was received from the State Repository.

82.4.4 UNIFORM CONVICTION INFORMATION ACT

- A. This act mandates that all criminal history record conviction information collected and maintained by the Illinois State Police, Bureau of Identification, be made available to the public pursuant to 20 ILCS 2635/1 et seq. This law permits only conviction information to be disseminated to the public. All requests for UCIA information must be submitted on a Conviction Information Request form. These forms are available from the Bureau of Identification. Each form has a unique processing control number. Consequently, copies can not be processed. All inquiries must be submitted on an original form. There are two types of Conviction Information Request forms which can be used to request UCIA information. These forms include a non-fingerprint request form and a fingerprint request form.
 1. Non-fingerprint Conviction Information Request
 - a. Form ISP6-405B
 - b. Record furnished will be based on matching identifiers (e.g. name, sex, race and DOB)
 - c. Non-fingerprint checks could adversely affect the results of a correct record check due to alias information.
 - d. The Illinois State Police charges a fee to process a non-fingerprint request. There is an additional fee for checks not drawn on a U.S. bank. Refer to the ISP form for the current fee.
 2. Fingerprint Conviction Information Request
 - a. Form ISP6-404B
 - b. Record check furnished confirms positive identification.
 - c. The Illinois State Police charges a fee to process a fingerprint check request. There is an additional fee for checks not drawn on a U.S. bank. Refer to the ISP form for the current fee.

82.4.5. UNIFORM CONVICTION INFORMATION ACT PROCEDURE

- A. The Orland Park Police Department will provide Uniform Conviction Act service (fingerprinting) daily between the hours of 8:00 a.m. - 4:00 p.m. excepting Saturdays, Sundays, and legal Holidays. There is no fee required by the Orland Park Police Department for Uniform Conviction Act services for Orland Park residents.
- B. If a person requests a Non-fingerprint Conviction Information Request, the clerical personnel will provide the individual with a Uniform Conviction Information Act Name Inquiry sheet (Form ISP6-405B). The sheet will be completed by the requester and mailed along with the appropriate fee to the Illinois State Police Bureau of Identification by the requester.
- C. If a person is requesting a Fingerprint Conviction Information Request, the individual will present themselves to this agency for service (fingerprinting).
- D. Clerical personnel responsibilities
 1. Request some form of identification (photo) from the individual.
 2. Create an incident in CAD giving as much information as possible on the individual.
- D. Assigned Officer Responsibilities
 1. Take legible inked fingerprints of the individual on a Conviction Information Fingerprint Card (Form ISP6-404B).
 2. The officer will ensure the fingerprint card is completed by the requesting individual and all information is accurate. The officer will complete the "Date Fingerprinted Section."
 3. Ensure the requester signs and dates the ORIGINAL fingerprint card.
 4. The officer will return the fingerprint card to the individual along with a copy of the Uniform Conviction Information Act Information Sheet.

5. The officer will advise the individual to mail the request along with the appropriate fee to the Illinois State Police Bureau of Identification at 260 North Chicago Street Joliet, Illinois 60431. Once processed, the conviction information will be provided to the person (requestor) by the ISP Bureau of Identification.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 82-5
SUBJECT: SEX OFFENDER COMMUNITY NOTIFICATION ACT
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Commander Investigations Division

INDEX AS:

82.5.1 NOTIFICATION GUIDELINES

82.5.2 RESPONSIBILITIES OF DEPARTMENT PERSONNEL

82.5.3 PUBLIC ACCESS TO SEX OFFENDER INFORMATION

82.5.4 SPECIAL ALERTS

PURPOSE:

The purpose of this policy is to provide procedures and guidelines for community notification of child sex offender and sexually dangerous person and sexually dangerous persons for members of the Orland Park Police Department regarding mandatory notifications to select entities within our jurisdictional boundaries and discretionary notification and public inspection by the community at large.

POLICY:

It is the policy of the Orland Park Police Department to provide names, addresses and offenses of registered child sex offender and sexually dangerous persons residing within our jurisdiction to the community as required by 730 ILCS 152/101.

82.5.1 NOTIFICATION GUIDELINES

A. Mandatory Notification

1. The Cook County and Will County Sheriff's Offices are required to notify schools, DCFS, libraries and child care facilities within their counties with child sex offender and sexually dangerous person information in accordance with 730 ILCS 152/120.
2. The Orland Park Police Department, if having jurisdiction to register a juvenile sex offender, shall ascertain from the juvenile sex offender whether the juvenile sex offender is enrolled in school; and if so, shall provide a copy of the sex offender registration form only to the principal or chief administrative officer of the school and any guidance counselor designated by him or her [730 ILCS 152/121].

B. Discretionary Notification

1. The Orland Park Police Department will disclose the information pertaining to the name of the child sex offender and sexually dangerous person, address, date of birth and offense of all child sex offender and sexually dangerous persons registered within the jurisdiction of the Village of Orland Park to those persons who are likely to encounter the registered child sex offender and/or sexually dangerous person persons upon written request.
2. The department will fulfill its discretionary role by forwarding via facsimile transmission the name, and other personal identifiers, as outlined in 730 ILCS 152/120, of child sex offender and sexually dangerous persons registered in the Department's jurisdiction to media outlets whose coverage includes the Village of Orland Park upon written request.

- a. The list will then be disseminated by the Orland Park Police Department to the requesting media outlet(s) at the same time the mandatory notifications are made by the Cook County and Will County Sheriff's Office.
- C. Other organizations who wish to be notified must send a letter containing their request. This letter must include the organization name, address and the contact person's identity. Upon approval of the Chief of Police the requesting entity will be added to the quarterly notification listing. Renewal letters will be required every two years. An annual fee of \$10.00 will be charged to cover the cost of registered mail.
 - 1. These organizations can be non-registered childcare facilities, non-public school administrators, scouting groups, church groups, etc.
- D. Individuals or qualifying organizations making requests via the telephone will be advised of the procedures to follow for either in person public access or for requests by mail of this General Order

82.5.2 RESPONSIBILITIES OF DEPARTMENT PERSONNEL

- A. Investigations Division Commander
 - 1. The Investigations Division Commander will be the designated contact person concerning the child sex offender and sexually dangerous person Community Notification Law. The contact person will be the liaison with Illinois State Police, Cook County and Will County Sheriff's Offices, registered public and private school administrators, registered child care facilities and other law enforcement agencies.
 - 2. The Investigations Division Commander will insure the proper maintenance of all records pertaining to the registration of sex offenders in accordance with General Order 82.6.1 (A) ILLINOIS SEX OFFENDER REGISTRATION ACT.
 - 3. The Investigations Division Commander or his designee will insure a complete and accurate list is forwarded to the Chief of Police for review and approval prior to any discretionary notifications.
 - 4. The Investigations Division Commander or his designee will make all scheduled discretionary notifications within our jurisdiction based upon the list of organizations requesting discretionary notification.
 - a. Investigations Division Commander or his designee will ensure a notice is clearly printed in a visible location on every list containing information regarding child sex offender and sexually dangerous persons that clearly indicates that the registry may change daily and the information is accurate only for the date and time released.
 - 5. All discretionary notifications will be sent to the registered entities via the U.S. Mail, registered return receipt.
 - 6. The Investigations Division Commander or his designee will direct Support Services Supervisor or designee to run a computer-generated list of child sex offender and sexually dangerous persons as a result of a Records Division inquiry or for quarterly notification.
 - 7. The Investigations Division Commander or his designee will review the requested child sex offender and sexually dangerous person list to insure the offender(s) live within our jurisdiction and approve the release of this information to the requester via the Clerk/TCO.
 - 8. The Investigations Division Commander or his designee will place a copy of the request for information memorandum, within the registration file of any sex offender and/or sexually dangerous persons whose information was sought.

82.5.3 PUBLIC ACCESS TO SEX OFFENDER INFORMATION

- A. The child sex offender and sexually dangerous person registration information is available to the public Monday - Friday, 9 a.m. - 5:00 p.m.
 - 1. Any request for information shall be forwarded to the Investigations Division Commander or his designee.
 - a. A request for information memorandum shall be drafted listing the requestor's information and contact number upon review of the sex offender and/or sexually dangerous person's registration documentation.

- B. Individuals making requests outside of normal business hours will be advised if we have current child sex offender and/or sexually dangerous persons registered and to return during normal business hours for inspection.
- C. Sex offender information must be made available for public inspection to any person, no later than 72 hours or three business days from the date of the request,
- D. The request must be made in person, in writing, or by telephone and
- E. Availability must include giving the inquirer access to a facility where the information may be copied (730 ILCS 152/120(c)).

82.5.4 SPECIAL ALERTS

- A. The Orland Park Police Department may issue a special alert list warning parents to be aware that sex offenders may attempt to contact children during holidays involving children, such as Halloween, Christmas, and Easter and to inform parents that information containing the names and addresses of registered sex offenders are accessible on the Internet by means of a hyperlink labeled "Sex Offender Information" on the Department of State Police's World Wide Web home page and are available for public inspection at the agency's headquarters (730 ILCS 152/122).



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 82-6
SUBJECT: ILLINOIS SEX OFFENDER REGISTRATION ACT
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Commander Investigations Division

INDEX AS:

- 82.6.1 RESPONSIBILITY
- 82.6.2 RESPONSIBILITIES OF REGISTRANTS
- 82.6.3 POLICE PERSONNEL DUTIES
- 82.6.4 TELECOMMUNICATIONS PERSONNEL DUTIES
- 82.6.5 ACCESS TO SEX OFFENDER RECORDS

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for compliance with the Illinois Sex Offender Registration Act covered under 730 ILCS 150/ et.seq.

POLICY:

It is the policy of the Orland Park Police Department to insure that convicted sex offenders, living within the jurisdictional boundaries of the Village of Orland Park, are registered and in full compliance with the Illinois Sex Offender Registration Act. It is further the policy of this agency to update and track the activities of registered sex offenders that come in contact with members of the department.

DEFINITIONS:

Agency of Jurisdiction: The municipality in which the Sex Offender resides or is temporarily domiciled for more than 3 days or the county if he/she resides or is temporarily domiciled for more than 3 days in an unincorporated area.

Sex Offender is defined as: Any person who is charged pursuant to Illinois law, or any substantially similar federal, Uniform Code of Military Justice, another state or foreign country law, with a sex offense set forth in 730 ILCS 150/2(B)(1) or the attempt to commit an included sex offense and:

1. Is convicted of such an offense or an attempt to commit such an offense; or
2. Is found not guilty by reason of insanity of such offense, an attempt to commit such an offense, or;
3. Is the subject of a finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of such offense.

Sexually Dangerous Person is defined as: "All persons suffering from a mental disorder, which mental disorder has existed for a period of time of not less than one year, immediately prior to the filing of a petition hereinafter provided for, coupled with criminal propensities to the commission of sex offenses and who have demonstrated propensities towards acts of sexual assault or acts of sexual molestation of children, are hereby declared Sexually Dangerous Persons." [725 ILCS 205/1.01]

82.6.1 RESPONSIBILITY

- A. The Investigations Division Commander shall be designated as the point of contact for the Orland Park Police Department regarding the Sex Offender Registration Act.
1. The Investigations Division Commander, or his designee, shall maintain a master Sex Offender Registration File on all sex offenders who register with the Orland Park Police Department.
 - a. These files shall include, at a minimum, a completed Sex Offender Registration Act Registration Form, a criminal history, photographs, fingerprints and palm prints of the offender.
 - b. Files will be retained in accordance with applicable Illinois Compiled Statutes and the Illinois Local Records Act.
 2. The Investigations Division Commander, or his designee, shall ensure ALL completed registration forms are forwarded to the Support Services Supervisor at time frame prescribed.
 3. Maintain a file that will be checked on a monthly basis to determine if any Sex Offenders have failed to renew their registration or changed address without notification.
 4. Assign investigation personnel to locate those individuals who have failed to register or renew their registration as prescribed by law and to verify current information.
 5. Assign personnel ever calendar year to conduct a home visit of every sex offender or sexual predator for verification of residence and a written report will be submitted.
 - a. All address verification incidents shall be documented in LEADS as required by 730 150/8-5(a) of the Illinois Compiled Statutes.
 6. Each December the Investigations Division Commander, or his designee, shall review the Illinois State Police Website to ensure that the information regarding registrants from the Village of Orland Park is correct.
- B. Responsibilities of Agency of Jurisdiction
1. Initial Registration
 - a. Complete the Sex Offender Registration Form.
 - b. Ensure the offender reads and signs the Sex Offender Registration Form.
 - c. Enter registration information in LEADS, using the normal source for LEADS entry, within three (3) days.
 - d. Obtain photograph and fingerprints of offender.
 - e. Forward a copy of the Sex Offender Registration Form to the ISP along with the registrant's photo and fingerprints.
 - f. Retain the original signed copy of the Sex Offender Registration Form until the requirement to register has expired and give a copy to the offender.
 2. Address Change
 - a. Required even when the offender changes addresses within the same jurisdiction.
 - b. Forward a copy of the written notice of address change, provided by the offender, to the new agency of jurisdiction and to the ISP, Intelligence Bureau, within three (3) days.
 - c. Enter new address information into LEADS, using the normal source for LEADS entries within three (3) days.
 3. New Agency of Jurisdiction
 - a. Complete the Sex Offender Registration Form.
 - b. Ensure the offender reads, understands and signs the Sex Offender Registration Form.
 - c. Enter the registration information into LEADS using the normal source for entries within three (3) days.

- d. Forward a copy of the registration form to the ISP, Intelligence Bureau, along with the registrant's photo and fingerprints.
 - e. Retain the original signed copy of the Sex Offender Registration Form until the requirement of registration has expired and give a copy to the offender.
4. Enforcement Efforts
 - a. Request add-ons are entered into LEADS for any contact with a registered sex offender for tracking purposes.

82.6.2. RESPONSIBILITIES OF REGISTRANT

- A. Provide accurate information for the Sex Offender Notification and Registration Form.
- B. Read and sign the Sex Offender Notification and Registration Forms. This substantiates proof of understanding and the requirements set forth in the Sex Offender Registration Act.
- C. Report and register in- person to the agency of jurisdiction within 3 days when any of the following events occur;
 1. Release from correctional facility
 2. Release from a treatment facility
 3. Date of conviction, if sentenced to probation
 4. Relocation to Illinois
 5. A permanent change of residence
 6. A temporary change of residence for more than 3 days
- D. Change of Address
 1. Notify the agency of jurisdiction in-person within 3 days of change of address. (Notification must occur, even if the registrant is moving to another address within the same jurisdiction).
 2. Report in person within 3 days to the new agency of jurisdiction to register.
- E. Renewal and Termination
 1. Report in person within one year to the current agency of jurisdiction and every year thereafter for 10 years or in accordance with state law.
 2. The responsibility expires after 10 years, following the date of conviction if not confined to a penal institution, hospital, other institution or facility or the date of release for those offenders confined to a penal institution, hospital, or other installation or facility.
- F. Persons who have been adjudicated as a "Sexually Dangerous Person" or a "Sexually Violent Person" will register in the same manner as other Sex Offenders. These individuals are required to re-register every ninety (90) days for natural life.

82.6.3 POLICE PERSONNEL DUTIES

- A. General
 1. It shall be the duty of any Department personnel having contact with an individual presenting themselves to this agency as required under the Illinois sexual Offender Act, to:
 - a. Create an incident in CAD using IUCR Code 6150, and include in the notes the name and DOB of the individual, and the nature of the contact.
 - b. Advise the individual to contact an Investigations Division Sexual Offender Registrar during normal business hours to make an appointment for registration.
- B. Designated Investigation Division Sexual Offender Registrar

1. It shall be the responsibility of the Designated Registrar (generally an Investigations Division Supervisor) to personally register sexual offenders who present themselves to this department for registration as required under the Illinois Sexual Offender Registration Act.
 - a. Under exigent circumstances the investigations supervisor may assign a designee to handle this assignment.
2. Ensure the current Illinois sexual Offender registration Form is completed legibly and accurately.
3. Read the "conditions of registration" to the registrant and ensure each condition is initialed by the registrant.
4. Ensure the registrant signs and dates the completed form.
5. Ensure that the registration information received is entered into LEADS by the designated Support Services personnel, and that a copy of the LEADS message is filed in the Sex Offender Registration file.
6. Ensure digital photographs are taken of the registrant, including shoulders and head from frontal, left and right pose. Photographs of tattoos and/or distinguished identifying marks should also be taken.
7. Ensure the digital photographs taken are downloaded onto a compact disc with the registrant's name, DOB, race, and sex imprinted on the photographs to be stored in the Sex Offender Registration file.
8. Ensure a copy of the frontal view of the registrant is emailed to the Illinois State Police Sex Offender Registration Unit if the photograph is either a new registrant or significantly different in appearance than the last photograph taken.

C. Enforcement Efforts

1. The Department shall comply with standards developed by the Illinois State Police with regard to enforcement efforts of the Sex Offender Registration Act by identifying and coordinating prosecution of offenders violating requirements of the Act, with the Illinois State Police.
2. Officers will provide the following information for add-ons for entry into LEADS for ANY contact with a registered sex offender.
 - a. Date and time of contact.
 - b. Specific location of contact.
 - c. Reason for contact (traffic, suspicious activity, etc.)
 - d. Officer's last name, ID# and agency.
 - e. Vehicle description.
 - f. Description of vehicle occupants.
 - g. Number from appropriate case report or incident number used by officer to document contact.
 - h. Any other miscellaneous information (if the suspect was arrested and why).
3. Arrest of unregistered sex offenders.
 - a. 730 ILCS 150/3 Unlawful failure to register as a sex offender.
 - b. Verify with agency of jurisdiction
 - c. Includes renewal on yearly basis.
 - d. Verify that LEADS message indicates the offender has been notified to register.
 - 1) If notification not made; notify offender of his obligation to register and ensure that LEADS entry is made that offender has been notified. Offender will not be charged if not notified to register.
 - 2) If notification was made, the offender shall be arrested.

82.6.4 TELECOMMUNICATION PERSONNEL DUTIES

- A. Advise officers who have a subject stopped or in custody that the subject is:
 - 1. A registered sex offender
 - 2. A sex offender who has been notified of their requirements to register within 3 days of notification and the Date of Notification.
 - 3. A known sex offender that has not been notified.
- B. Follow LEADS policy for entry and modification of an individual into the Sex Offender Registration File. utilizing the CAUTION FILE.
- C. Fields to be completed must include information provided on the Sex Offender Registration Act Form submitted by the on-duty Shift Supervisor for entry.
- D. Create an Alert in the New World System for any new registrant listing his or her name and address.
- E. Enforcement Efforts/Add-Ons
 - 1. Enter the below information as add-ons in the CAUTION FILE when a registered Sex Offender has been identified via LEADS and they are the subject of any type of incident within the jurisdictional boundaries of the Village of Orland Park.
 - a. Date and time of contact,
 - b. Specific location of contact,
 - c. Reason for contact (traffic, suspicious activity, etc.),
 - d. Officer's last name and ID number/agency,
 - e. Vehicle description,
 - f. Description of vehicle occupants,
 - g. Number from the appropriate report or incident used by the officer to document contact and
 - h. Any other miscellaneous information (if suspect was arrested and why).

82.6.5 ACCESS TO SEX OFFENDER RECORDS

- A. Except as provided in the Sex Offender Community Notification Law [730 ILCS 152/101 et. seq.], no part of the department's Sex Offender Registration File is open for inspection by the public [730 ILCS 152/9].



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 82-7
SUBJECT: REPORT REVIEW PROCESS
EFFECTIVE DATE: May 1, 1999
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Commander Investigations Division

INDEX AS:

- 82.7.1. POLICY STATEMENT
- 82.7.2. GENERAL RESPONSIBILITIES
- 82.7.3. OFFICER/EMPLOYEE REPORTING RESPONSIBILITIES
- 82.7.4. SUPERVISORY REPORT REVIEW DUTIES
- 82.7.5. INVESTIGATIONS DIVISION RESPONSIBILITIES
- 82.7.6. TRAFFIC SAFETY UNIT DUTIES

PURPOSE:

To provide an orderly process for the submission of reports to the Records Division that are factually correct, properly classified and accurately numbered.

ORDER:

82.7.1. POLICY STATEMENT

It is the policy of the Orland Park Police Department to furnish reports to the Records Division in a timely manner that are factual, accurate, and comprehensive and categorized in such a manner as to enhance data retrieval.

82.7.2. GENERAL RESPONSIBILITIES

- A. Telecommunicators are responsible for the proper dispatching of assignments to officers and other employees and the numbering of reports in a sequential order as described in the rules, regulations and procedures for the Communications and Records Section of the Orland Park Police Department in conjunction with Computer Aided Dispatch (CAD).
- B. Assigned officers and employees and the Shift Commander are responsible for the timely, orderly and factual reporting of all incidents and police activity.

82.7.3. OFFICER/EMPLOYEE REPORTING RESPONSIBILITIES

- A. All officers and other employees will utilize the appropriate report form, pursuant to the Orland Park Police Department rules and regulations, to record incidents or police activity.
- B. All completed reports will be submitted to the Shift Commander for review and approval.
- C. No officer or employee will be authorized to submit reports after their assigned shift or incident report date without the approval of the Shift Commander.
- D. It will be the responsibility of all officers and other employees to record all late report submittal requests on the Late Report Submittal Log and insure the Shift Commander reviews and initials the log.

82.7.4. SUPERVISORY REPORT REVIEW DUTIES

- A. Every case report submitted by an officer or employee of the Orland Park Police Department will be reviewed by the Shift Commander at the time the report is submitted. The initial supervisory reviewer will "Name Stamp" in the appropriate "Reviewed By" section of each police report.
- B. The Shift Commander will insure that all reports of incidents or activity occurring during their shift be completed and submitted for their review by the end of the shift.
- C. The Shift Commander will have the authority to grant a four (4) day late report submittal extension from the date of the case report assignment for circumstances deemed appropriate by the Shift Commander. It is the responsibility of the Shift Commander who approves a four (4) day late report submittal extension to review and initial the Late Report Submittal Log.
- D. The Late Report Submittal Log will be kept in the Lieutenant's offices and be available for review by all department personnel.
- E. All case reports submitted will be carefully reviewed by the Shift Commander and checked for the following:
 - 1. Correct report form is utilized to report an incident.
 - 2. Incident elements are detailed.
 - 3. Appropriate crime code(s) and classifications.
 - 4. Criminal procedures are documented.
 - 5. Departmental directives are adhered to.
 - 6. Monetary values are included in property section for all incidents where damage, theft or loss occurs.
 - 7. Completeness.
 - 8. Clarity.
 - 9. Legibility.
 - 10. Grammar and spelling.
- F. Reports NOT approved by the Shift Commander will be returned to the officer or employee for required corrections and the Shift Commander will complete the Late Report Submittal Log.
- G. Officers/employees will have FOUR (4) DAYS to make report corrections and re-submit them to the Shift Commander.
- H. It is the responsibility of the Shift Commander to account for all reports not submitted after the four (4) day extension/correction period and to notify the Patrol Division Commander in writing of the reasons for the continued tardiness.
- I. Approved traffic crash reports will then be forwarded to the Traffic Crash Merge Operator. The Traffic Crash Merge Operator will validate report content prior to merging the report into LERMS (Law Enforcement Record Management System). If there are corrections to be made the Merge Operator will reject the report and send the report back to the officer of record. Once corrected, the officer will resubmit the report through the same approval process. Once merged into LERMS, the crash reports are forwarded to the Traffic Unit Supervisor for review and disposition.
- J. Approved general case and supplemental reports will then be forwarded to the Records Division Report Merge Operator. The Merge Operator will validate report content prior to merging the report into LERMS (Law Enforcement Records Management System). If there are corrections to be made the Merge Operator will reject the report and send the report back to the officer of record. Once corrected, the officer will resubmit the report through the same approval process. Once merged into LERMS, the general case reports remain in the "open" status and are forwarded to the Investigations Division.

82.7.5. INVESTIGATIONS DIVISION RESPONSIBILITIES

- A. The Commander of the Investigations Division or his designee will review all case reports except for Traffic Crash reports and determine the appropriate case report status in LERMS.
- B. Reports not approved by the Investigations supervisor will be returned for correction to the on duty shift supervisor who originally approved the report.

- C. The Shift Commander who originally approved the submitted report will be responsible for insuring that the officer/employee makes the necessary report correction and returns the report to the Commander of the Investigations Division within four (4) days of the date the report was returned. If the reviewing Supervisor is on regular days off or extended leave, etc., the responsibility then falls upon the Senior Supervisor on that shift.
- D. The Investigations Supervisor will review the case report in LERMS and determine the appropriate disposition of the case. The Investigations Supervisor will either assign the case to an officer or investigator for investigative follow up, or close the case out utilizing the appropriate disposition.

82.7.6. TRAFFIC UNIT DUTIES

- A. The Supervisor of the Traffic Safety Unit is responsible for complying with Section 5 of this directive in its entirety regarding Traffic Crash reports.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 82-8
SUBJECT: MURDERER AND VIOLENT OFFENDER AGAINST YOUTH ACT
EFFECTIVE DATE: April 15, 2015
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2020
REVIEWER: Commander Investigations Division

INDEX AS:

82.8.1 RESPONSIBILITY

82.8.2 RESPONSIBILITIES OF REGISTRANTS

82.8.3 POLICE PERSONNEL DUTIES

82.8.4 TELECOMMUNICATIONS PERSONNEL DUTIES

82.8.5 ACCESS TO MURDERER AND VIOLENT OFFENDER AGAINST YOUTH RECORDS

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for compliance with the Illinois Murderer and Violent Offender Against Youth Registration Act (MVOAY) under 730 ILCS 154/ et.seq.

POLICY:

It is the policy of the Orland Park Police Department to insure that convicted Murderer and Violent Offenders against Youth, living within the jurisdictional boundaries of the Village of Orland Park, are registered and in full compliance with the Illinois Murderer and Violent Offender Against Youth Registration Act. It is further the policy of this agency to update and track the activities of registered murderer and violent offender against youth that encounter members of the department.

DEFINITIONS:

Agency of Jurisdiction: The municipality in which the Murderer and Violent Offender Against Youth resides or is temporarily domiciled for more than 5 days or the county if he/she resides or is temporarily domiciled for more than 3 days in an unincorporated area.

Murderer and Violent Offender Against Youth is defined under 730 ILCS 154/5(a)

82.8.1 RESPONSIBILITY

- A. The Investigations Division Commander shall be designated as the point of contact for the Orland Park Police Department regarding the Murderer and Violent Offender Against Youth Registration Act.
 1. The Investigations Division Commander, or his designee, shall maintain a master Murderer and Violent Offender Against Youth Registration File on all offenders who register with the Orland Park Police Department.
 - a. These files shall include, at a minimum, a completed Murderer and Violent Offender Against Youth Registration Act Registration Form, a criminal history, photographs, fingerprints and palm prints of the offender.
 - b. Files will be retained in accordance with applicable Illinois Compiled Statutes and the Illinois Local Records Act.
 2. The Investigations Division Commander, or his designee, shall ensure ALL completed registration

forms are forwarded to the Support Services Manager at time frame prescribed.

3. Maintain a file that will be checked on a monthly basis to determine if any Murderer and Violent Offender Against Youth have failed to renew their registration or changed address without notification.
4. Assign investigations to locate those individuals who have failed to register or renew their registration as prescribed by law and to verify current information.
5. Assign personnel every calendar year to conduct a home visit of every murderer and violent offender against youth for verification of residence and submit a written report.
 - a. All address verification incidents shall be documented in LEADS as required by 730 154/50(a) of the Illinois Compiled Statutes.
6. Each December the Investigations Division Commander, or his designee, shall review the Illinois State Police Website to ensure that the information regarding registrants from the Village of Orland Park is correct.

B. Responsibilities of Agency of Jurisdiction

1. Initial Registration
 - a. Complete the Murderer and Violent Offender Against Youth Registration Form.
 - b. Ensure the offender reads and signs the Murderer and violent Offender Against Youth Registration Form.
 - c. Enter registration information in LEADS, using the normal source for LEADS entry, within three (3) days.
 - d. Obtain photograph and fingerprints and palm prints of offender.
 - e. Forward a copy of the Murderer and Violent Offender Against Youth Registration Form to the ISP along with the registrant's photo and fingerprints.
 - f. Retain the original signed copy of the Murderer and Violent Offender Against Youth Registration Form until the requirement to register has expired and give a copy to the offender.
2. Address Change
 - a. Required even when the offender changes addresses within the same jurisdiction.
 - b. Forward a copy of the written notice of address change, provided by the offender, to the new agency of jurisdiction and to the ISP, Intelligence Bureau, within three (3) days.
 - c. Enter new address information into LEADS, using the normal source for LEADS entries within three (3) days.
3. New Agency of Jurisdiction
 - a. Complete the Murderer and Violent Offender Against Youth Registration Form.
 - b. Ensure the offender reads, understands and signs the Murderer and Violent Offender Against Youth Registration Form.
 - c. Enter the registration information into LEADS using the normal source for entries within three (3) days.
 - d. Forward a copy of the registration form to the ISP, Intelligence Bureau, along with the registrant's photo and fingerprints.
 - e. Retain the original signed copy of the Murderer and Violent Offender Against Youth Registration Form until the requirement of registration has expired and give a copy to the offender.
4. Enforcement Efforts
 - a. Request add-ons are entered into LEADS for any contact with a registered murderer and violent offender against youth for tracking purposes.

82.8.2 RESPONSIBILITIES OF REGISTRANT

- A. Provide accurate information for the Murderer and Violent Offender Against Youth Notification and Registration Form.
- B. Read and sign the Murderer and Violent Offender Against Youth Notification and Registration Forms. This substantiates proof of understanding and the requirements set forth in the Murderer and Violent Offender Against Youth Registration Act.
- C. Report and register in- person to the agency of jurisdiction within 5 days when any of the following events occur;
 - 1. Release from correctional facility
 - 2. Release from a treatment facility
 - 3. Date of conviction, if sentenced to probation
 - 4. Relocation to Illinois
 - 5. A permanent change of residence
 - 6. A temporary change of residence for more than 5 days
- D. Change of Address
 - 1. Notify the agency of jurisdiction in-person within 5 days of change of address. (Notification must occur, even if the registrant is moving to another address within the same jurisdiction).
 - 2. Any person who intends to establish a residence or employment outside the State of Illinois, at least 10 days before establishing that residence or employment, shall report to the agency of jurisdiction last registered.
- E. Renewal and Termination
 - 1. Report in person within one year to the current agency of jurisdiction and every year thereafter for 10 years or in accordance with state law.
 - 2. The responsibility expires after 10 years, following the date of conviction if not confined to a penal institution, hospital, other institution or facility or the date of release for those offenders confined to a penal institution, hospital, or other installation or facility.
- F. Persons who have been identified as a child murderer must register in person every year for the period of their natural life.

82.8.3 POLICE PERSONNEL DUTIES

- A. General
 - 1. It shall be the duty of any Department personnel having contact with an individual presenting themselves to this agency as required under the Illinois Murderer and Violent Offender Against Youth Act, to:
 - a. Create an incident in CAD using IUCR Code 4570, and include in the notes the name and DOB of the individual, and the nature of the contact.
 - b. Advise the individual to contact an Investigations Division Murderer and Violent Offender Against Youth Registrar during normal business hours to make an appointment for registration.
- B. Designated Investigation Division Murderer and Violent Offender Against Youth Registrar
 - 1. It shall be the responsibility of the Designated Registrar (generally an Investigations Division Supervisor) to personally register murderer and violent offender against youth registrants who present themselves to this department for registration as required under the Illinois Murderer and Violent Offender Against Youth Registration Act.
 - a. Under exigent circumstances the investigations supervisor may assign a designee to handle this assignment.
 - 2. Ensure the current Illinois Murderer and Violent Offender Against Youth registration Form is completed legibly and accurately.

3. Read the "conditions of registration" to the registrant and ensure each condition is initialed by the registrant.
4. Ensure the registrant signs and dates the completed form.
5. Ensure that the registration information received is entered into LEADS by the designated Support Services personnel, and that a copy of the LEADS message is filed in the Murderer and Violent Offender Against Youth Registration file.
6. Ensure digital photographs are taken of the registrant, including shoulders and head from frontal, left and right pose. Photographs of tattoos and/or distinguished identifying marks should also be taken.
7. Ensure the digital photographs taken are downloaded onto a compact disc with the registrant's name, DOB, race, and sex imprinted on the photographs to be stored in the Murderer and Violent Offender Against Youth Registration file.
8. Ensure a copy of the frontal view of the registrant is emailed to the Illinois State Police Sex Offender Registration Unit and (same unit for Murderer and Violent Offender Against Youth Registrations) if the photograph is either a new registrant or significantly different in appearance than the last photograph taken.

C. Enforcement Efforts

1. The Department shall comply with standards developed by the Illinois State Police with regard to enforcement efforts of the Murderer and Violent Offender Against Youth Registration Act by identifying and coordinating prosecution of offenders violating requirements of the Act, with the Illinois State Police.
2. Officers will provide the following information for add-ons for entry into LEADS for ANY contact with a registered Murderer and Violent Offender Against Youth offender:
 - a. Date and time of contact.
 - b. Specific location of contact.
 - c. Reason for contact (traffic, suspicious activity, etc.)
 - d. Officer's last name, ID# and agency.
 - e. Vehicle description.
 - f. Description of vehicle occupants.
 - g. Number from appropriate case report or incident number used by officer to document contact.
 - h. Any other miscellaneous information (if the suspect was arrested and why).
3. Arrest of unregistered murderer and violent offender against youth registrants.
 - a. 730 ILCS 154/60 Unlawful failure to register as a Murderer and Violent Offender Against Youth.
 - b. Verify with agency of jurisdiction
 - c. Includes renewal on yearly basis.
 - d. Verify that LEADS message indicates the offender has been notified to register.
 - 1) If notification not made; notify offender of his obligation to register and ensure that LEADS entry is made that offender has been notified. Offender will not be charged if not notified to register.
 - 2) If notification was made, the offender shall be arrested.

82.8.4 TELECOMMUNICATION PERSONNEL DUTIES

- A. Advise officers who have a subject stopped or in custody that the subject is:
 1. A registered murderer and violent offender against youth

2. A murderer and violent offender against youth who has been notified of their requirements to register within 5 days of notification and the Date of Notification.
 3. A known murderer and violent offender against youth that has not been notified.
- B. Follow LEADS policy for entry and modification of an individual into the Murderer and Violent Offender Against Youth Registration File.
- C. Fields to be completed must include information provided on the Murderer and Violent Offender Against Youth Registration Act Form submitted by the on-duty Shift Supervisor for entry.
- D. Create an Alert in the New World System for any new registrant listing his or her name and address.
- E. Enforcement Efforts/Add-Ons
1. Enter the below information as add-ons in the CAUTION FILE when a registered Murderer and Violent Offender Against Youth has been identified via LEADS and they are the subject of any type of incident within the jurisdictional boundaries of the Village of Orland Park.
 - a. Date and time of contact,
 - b. Specific location of contact,
 - c. Reason for contact (traffic, suspicious activity, etc.),
 - d. Officer's last name and ID number/agency,
 - e. Vehicle description,
 - f. Description of vehicle occupants,
 - g. Number from the appropriate report or incident used by the officer to document contact and
 - h. Any other miscellaneous information (if suspect was arrested and why).

82.8.5 ACCESS TO MURDERER AND VIOLENT OFFENDER AGAINST YOUTH RECORDS

- A. Except as provided in the Murderer and Violent Offender Against Youth Community Notification Law [730 ILCS 154/75 et. seq.], no part of the department's Sex Offender Registration File is open for inspection by the public [730 ILCS 154/55].



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 83-1
SUBJECT: EVIDENCE TECHNICIAN PROGRAM ADMINISTRATION
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2023
REVIEWER: Commander Investigations Division

INDEX AS:

83.1.1. 24- HOUR TO CRIME SCENE/ACCIDENT PROCESSING ACCESS

83.1.2. EVIDENCE COMPARISONS

PURPOSE:

The purpose of this order is to ensure the availability of a crime scene and accident processor on a 24-hour basis and to require materials and substances to be collected from known sources, whenever available, for submission to the crime laboratory for comparison with physical evidence collected.

DEFINITIONS:

Crime Scene: The location where the crime occurred or where any indication of the crime exists.

Crime Scene Processing: The specific actions taken at a crime scene or accident scene, including, the taking of photographs, preparing the crime or accident sketch, and the collecting and preserving of physical evidence and known standards.

ORDER:

83.1.1. 24-HOUR CRIME SCENE/CRASH PROCESSING ACCESS

- A. If crime scene personnel or a crash reconstruction officer is on duty, that individual shall process the crime or crash scene unless otherwise directed by a supervisor.
- B. If crime scene personnel or a crash reconstruction officer is not on duty, and the situation requires immediate attention which cannot be handled by available personnel, the on-call investigator or crash reconstruction officer shall be contacted as directed by the Field Supervisor or the Shift Commander.
- C. The Field Supervisor will secure the scene and provide instructions at the crime/crash scene until the crime/crash scene processing personnel arrive.
- D. If circumstances are such that there may be a delay in the arrival of crime scene processing personnel, the Field Supervisor should collaborate with that person, via cellular telephone, to discuss a plan on how to proceed prior to their arrival.

83.1.2. EVIDENCE COMPARISONS

- A. Whenever possible, crime scene personnel shall collect materials and substances from known sources to be sent to the crime laboratory for comparison with other physical evidence which may be submitted. Examples include, but are not limited to:
 1. Hairs.
 2. Fibers.
 3. Glass.

4. Paint.
 5. Wood.
 6. Soil.
 7. Tool marks.
 8. Flammable/combustible liquids.
- B. Any known comparison standards shall be marked as such and forwarded to the appropriate Crime Lab.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 83-2
SUBJECT: EVIDENCE TECHNICIAN PROGRAM OPERATIONS
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: 1 March 2020
REVIEWER: Commander Investigations Division

INDEX AS:

- 83.2.1. CRIME SCENE PROCESSING PROCEDURES
- 83.2.2. EVIDENCE PHOTOGRAPHY
- 83.2.3. PROCESSING OF FINGERPRINT EVIDENCE
- 83.2.4. CRIME SCENE PROCESSING EQUIPMENT
- 83.2.5. CRIME SCENE REPORTING
- 83.2.6. PROCESSING RECOVERED STOLEN VEHICLES
- 83.2.7 FORENSIC DIGITAL IMAGING

PURPOSE:

The purpose of this order is to establish guidelines and procedures for collecting, processing, and preserving evidence in the field, establish procedures associated with reporting, evidence handling, chain of evidence, and requests for laboratory analysis.

DEFINITIONS:

Chain of Evidence: The continuity of custody of material and items collected as evidence.

Crime Scene: The location where a crime occurred or where evidence of a crime exists. For the purposes of this order, crime scene will also refer to the scene of an incident that may not be criminal in nature, but where common crime scene methods are used to gather evidence.

Crime Scene Investigator: An experienced investigator who has been trained in accepted methods of evidence collection, preservation, and processing, but has primary duties as an investigator.

Crime Scene Evidence Processing: The specific actions taken at a crime scene or crash scene to identify, locate, document, preserve and collect evidence and/or known standards.

Crime Scene Sketch: A drawing showing all of the significant aspects of the crime scene.

Evidence Technician: A person, generally an investigator, who is trained in accepted methods of evidence collection, preservation, and processing, and whose primary responsibility is to process a crime scene. However, this person in many cases may then become the case investigator and that person's responsibility shall include the follow-up investigation.

Field Evidence Technician: An experienced police officer who is trained in accepted methods of evidence collection, preservation, and processing, but, has primary responsibilities as a patrol officer.

Evidence: Any substance or material found and/or recovered in connection with a criminal investigation.

Flammable Cabinet: Cabinet designated for the storage of combustible items.

Major Offense: a real or suspected crime of such severity that it creates, or seems likely to create, an intense public demand for identification, apprehension and prosecution of the offender; a crime which necessitates a substantial commitment of resources for a prolonged period of time; or a crime which requires the application of complex or unusual investigative techniques. Examples of offenses and investigations included within these parameters are:

1. Death Investigations
2. Deviate sexual assaults, other sex related offenses
3. Bank robberies, home invasions and armed robberies which usually necessitate sustained investigative Effort
4. Sophisticated burglaries - safe jobs, alarm circumventions, etc.
5. Arsons
6. Financially based crimes, e.g., frauds, forgeries
7. Covert Investigations
8. Organized criminal activities/offenses
9. Kidnapping

Primary Responding Patrol Officer: The officer responsible for conducting the preliminary investigation and completing the preliminary case report.

Videographs: Images of persons or objects recorded on a videocassette, videodisc or other recording medium, by means of video camera, for playing back on a video monitor.

83.2.1. CRIME SCENE PROCESSING PROCEDURES

- A. The first officer(s) to arrive at the scene will take appropriate actions to ensure the safety and/or welfare of the victim(s), and protect the scene.
 1. The first officer(s) to arrive at the scene will conduct, or cause to be conducted, a search of the scene to locate other victims, witnesses, and/or possible suspects. A police canine may be utilized (see General Order 41.6.)
 - a. When suspects are discovered at the scene the officer(s) shall:
 - 1) Detain and identify the suspect(s).
 - 2) Prevent the suspect(s) from engaging in conduct which may alter or destroy evidence.
 - 3) Record any spontaneous statements.
 - 4) Separate and isolate suspect(s) so they cannot communicate with one another or others.
 - 5) Mirandize the suspect(s) prior to any questioning if suspect(s) are in custody.
 - 6) Secure the clothing and possessions of suspect(s) as possible evidence, when appropriate.
 - 7) Determine the relationship between suspect(s) and the scene premises for warrant considerations.
 - a. When witness(es) are discovered at the crime scene the officer(s) shall:
 - 1) Detain and identify the witness(es).
 - 2) Separate witness(es) so they cannot communicate with one another.
 - 3) Take initial witness(es) statements.
 2. The primary responding patrol officer investigating incidents that are other than a Major Case will assess the crime scene and consider the need for the services of an evidence technician.
 - a. Officers will contact the field supervisor if they feel that such services may be required.

- b. Field Supervisors should make every effort to personally view the scene, if possible.
 - c. A Field Evidence Technician should be utilized to process the scene, if available.
 - d. An Investigative Evidence Technician may be requested by the Field Supervisor or Shift Commander.
 - 3. An Investigations Supervisor will be notified of all Major Cases.
 - a. The Investigations Supervisor will determine what, if any, additional support is required for the on call Investigative Evidence Technician
 - b. Evidence Technicians from other law enforcement and/or private agencies may be utilized at the discretion of the Investigations supervisor.
 - 4. The Shift Commander shall make administrative notifications of all Major Cases, in accordance with General Order 41.2, Patrol Operations, Section 4, Making Notifications.
- B. The first officer shall have custody of and will be responsible for the protection and control of the scene until relieved by a supervisor.
- 1. The scenes of Major Cases will be secured by the best available means (i.e., tape, rope, barricades).
 - 2. The scenes of other than Major Cases will be secured at the discretion of the Field Supervisor when necessary to protect the integrity of evidence.
 - 3. The points of crime scene entry and exit will be limited.
 - 4. A single path into and out of the crime scene, away from the path most likely used by the offender(s) will be established.
 - 5. At the scene of Major Cases, the Field Supervisor will insure a crime scene log will be started and maintained until the scene is released.
 - 6. Access to the scene will be granted only to persons directly involved in the investigation.
 - 7. Evidence that may be damaged or destroyed prior to the scene being processed will be protected or secured and documented.
- C. Upon their arrival, Evidence Technician(s) will assume responsibility for the protection, collection, and preservation of evidence.
- D. Personnel will be permitted entry into a scene only after approval by a supervisor. At the scene of significant cases, approval for entry may only be given when such entry will not disrupt scene processing that may be in progress. Authorized personnel include, but are not limited to, the following:
- 1. Representative(s) of the Office of the Medical Examiner.
 - 2. Investigators assigned to the case by a supervisor.
 - 3. Emergency Medical Personnel
 - 4. Representative(s) of the Office of the State's Attorney.
 - 5. Other persons necessary to correct any hazardous conditions that may exist.
- E. The crime scene will be processed in an orderly manner. The order of tasks is dependent upon individual situations. Deviations from the following suggested progression of tasks will be determined by the Evidence Technician(s) assigned to the case:
- 1. Photograph the scene.
 - a. Digital photos will be taken and supplied to the case investigator(s).
 - b. Videography, if taken, will be completed prior to still photography.
 - c. Standard 35 mm photographs or digital images will be taken. The photographs will be developed only if absolutely necessary.

2. Identify evidence to be collected.
3. Collect obvious trace evidence.
4. Process the scene for fingerprints.
5. Take measurements and sketch the scene.
6. Collect, mark, package and document evidence.
7. Secure evidence.
 - a. Properly packaged evidence may be submitted to the Evidence and Recovered Property Section.
 - 1) Evidence may be taken directly to the Crime Lab by an officer, only with the permission of the Investigative Division Commander.
 - 2) Evidence may be stored in an evidence locker.
 - 3) Biological evidence may be secured in the E.R.P.S. refrigerator.
 - 4) Flammable evidence may be secured in a flammable cabinet located in the evidence garage.
8. Prepare and submit reports.

F. Methods utilized in the collection, preservation and processing of crime scene evidence will be those generally accepted as proper for each type of evidence. Published, accepted professional standards are available from various sources in determining processing methods to meet specific situational requirements. It is the responsibility of the Evidence technician(s) assigned to the case to select the method of collecting, processing, and preserving items of evidentiary value.

1. Evidence collected may include, but not be limited to:
 - a. Serological evidence.
 - 1) Liquid blood standard.
 - 2) Dry blood stains.
 - 3) Semen stains.
 - 4) Saliva stains.
 - b. Photographic evidence.
 - 1) Videographs.
 - 2) Digital Images.
 - 3) Undeveloped film.
 - c. Weapon evidence.
 - 1) Sharp/cutting instruments
 - 2) Bludgeoning instruments.
 - d. Firearm evidence.
 - 1) Firearms.
 - 2) Ammunition.
 - 3) Gunshot residue kits.
 - e. Fingerprint evidence.
 - 1) Latent prints.
 - 2) Patent prints.

- 3) Fingerprint and palm standards.
 - f. Drug evidence.
 - 1) Green leafy substance.
 - 2) Powders, pills, gases, and liquids.
 - 3) DUI kits for toxicology.
 - g. Trace evidence.
 - 1) Hairs.
 - 2) Fibers.
 - 3) Paint.
 - 4) Glass.
 - 5) Soil.
 - h. Tool marks.
 - i. Chemical evidence
 - 1) Accelerant.
 - 2) Explosives.
 - 3) Poisons.
2. Recovered evidence is to be clearly marked or labeled in a manner that assures proper identification at a later date. Evidence Technicians will use their badge number and initials to mark evidence. Property should not be marked where it may deface or decrease the actual or the evidentiary value of the item:
 - a. A permanent ink pen or marker may be used to mark most articles.
 - b. Other means, such as a scribe, stylus or engraver, may be used on articles which cannot be permanently marked with ink.
 - c. Items too small to mark, such as bullets, shell casings, jewelry, etc., should be placed into a small container, sealed, and identified by writing the necessary information on the container or label affixed to the container.
 - d. A permanent tag may be affixed to items otherwise not suitable for marking.
 3. Each item of evidence must be packaged in a separate container. Large or irregularly shaped items which cannot be packaged will be labeled with the proper information.
 4. Additional care should be taken when packaging the following types of evidence for submission to E.R.P.S. (All such evidence should be packaged separately):
 - a. Open alcohol: The level of the liquid present will be marked on the outside of the container with a permanent marker. A small sample vial of liquid will be collected and the remainder will be disposed of. The original container and sample vial will then be separately packaged and submitted into the E.R.P.S., following the rules for marking, packaging, and sealing evidence.
 - b. Hazardous evidence: e.g., biohazard, flammable, sharp object, poison, explosive material, etc., as well as fragile evidence, shall be so marked on the outer packaging and placed into protective evidence packaging containers.
 - c. If firearms cannot be rendered safe before packaging, additional caution must be taken in the packaging, labeling and notification of personnel involved in the transport and receipt of the firearm. Ammunition shall be removed and packaged in such a way as to prevent it from migrating back to the firearm.
 - d. Trace materials must be packaged in suitable containers to eliminate the possibility of any loss of

the trace material. Envelopes or other containers which might have small openings will not be used without first securing the trace materials in a vial, petri dish, or paper fold.

- e. Vials, envelopes, paper bags, jars, cans, cartons, etc., into which evidence has been placed, should be sealed in such a manner that they cannot be opened without breaking the seal. Once a seal has been affixed to a container, the officer should write his name, badge number, and date across the seal and container.
- f. Information supplied by an evidence log sheet, Property report Form or other departmental report prepared by the collecting officer and approved by the supervisor. The following information will be supplied with evidence collected:
 1. Incident or Case Number.
 2. Victim's name (if known).
 3. Suspect's name (if known)
 4. Owner's name (if known)
 5. Date of collection.
 6. Description of item, as applicable:
 - a. Make.
 - b. Model number or name.
 - c. Serial number.
 - d. Weight and/or amount.
 7. Source or location obtained.
 8. Name of person collecting item.
- g. Fireworks or suspected explosives will be secured at the proper evidence collection vault at the department firearms training facility.

83.2.2. EVIDENCE PHOTOGRAPHY

- A. Photography/videography of the crime scene will be conducted by trained Evidence Technician prior to the removal of any evidence.
 1. Prior to taking of any digital photography or videography, the Evidence Technician will confirm that the correct date and time are displayed on the camera/recording equipment.
- B. Videographs, if taken, will be taken prior to still photography. Videographs will be used to supplement still photography and not replace it. Crime scene videographs will be recorded without sound.
- C. The first frame of each roll of film, digital photographic record or videograph will depict the following information:
 1. Orland Park Police Department case report number.
 2. Name and badge number of the photographer.
 3. Name and badge number of responding officer.
 4. Date and time photographs are taken.
 5. Location.
 6. Name of Victim(s).
 7. Roll number/videotape number.
 8. Type of incident.

- D. When the exact size of an object being photographed is necessary, photographs with and without a scale will be taken. Both photographs will be taken using the same camera setting, position and lighting.
- E. A written photo log will be prepared for photographs taken. A description of the item being photographed, as well information required in section 2.2.C, will be included.
- F. Photographs, film and videographs will be labeled, packaged and marked according to guidelines specified in section 2.1 and will be submitted into the custody of the E.R.P.S. according to the guidelines specified in General Order 84.1.1. Digital photographic evidence shall meet the requirements of section 83.2.7 of this Order.

83.2.3. PROCESSING OF FINGERPRINT AND FRICTION RIDGE EVIDENCE

- A. Latent prints should be developed and removed from surfaces with department-provided equipment such as dusting powders. Brushes, clear and frosted tape.
- B. Wet items bearing latent prints should be allowed to air dry under normal conditions before processing with powders.
- C. Visible prints subject to possible destruction or deterioration should be photographed before measures are taken to further develop or collect them.
- D. Items containing possible print evidence that cannot be processed at the scene will be packaged in a manner that will protect their surfaces and prevent destruction of evidence or contamination. Items may be handled with forceps, tongs, tweezers, or picked up by exerting pressure on surface areas that are not likely to bear print evidence.
- E. Whenever latent prints are removed from an item and placed on a fingerprint card, the fingerprint card will contain the following information:
 1. Case report number.
 2. Date of collection.
 3. Explanation of source of print; for example, inside or outside.
 4. Name of person collecting print.
 5. Sketch, if appropriate.
- F. Additional guidance for the processing of latent fingerprints by crime scene personnel may be obtained from current reference books, periodicals and training handouts.
- G. Fingerprint cards containing rolled impressions taken from known individuals will include the following information:
 1. Case report number.
 2. Date of collection.
 3. Name of individual supplying standard.
 4. Date of birth of individual supplying standard.
 5. Sex of individual supplying standard.
 6. Signature of individual supplying standard.
 7. Name of individual taking standards.
- H. Fingerprint cards containing rolled impressions taken at the time of booking will be stored in the arrest jacket kept in the Records Section of the Orland Park Police Department.
- I. Fingerprint cards containing rolled impressions to be used for comparison to known latents will be submitted as evidence following the guidelines specified in section 2.1 and General Order 84.1.1.

83.2.4. CRIME SCENE PROCESSING EQUIPMENT

- A. Patrol officers, when designated as Field Evidence Technicians, will have in their possessions a properly

equipped ET kit issued by the Patrol Evidence Technician Supervisor. Each kit has equipment which can be used for the following purposes:

1. Recovery of latent prints.
 2. Photography.
 3. Sketching of the scene.
 4. Collection and preservation of evidence.
 5. Crash investigation.
- B. Additional crime scene processing equipment may be available through the investigations division. Portable generators, ladders and lights are available from the Emergency Services and Disaster Agency of the Orland Park Police Department.

83.2.5. CRIME SCENE REPORTING

- A. A record of events transpiring at the scene of an investigation is required. Scene personnel will submit a report which will minimally include the following information:
1. Case report number.
 2. Date and time of arrival at and departure from the scene.
 3. Location of the incident.
 4. Description of the incident scene.
 5. Name of victim, if known.
 6. Name of suspects, if known.
 7. Description of actions taken at the scene, including the number of photographs taken and whether measurements were made.
 8. A list of physical evidence recovered.
- B. When evidence technicians are assigned to process a scene, the following additional information will be supplied in their report.
1. Date and time the request for service was received.
 2. Name of person requesting their services, and assigned officer.
 3. The reason photographs were not taken, evidence was not removed, or deviations from stated procedures were performed.
 4. Disposition of items collected at the scene, including evidence and photos.
 5. Crime scene measurement information.

83.2.6. PROCESSING RECOVERED STOLEN VEHICLES

- A. Recovery of a vehicle stolen from another jurisdiction.
1. When a vehicle stolen from another jurisdiction is recovered in Orland Park, the originating agency shall be notified via LEADS of the recovery. The originating agency may request that the vehicle be held.
 2. If the recovered vehicle is to be held, it will be towed to a secure location.
 3. When criminal charges are to be filed by the Orland Park Police department, the vehicle may be processed by a Department Evidence Technician.
 4. When no criminal charges are to be filed by the Orland Park Police Department, processing will be done only at the request of the originating agency or other agency which has an interest in evidence likely to be found in or on the vehicle.

5. Department Evidence technicians may be sent to a suitable location to process the vehicle, or the vehicle may be processed at this facility.
 6. The reporting agency will be notified upon the completion of vehicle processing to arrange for disposition and release of the vehicle.
- B. Recovery of a Vehicle Stolen in Orland Park.
1. When a vehicle stolen from Orland Park is recovered, the agency making the recovery will be asked to hold the vehicle. If this agency has placed a LEADS hold on the vehicle for investigative processing.
 - a. If there are exigent circumstances, an Investigations Division Supervisor will be immediately notified of the recovery.
 - b. If there are no exigent circumstances, an Investigations Division Superior will be notified of the recovery during normal business hours.
 2. An Investigations Division supervisor will review the case to determine what, if any, efforts to process the vehicle will be made.
 3. Field Evidence Technicians may be sent to a suitable location to process the vehicle, or the vehicle may be processed at Headquarters.
 4. An investigator will be assigned to contact the owner of the vehicle to arrange a disposition after processing.
 - a. If the owner cannot be contacted within 48 hours after the vehicle recovery, notification will be sent to the owner's last known address by certified US mail with return receipt requested.
- C. Recovered stolen vehicles will be released from the department custody only upon authorization of the assigned investigator, proof of ownership, and payment of towing, storage, and other fees.

83.2.7 FORENSIC DIGITAL IMAGING

A. Purpose

The purpose of this policy is to provide the standard for the maintenance, preservation and archiving of digital photographic images. The policy is intended to insure that digital photographic evidence maintains its integrity and that a uniform procedure shall be used on imaging computers to facilitate storage, filing, preservation and archiving of digital images.

B. Equipment and Materials Specifications

1. Digital Still Imaging

The minimum recommendation is for a camera with more than 2008X1504 pixels (>3 Mega Pixels), on camera viewer, close-up capability, flash and removable storage media.

C. Procedures

1. Authorized users are required to maintain the integrity of the primary images in accordance with Department policy and procedure as it relates to the handling and storage of evidence.
2. All primary images shall be stored (archived) and classified as "photo evidence" on the Panasonic Arbitrator System under the applicable case report number.
 - a. The primary images shall be written to an achievable media prior to anyone other than the authorized user having viewed them.
3. While insuring the integrity of the primary images it shall be the responsibility of the crime scene technician or authorized user to, as soon as reasonably practical, do the following:
 - a. Remove the removable storage media from the camera and download the images to the Panasonic Arbitrator System. If this is not possible, the media will be placed in an evidence envelope and secured as per Department policy for later downloading.
4. All authorized users will be instructed on the operational procedures related to the aforementioned requirements and equipment use.

5. It is the responsibility of the ERPS Officer to download the images to a CD-R and inventory them in ERPS under the applicable case report number.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 83-3
SUBJECT: EVIDENCE HANDLING
EFFECTIVE DATE: 1 March 1998
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2019
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

83.3.1. CHAIN OF EVIDENCE MAINTAINED

83.3.2. EVIDENCE SUBMISSION TO LABORATORY

PURPOSE:

The purpose of this order is to identify the responsibilities and establish procedures associated with the maintenance of chain of Evidence and requests for laboratory analysis.

DEFINITIONS:

Chain of evidence: The continuity of custody of material and items collected as evidence, whether at the crime scene or not.

Laboratory: Any laboratory, whether in-house, municipal, county, state, federal, or private which conducts examination and analysis on physical Evidence.

ORDER:

83.3.1. CHAIN OF EVIDENCE MAINTAINED

- A. Whenever a transfer of custody of physical Evidence takes place, the following information will be recorded:
 1. The name of the Orland Park Police department personnel transferring the Evidence, and the date and time of transfer.
 2. The name of the person receiving the Evidence.
 3. Examinations desired.
 4. The reason for the transfer of the Evidence.
 5. The location the Evidence is transferred to and from, and a summary of the event.
 6. Date of transfer to an outside laboratory.
- B. The record of all transfers of Evidence will be maintained in the E.R.P.S. Upon disposition of the Evidence, this information will be retained in the E.R.P.S.

83.3.2. EVIDENCE SUBMISSION TO THE LABORATORY

- A. The officer or investigator having responsibility for the investigation of any case shall submit to the E.R.P.S. a request for laboratory analysis of those items of evidence pertinent to the investigation.
 1. All requests will be made in writing on appropriate forms.

2. All requests will be made in a timely fashion.
 3. All requests will be submitted with the name of the Evidence and Recovered Property Section Officer along with the name of the officer requesting the lab analysis as the requesting representatives to ensure all lab reports will be processed through the E&RPS.
 4. Rush requests must be reviewed by the E.R.P.S. Supervisor.
 5. In accordance with the Sexual Assault Evidence Submission Act (Public Act 96-1011 effective 09-01-2010), submittal of evidence collected in sexual assault investigations to an Illinois State Police Crime Laboratory must occur within ten (10) business days of receipt.
 6. The Sexual Assault Evidence Certification Form will be completed when evidence collected in a sexual assault investigation is submitted to an Illinois State Police Crime Laboratory.
- B. Whenever physical evidence is submitted to a laboratory for examinations, the following information will be recorded:
1. The name of the Orland Park Police Department representative submitting the evidence to the laboratory.
 2. The name of the laboratory to which the Evidence is being submitted.
- C. Special handling procedures must be followed to maintain the chain of Evidence when Evidence is mailed to an outside laboratory:
1. Arrangements to mail Evidence must be made by the E.R.P.S. Supervisor, who will ensure proper packaging procedures are followed.
 2. Documentation of the mailing will be recorded by either the E.R.P.S. or the case investigator.
 3. The Evidence will be sent by certified mail with return receipt requested. When mailing any Evidence which contains possible biohazard standard precautions will be taken and specific courier's requirements will be followed.
 4. The return receipt will be forwarded to the case investigator where a copy will be maintained with the case file. The original will be forwarded to the E.R.P.S. to be stored in the E.R.P.S. area.
- D. In-house analysis.
1. When Evidence is processed or analyzed by personnel of the Orland Park Police Department, their findings will be documented in a written report.
- E. Analysis by outside laboratories.
1. Physical Evidence maybe submitted to an outside laboratory for analysis. If a fee is associated with an analysis, approval of the Commander of the Administrative/Technical Services Division must be obtained prior to the transfer of any Evidence.
 2. When Evidence is submitted to an outside laboratory for analysis, the Orland Park Police Department personnel transferring the evidence will utilize the laboratory's evidence receipt form to document the transfer. If the laboratory does not have its own receipt form, an Orland Park Police Department receipt will be utilized to document the transfer.
 3. The Orland Park Police Department will only submit Evidence for analysis to laboratories which summarize their findings in written reports.
 4. When reports of findings from outside laboratories are handled and received by the E.R.P.S. the Orland Park Police Case Report Number will be applied to the top right corner of each page of such report and the reports will then be distributed as follows:
 - a. Original to the Records Section through the Evidence and Recovered Property Section.
 - b. Copy to case investigator for the case file.
 - c. Copy attached to original case report.
 5. The Investigations Division will receive all reports of findings from outside laboratories which were handled by the Investigations Division.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 84-1
SUBJECT: EVIDENCE AND RECOVERED PROPERTY ADMINISTRATION AND OPERATIONS
EFFECTIVE DATE: March 1, 1998
AMENDED: June 15, 2011
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: March 1, 2021
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

84.1.1 EVIDENCE AND PROPERTY CONTROL ADMINISTRATION

84.1.2 DESIGNATION OF PROPERTY CUSTODIAN

84.1.3 PHYSICAL SECURITY OF STORED PROPERTY

84.1.4 ERPS ROOM ACCESS POLICY

84.1.5 PROPERTY STATUS RECORDS

84.1.6 PROPERTY INSPECTIONS AND REPORTS

84.1.7 FINAL DISPOSITION OF EVIDENCE/ PROPERTY PROCEDURE

84.1.8 PROPERTY ACQUIRED THROUGH CIVIL PROCESS OR ASSET FORFEITURE

PURPOSE:

The purpose of this order is to establish Department policy for the regulation and control of all evidence and recovered property which comes into the custody of the Orland Park Police Department from any and all sources. This order is intended to guarantee the property rights of owners, provide for the proper identification of evidence, define guidelines for the security of evidence and property, and protect the integrity of the Department.

DEFINITIONS:

Chain of Custody: A record of persons having charge, control or possession of evidence from the time it is received until disposed of. Evidence and Recovered Property Section (ERPS) Officer: The person assigned, by the Chief of Police, to the Evidence and Recovered Property Section (ERPS) who reports to the Commander of Administrative/Technical Services, having control and custody of all evidence and other property.

ERPS Officer: The ERPS Officer is the Assistant Support Services Manager (ASSM) appointed by the Chief of Police. The ERPS Officer is responsible for the management of the unit in accordance with this policy

Evidence: Property which may be related to a criminal or quasi-criminal offense or which may implicate or clear a person of a criminal charge.

Property: Anything that is held in police custody which has been lost, abandoned, or held for safe keeping, and is not believed to be connected to or part of a criminal or quasi-criminal offense.

ORDER:

84.1.1 EVIDENCE AND PROPERTY CONTROL ADMINISTRATION

A. The Commander of Administrative/Technical Services is responsible for the property management of all evidence/property admitted into the official custody of the Orland Park Police Department

B. The ERPS Officer (ASSM) under the authority of the Commander of Administrative/Technical Services will safeguard and properly dispose of all property which comes into the official custody of the Orland Park Police Department. The Department strives to maintain property in the same condition as when received and to preserve the evidentiary integrity of property which has been retained for forensic purposes. Unless property is contraband or is to be retained for court, every reasonable effort will be made to ensure its return to the proper owner.

C. Recovered Property or Evidence

1. Officers will submit evidence, in-custody property, and the Property Inventory Report Form into a secure storage area prior to the end of their tour of duty (See 84.1.3 Physical Security of Stored Property). Under no circumstances will evidence or in-custody property be subject to personal use or stored in employees' personal desks, lockers, vehicles, homes, or other places that would permit the interruption of the chain of custody.
2. All property and evidence admitted into the custody of the Department shall have, prominently affixed to the property or evidence, markings that will make the property identifiable at a later date. This marking shall include the collecting officer's initials, badge number, date, location of collection, item number of the property and incident or case report number.
 - a. If the item is packaged the marking described above shall be affixed to the exterior of the packaging. However, this marking should include a brief description of the article that would allow for easy identification at a later date to facilitate access, disposition and auditing.
3. If the article falls within one of the following categories, the person submitting such articles to the ERPS will affix the appropriate caution label, available in the evidence processing room, in a prominent location on the individual package the article is placed within. Written in the appropriate location on the packaging or in some other prominent location shall be a description of the article within, along with any necessary instructions for safe handling:
 - a. Firearms.
 - b. Ammunition.
 - c. Flammable.
 - d. Hazardous materials.
 - e. Biological materials.
 - f. Fragile items.
 - g. Temperature sensitive items.
 - h. Any item which needs to have special care or handling.
4. All perishable food items should in all cases be photographed and returned to the rightful owner. In matters involving felony charges the State Attorney's Office should be consulted.
5. Explosives or explosive material shall never be submitted unless all such materials are rendered safe and unable to achieve ignition. Officers are reminded to consult with a supervisor before handling any explosive or suspicious objects and proceed in accordance with procedures set forth in General Order 46.3, Bomb Threats, section 1.C. Discovery of Suspicious Devices.
6. Prior to submission, all firearms, not taken from a crime scene, shall be rendered safe. Ammunition is to be removed and packaged in such a way as to prevent it from migrating back into the firearm.
 - a. Any firearm taken from a crime scene or may otherwise be inappropriate to handle to render safe should be clearly marked as indicated above.
7. Each item of evidence/property shall be listed individually on a Property Inventory Report Form to include the following categories:
 - a. Serialized Articles: Items which have serial numbers, identification numbers or model numbers. All such numbers will be included in the property description.
 - b. Non-serialized Articles: Items shall be described by type of article, color, size, weight or other identifying marks.

- c. Weapons: Weapons which are not serialized may be marked, inscribed, or tagged with the case number and item number (i.e. Sticks, knives, etc.). Firearms shall be described by make, caliber or gauge, serial number and any other identifying characteristics.
- d. Drugs: All drugs are to be described by color, physical state (liquid, powder, crystal) shape size, weight and number of items (specifying whether container or package is included in the weight. All drugs shall be admitted in a marked and sealed container or envelope by the person submitting them. Those items which need to be refrigerated shall be marked as such.
- 8. When all articles are properly marked, they are to be stored in an appropriate property control area as outlined in this directive.
- 9. All evidence/property and the original Property Inventory Report Form shall be forwarded to the ERPS Officer by placing it within an evidence locker or evidence drop box, located outside the ERPS, with the submitted evidence/property.
- 10. The circumstances by which the property came into the Department's possession along with the description of each item of property obtained will be recorded on the Property Inventory Report Form and the General Case Report or within the notes of the incident.

84.1.2 DESIGNATION OF PROPERTY CUSTODIAN

- A. The Commander of Administrative/Technical Services or his designee, the ERPS Officer, is responsible for the control of all evidence and property stored by the Department. These duties shall include:
 - 1. Responsibility for receiving, accounting for, storing, and releasing of evidence/property in compliance with Department procedure and applicable laws.
 - 2. Responsibility for inventory of each item received into evidence and assignment of a storage location for each item of property indicating such location on the Property Report and entering the location into the New World Records Management System. The ERPS Officer will affix a bar code sticker to the evidence property for identification and location purposes.
 - 3. Responsibility for ensuring that all property identified and the Property Inventory Report Form remains in the ERPS until the property is either returned, destroyed, auctioned or converted to Village use.
 - 4. Responsibility for placing all items of property or evidence into the assigned storage location.
 - 5. Responsibility for retaining possession of the Property Inventory Report Form.

84.1.3 PHYSICAL SECURITY OF STORED PROPERTY

- A. All evidence/property received by the Department shall be kept in a designated secured area.
 - 1. Evidence and Recovered Property Room.

The primary location for the storage of property is the Evidence and recovered Property Room. A secured evidence and property vault is located within the room. All money, negotiable bonds, precious metals, jewelry, gemstones, weapons, drugs and ammunition will be stored within the vault.

 - a. Evidence and in-custody property requiring enhanced security measures, i.e. exceptional, valuable or sensitive items, will be submitted in person to a ERPS Officer to allow for direct placement of the item into the vault within the Evidence and Recovered Property room.
 - 2. Flammable Storage Cabinet.

The flammable storage cabinet is located in the evidence-processing garage. Flammable items shall be stored in the locked flammable storage cabinet or in the lockbox at the Orland Park Firearms Range. A set of keys to the cabinet and lockbox shall be secured in the bond box located in the Supervisor's Office. This will make the keys available in the case of an emergency while still retaining a level of security as the key box access is limited.

B. Temporary Secure Storage Areas

Secure facilities are provided for storage of in-custody or evidentiary property during periods when the main Evidence/ Property room is closed. The following temporary secure storage is available:

- 1. Temporary Storage Lockers: Various sized metal storage lockers that lock when closed are located in the Orland Park Police Department lock-up.

2. **Temporary Storage Room:** Storage Room W327 will be used to secure evidentiary items and in custody property temporarily that are prohibited from being in the lock-up facility and/or items that are large or too abundant for temporary storage in lockers.
3. **Temporary Evidence Storage Refrigerator:** Evidence and in custody property, requiring refrigeration will be secured in accordance with 84.1.1(C) of this order and placed inside the temporary evidence storage refrigerator located in the Investigations Division's file room.
4. **Evidence Processing Garage:**
All Vehicles submitted for processing or other evidence or in-custody property, which is too bulky to be stored in the temporary storage lockers or the storage room, will be placed in the evidence-processing garage.
 - a. The ERPS Officer shall develop a security arrangement for any article taken into custody, placed in the evidence garage and due to the size and/or nature of the article it cannot be relocated within the ERPS Room. Under necessary conditions, these plans may include sealing off the garage, on a temporary basis. The Division Commander shall approve all such security plans.
 - b. The Commander of Investigations or his designee shall develop plans for extended storage and disposition of vehicles. The Division of Investigations shall remain responsible for all vehicles in the custody of the Department.
 1. The release of any vehicle involved in traffic crash resulting in great bodily harm, death or extensive damage to a building or dwelling is governed in General Order 61-5, Motor Vehicle Tows, Subsection H.

84.1.4 ERPS ACCESS POLICY

- A. It is the policy of the Orland Park Police Department to allow only selected personnel authorized by the Chief of Police to have access to the Evidence and Recovered Property Section.
- B. Entry into the Evidence and Recovered Property Section is controlled by a computerized ID swipe card and electronic "Cipher" Lock. This computer system is maintained in the Office of the Deputy Chief of Police and the Assistant Support Services Manager's office in the records/communications division.
- C. Authorization for unlimited and unescorted access to all areas of the Evidence and Recovered Property Section is hereby granted to the Evidence and Recovered Property Section Officer, the Commander of Administrative and Technical Services, and Evidence Officer(s) appointed by the Chief of Police.
 1. No other member of this department is allowed unescorted access into the Evidence and Recovered Property Section.
 2. No member of the general public absent a court order will be allowed at any time into the Evidence and Recovered Property Section.
 3. All other members of the department must be escorted by personnel listed in Section C upon entry into the Evidence and Recovered Property Section and will be entered into a log book upon entry/exit into the Evidence and Recovered Property Section.
 - a. The log book will be maintained by the Evidence and Recovered Property Section Officer.
 - b. The log book will contain the name, date, and time the visitor entered and exited the Evidence and Recovered Property Section
 - c. The log book will be available at all times to the Chief of Police or his designee for inspection.
 - d. The log book will be forwarded annually, via Departmental memorandum, to the Chief of Police on January 1 of each year for retention by the Chief of Police for ten years at which time it will be destroyed. A new log book will then be created for each calendar year.

84.1.5 PROPERTY STATUS RECORDS

- A. All property acquired by the Department including found, recovered, or evidence property, shall be accompanied by the Property Inventory Report Form. The status of all property held in the Orland Park Police Department ERPS shall be listed as one of the following:

1. Active - All property currently maintained by the Evidence and recovered Property Section. Active property cannot be returned, destroyed, auctioned or converted in the absence of a court order.
2. Release - A status which allows any property/evidence to be returned to the rightful owner(s) as soon as possible. The ERPS Officer shall make every effort to locate the rightful owner(s) and return their property to them. The ERPS Officer shall have the rightful owner sign the Property Inventory Report Form. The rightful owner shall provide a current address and telephone number. After all evidence/property for the case is returned, destroyed or otherwise disposed of, the Property Inventory Report Form shall be retained in the appropriate ERPS Files.
3. Destroy, Auction, Convert - Evidence/property which meets the legal requirements can be disposed of by destruction, auction, or conversion to Village use.

84.1.6 PROPERTY INSPECTIONS AND REPORTS

A. Quarterly Inspections

The Commander of Administration/Technical Services shall conduct quarterly inspections of all evidence/property storage locations to ensure:

1. That the proper guidelines are being met.
2. That the evidence/property storage areas are being maintained in a clean and orderly fashion.
3. That the provisions of Department directives concerning the evidence/property management system are being followed.
4. That evidence/property is being protected from damage and/or deterioration.
5. That proper accountability is being maintained.

B. The inspections will be documented on an inspection form and will be forwarded on a quarterly basis to the Lieutenant of Training, Development and Review for filing.

C. Inventory on Transfer of Custodian.

1. When there is a change in the designated Department ERPS Officer, an inventory of all evidence/property and records shall be conducted by the newly appointed ERPS Officer and the outgoing ERPS Officer and a designee of the Chief of Police.
2. Any discrepancies as a result of this audit shall be brought to the attention of the Division Commander who shall then advise the Deputy Chief.

D. Annual Property Inventory

1. The Chief of Police shall annually assign a supervisor, outside of the Administrative/ Technical Services Division, to conduct an inspection and inventory of evidence/property held by the Department. The purpose of this inspection is to ensure the integrity of ERPS and not to require an accounting for every item of property.
2. The results of the annual inspection shall be documented in writing to the Chief of Police with copies forwarded to the Division Commander and Deputy Chief. The Chief of Police will review the report and forward it to the Lieutenant of Training, Development and Review for filing.

E. Evidence/Property Storage Area Inspections.

1. The Chief of Police or his designee shall inspect all evidence/property storage areas semi-annually. These inspections shall be unannounced and done at the discretion of the aforementioned personnel.
 - a. A random comparison of records with physical property shall be made.
 - b. These inspections are in addition to and in support of other regularly scheduled inspections.
 - c. A written report shall be prepared regarding the results of each semi-annual inspection and forwarded to the Chief of Police (if not prepared by the Chief) and a copy directed to the Division Commander. The original copy of the inspection will be forwarded to the Lieutenant of Training Development and Review for filing.

84.1.7 FINAL DISPOSITIONS OF EVIDENCE/ PROPERTY PROCEDURE

A. Personal property is such that was abandoned, lost, stolen, or otherwise illegally possessed, except property seized during a search, and retained and ultimately returned, destroyed, or otherwise disposed of pursuant to order of court in accordance with 725 ILCS 5/108-11, 108-12 and 114-12 and except property of which custody and disposition is prescribed by the Illinois Vehicle Code, 625 ILCS 5/4-102, et seq.

1. Recovered evidence/property shall be disposed of by:
 - a. Returning it to the property owner.
 - b. Public auction.
 - c. Destruction.
 - d. Conversion to Village use.
2. A record shall be kept for all evidence/ property which is returned to the rightful owner.
 - a. When items are recovered where the owner(s) is known, the owner(s) shall be notified by telephone. If the owner(s) does not respond within 30 days, a letter shall be sent (certified letter for property valued at over \$100.00) informing the owner(s) to respond within 30 days. Items which are not claimed within 90 days from the date of the letter; shall either be destroyed, offered for auction, or turned over for Village use pursuant to 725 ILCS 1030/1 et seq. If the owner(s) of found property is known, and phone contact is made, a notation shall be made on the Property Inventory Report of the date, time, name, address and telephone number of the person contacted. If items are not claimed within 30 days from telephone contact, a letter shall be sent advising the owner(s) that the property must be claimed within 90 days from the date of the letter. Notice shall also be given that those items which are not claimed will be disposed of in accordance with applicable laws.
 1. A copy of the certified letter shall be retained and filed with the Property Inventory Report Form.
3. Evidence/Property Disposal
 - a. Upon adjudication, all evidence/property shall be maintained by the ERPS Officer for a minimum of 30 days, after which it may be disposed of in one of the following ways:
 - 1) Destroyed by court order
 - 2) Returned to rightful owner
 - 3) Auctioned
 - 4) Converted to Village use
 - 5) Retained by the court as evidence
 - b. On a weekly basis, the Support Services Manager will generate an evidence disposal report from the Records Management System. The report will detail cases that have ERPS submissions and may be eligible for disposal.
 - 1) The ERPS Officer will review the record and confirm the storage of evidence related to the cases provided.
 - 2) The ERPS Officer will forward the report to the designated clerk for further review.
 - 3) The clerk will review NWS Records and both the Cook County and Will County Clerk of the Circuit Court computer system for case disposition.
 - 4) Cases eligible for disposal include:
 - i. Misdemeanor offenses with no arrest or ongoing follow up over 18 months old.
 - ii. Felony offenses with no arrest or ongoing follow up over 36 months old that are not identified under 720 ILCS 5/3-5, 5/3-6, or 5/3-7.
 - iii. Cases involving arrest(s) that have been adjudicated with a reported disposition and the right to file an appeal has expired.
 - 5) The clerk will enter the disposition associated with each case provided on the disposal report.

- 6) Disposition abbreviations:
 - i. Beyond statute of limitations, no follow up or arrest – BSL
 - ii. Criminal arrest case disposed of, no appeal available - ANA
 - 7) The clerk will turn in the completed report to Support Services Manager.
 - 8) The Support Services Manager will review and then forward the disposal report to the Commander of Administration and Technical Services for approval.
 - 9) After command review, the report will be returned to the ERPS supervisor.
 - 10) The ERPS Officer will dispose of the property eligible for destruction.
 - 11) If the case is eligible for disposal and it has an in-car video recording of an arrest, a court order for destruction of the video is required in accordance with 720 ILCS 5/14-3(h-15).
 - a. The procedures outlined in the In-Car Video and Audio Recording Destruction Special Order shall be followed.
 - b. After receiving the court order to destroy the in-car video and accompanying audio recordings, the ERPS Officer shall ensure that all recordings, including any electronically saved version(s) are deleted.
 - c. A copy of the court order shall be placed in the arrest jacket.
 - d. If the defendant does not have an arrest jacket, the court order shall be scanned in as an Attachment (PDF document) to the original case report.
 - c. Stored Video Disposal
 - 1) In the first quarter of every year, a video storage log of all classified non-arrest videos will be disseminated to sworn personnel listing their videos that require a review.
 - a. The sworn member will be responsible to identify which videos they seek to have retained.
 - 2) The ERPS Officer or his designee shall delete any classified videos, not involving an arrest, on the server after review of the video storage log by sworn personnel.
 - 3) As part of the annual review process, the ERPS Officer shall draft a memorandum to the Chief of Police or his designee outlining that the destruction of classified videos, not involving an arrest, has been completed.
4. Recovered Evidence/Property.
 - a. Photographs of property are an acceptable form of evidence if taken in accordance with 725 ILCS 5/ 115-9, et seq.
 - 1) If the evidence/property is held for a felony case the State Attorney's Office should be consulted for approval to release the evidence in lieu of photographs.
 - b. Large items such as stereo equipment, computer equipment, retail theft items, vehicles, etc., should normally be photographed and returned to the owner. Prior approval from the investigating officer and from a representative of the State Attorney's Office is necessary.
 - c. Weapons, ammunition, or firearms which cannot be lawfully returned to the owner shall be destroyed, or retained for the use of the Department with the express consent of the Chief of Police.
 - d. Perishable food items in misdemeanor cases should be released to the owner after being photographed.
 - e. Drugs shall be disposed of in the presence of at least two witnesses: The ERPS Officer and the Division Commander, or designee. Both individuals shall sign and date the Property Inventory report for verification of destruction.

- f. The ERPS Officer shall dispose of any type of hypodermic needle or syringe in a disposable collection container. This container shall be kept sealed at all times and stored in the ERPS Room. This container should be periodically disposed of appropriately by the ERPS Officer.
 - g. When the department makes an in-squad video and audio recording in connection with either law enforcement or investigative duties, that recording shall be retained for a minimum period of 90 days. Where the recordings are made as a part of an arrest or are deemed evidence in any criminal, civil, or administrative proceeding they cannot be destroyed except upon a final disposition and an order from the court (720 ILCS 5/14-3(h-15)(2010)).
5. Release of Evidence/Property
- a. All items of recovered property and evidence in the custody of the Department shall be released by the ERPS Officer between 0800 and 1500 hours on weekdays. The property shall be returned to the rightful owner(s) upon presentation of proof of ownership and proper identification. The release of property after hours will require prior arrangements with the ERPS Officer.
 - b. After property or evidence is released to its proper owner(s) or disposed of, the Property Inventory report Form shall be forwarded to the Records Section and maintained with the case file.
 - c. Any officer or other police personnel that needs to check evidence/property out for the purpose of court shall:
 - 1) Notify the ERPS Officer at least 24 hours in advance of the required court date and time.
 - 2) Sign the Property Inventory Report Form indicating the number of each item retrieved for court purposes, and the date and time withdrawn. The ERPS Officer will initial the Property Inventory Report Form indicating release of the requested evidence.

- d. If an item is to be admitted as evidence at trial, the officer shall notify the ERPS Officer and it shall be so indicated on the Property Inventory Report.
- e. Any evidence which is taken to court shall be returned to the ERPS Officer immediately following that court appearance. If the ERPS Officer is not present when the evidence/property is returned, the evidence/property shall be secured in a vacant ERPS locker until the ERPS Officer can retrieve the item(s) the following business day. The ERPS Officer shall indicate the date, time retrieved, and items which have been returned from court on the Property Inventory Report.

6. Disposition of Zero Value Items.

All articles received by the ERPS Officer that are deemed by the ERPS Officer to be of little or no value and the rightful owner is unknown, or has not responded to notice, shall be disposed of in a manner as the ERPS Officers deems appropriate.

- a. All disposal plans for zero value items are subject to the approval of the Chief of Police.
- b. Appropriate records shall be maintained for all zero value dispositions as in all other types of evidence/property.

7. Narcotic Storage Procedures

- a. The acceptance and release of narcotics and dangerous drugs from the ERPS Room is regulated by a quality and quantity control system. Narcotics/dangerous drugs are submitted in bottles, bags, or containers and shall be counted and weighed prior to sealing with evidence integrity tape. All Property Inventory Reports shall reflect amounts and weights. Seals and packaging shall be inspected on a random, or as needed basis, to ensure quality control and the integrity of all evidence/property.

84.1.8 PROPERTY ACQUIRED THROUGH CIVIL PROCESS OR ASSET FORFEITURE

- A. The Chief of Police is responsible for the Orland Park Police Department's asset forfeiture program and the use of all proceeds.
- B. All property received by the department pursuant to the delivery of legal process service shall be fully inventoried on a department property/evidence form(s) and a summary description included in any required report.
- C. All property acquired through the legal process function shall be properly recorded by report including description, identification numbers, and name of persons or corporations from whom the property was received.

1. The property shall be stored for safekeeping until properly disposed of as prescribed by Illinois State Statute and current directives.
- D. The Chief of Police or his designee shall appoint members of the department to handle the processing of all paperwork associated with forfeiture proceedings.
 1. The appointed members shall ensure compliance with all applicable State or Federal guidelines for asset forfeiture.
 - a. Procedures for the forfeiture of property is governed by Federal Statute 21 U.S.C. 981 and Illinois Compiled Statutes, 725 ILCS 150, Drug Asset Forfeiture Procedure Act, and 720 ILCS 5/36-1, Seizure.
 - b. 725 ILCS 150/5 outlines the procedures for notification to the appropriate State's Attorney's Office of the seizure.
- E. Vehicle Impoundments
 1. All vehicle impoundments will be processed by appointed member(s) of the Traffic Unit.
 2. Cash collected from impoundments and impounded storage fees will be verified and accounted for on a memorandum; subject "Cash Deposit Impoundment Account."
 - a. Monies will be transferred to the Finance Department and tracked accordingly.
 3. The Traffic Unit shall retain any documents for impoundments and seizures.
- F. Seizures and Forfeitures
 1. All vehicles seized in accordance with the Drug Asset Forfeiture Procedure Act (725 ILCS 150/2) and under 720 ILCS 5/36-1 (Article 36), Seizure will be processed by the Traffic Unit.
 2. Any forfeited funds received resulting from the sale of seized vehicles will be recorded on a memorandum, subject, "Deposit State Forfeiture Account" and turned over to the Chief's Administrative Assistant and marked accordingly.
 3. The Administrative Assistant will arrange for the deposit in the appropriate Village account.
- G. Cash and Federal Seizures
 1. Any cash and/or Federal property seizure shall be processed and managed by the Investigations Division Commander or his designee.
- H. The Deputy Chief of Police is responsible for monitoring all proceeds from seized assets including the disposal of property by the department pursuant to legal authority.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 84-3

SUBJECT: RESPONDING TO SUSPICIOUS PACKAGES AND LETTERS
(BIOLOGICAL AGENTS)

EFFECTIVE DATE: October 15, 2001

AUTHORITY: Timothy J. McCarthy

REVIEW DATE: March 1, 2021

REVIEWER: Deputy Chief of Police

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84.3.8 TAKING CUSTODY OF SUSPICIOUS ARTICLES AND MATERIAL

Policy Statement:

The Orland Park Police Department will respond to all complaints concerning suspicious materials of suspected infectious agents. Officers will conduct full and complete investigations in all such cases. While handling these cases officers will likely find themselves collaborating with other public service agencies, however, the ultimate responsibility for all issues related to the investigation will remain with this Department.

Purpose:

The purpose of this directive is to provide guidelines for Department personnel in the response of calls for service that are related to the handling of suspicious packages and letters. While it is not possible to provide for every conceivable biohazard situation, the procedures found within this order are an attempt to provide for a response to the threat to the public consistent with biohazards connected to terrorism threats such as anthrax and other infectious biological agents and germs.

This directive is intended to provide for an efficient and standardized response while protecting the welfare of Department personnel and citizens with a protocol that is considered to be the best practice based on information available to the Department. This is a directive that has the potential to be modified with some degree of frequency due to the evolution of the threat of terrorism in the United States today. The Department regularly receives new and changing information concerning these issues. It is important for all personnel to ensure they are informed by the most recent edition of this policy.

DEFINITIONS:

Credible Threat: For purposes of this policy a "credible threat" refers to a specific incident or suspicious package or letter that is the subject of a preliminary investigation by members of this Department. A designation of any threat as "credible" means that there exists some likelihood that the article or incident poses a threat to the safety and security of the public and/or first responders. Once a designation of a credible threat is established Department personnel must closely follow the direction found within this policy.

Personal Protective Equipment (PPE): means the personal equipment supplied by the Department to protect responding officers from an exposure to any biological threat.

PPE 1: Refers to protective equipment provided to first responders, including, an N95 personal respirator, and protective gloves.

ORDER:

84.3.1 CHARACTERISTICS OF SUSPICIOUS PACKAGES AND LETTERS

- A. The Center for Disease Control, the Federal Bureau of Investigation and the United States Postal Services have offered the following list of characteristics that are thought to be useful in identifying suspicious packages/letters;
 - 1. Excessive postage,
 - 2. Hand written or poorly typed addresses
 - 3. Incorrect title
 - 4. Title but no name
 - 5. Addressee is in a position of authority, e.g. government employee, political figure, private sector executive
 - 6. Addressee is in a controversial business, e.g. Planned Parenthood, political organization, forestry, petroleum, etc.
 - 7. Misspelling of common words
 - 8. No return address
 - 9. Lopsided or uneven envelope
 - 10. Excessive security material such as masking tape, strings, etc.
 - 11. Marked with restrictive endorsements, such as "personal," "confidential", or "Do not X-Ray"
 - 12. Shows a city or state in the post mark but does not match the return address
 - 13. Oily stains, discolorations or odor
 - 14. Excessive weight
 - 15. Protruding wires or aluminum foil
 - 16. Visual distractions
 - 17. Marked with threatening language

84.3.2 CREDIBLE THREAT CONSIDERATIONS

- A. In making the determination of the credibility of any threat, officers must consider the totality of the circumstances related to the incident. However, a critical element to consider is this determination shall include the following:
 - 1. The characteristics of a package/letter that are considered to be suspicious
 - 2. The background information regarding the victim(s) or other persons involved, as the following backgrounds should cause the threat to be deemed more credible;
 - a. an elected or public official,
 - b. a media executive or high profile employee
 - c. military personnel
 - d. private sector executive
 - 3. The officer's prior training and experience
- B. This designation will normally be made by a supervisor through collaboration of other first responders such as fire service personnel.

84.3.3 CALLTAKER/TCO RESPONSIBILITES

- A. In all cases of calls for service that are related to a suspected biological threat the call will be immediately directed to a TCO in the Communications Center. The TCO will then be responsible for the following information:
 - 1. Obtain all of the usual and customary information for the CAD System.
 - 2. Is there an apparent product or material present or leaking out of the package/envelope?
 - a. If there is a product or suspicious material present, the caller shall be directed to carefully cover the product with whatever is available to prevent the distribution of the suspected material. (ie. Newspaper, plastic, clothing, trash can.)
 - b. If there is nothing immediately available to cover the material with or once the material is covered they should be directed to leave the room/area and do whatever they can to isolate the area (close door, keep people away)
 - c. The caller should be directed to the nearest hand washing facility where all persons who were in the immediate area should wash their hands thoroughly with soap and water.
 - 3. The caller will be directed to a safe location and instructed to wait for the arrival of responding personnel.
 - 4. If the package/envelope is unopened the TCO should begin to inquire with regard to the characteristics of suspicious packages and letters (see Section 84.3.1) in an attempt to begin to evaluate if the threat is "credible";
 - 5. Ask the caller exactly what it is about the package/envelope that they believe is suspicious. What makes them think they may be a target.
 - a. It is important for the TCO to note if the caller is a public official, employed in the media or is of any other background that may lend to the credibility of a threat.
 - b. Any such information should be provided to responding units without delay.
 - c. When the call is received and as the above information is being gathered, the TCO will:
 - 1. Notify the Shift Commander
 - 2. Notify the appropriate Fire District
 - 3. Dispatch the beat officer
 - 4. Dispatch the Field Supervisor

84.3.4 RESPONSIBILITIES OF FIELD PERSONNEL

A. Field Personnel Response

A supervisor will respond to all calls of suspicious packages/letters. Upon arrival, the supervisor will direct and/or complete the following activities:

- 1. Confer with responding fire service personnel to provide for the safety of all citizens and fire and police personnel.
- 2. Responding personnel are reminded of the following important considerations;
 - a. Never touch, smell, enter, or make any contact with unknown vapors and/or suspicious substances.
 - b. The importance of staging vehicles at a scene in a manner that will facilitate the ability to rapidly expand the perimeter or for a complete evacuation of the scene.
 - c. Responders should also consider the requirements of large fire apparatus and/or ambulances that may be arriving and need to be positioned appropriately.
- 3. Begin an immediate preliminary investigation in an attempt to assess the credibility and level of any threat to include, but not be limited to the following;

- a. Interviews
 - b. Neighborhood canvas
 - c. Protection of the scene
 - d. Assigning/summoning evidence technicians
4. Follow the procedures found in this order based upon the assessed level of threat.
 5. Make appropriate notifications of any incident where the threat is assessed to be "credible."
 6. Ensure that any such incidents that appear to be a hoax will be completely investigated and appropriately handled as a crime scene investigation.
- B. Responding Officers Prior Preparations
- All officers are expected to familiarize themselves with information provided by the Department that will assist them in the process of responding to these calls for service and conducting any preliminary investigation into the credibility of these types of threats.
- C. Officers shall have their issued personal protective equipment available at all times and be prepared to don the PPE 1 when the threat level presented makes it necessary.

84.3.5 TYPICAL SCENARIOS INVOLVING BIOLOGICAL THREATS

- A. There are basically four (4) common scenarios where calls for service may be received that involve suspected biological agent. These scenarios are:
1. Unopened Suspicious Package/Envelope

The caller has found or received a package or envelope that they have perceived to be suspicious for some reason. The package/envelope is unopened and there is no apparent leakage or spill of any kind involved.
 2. Opened or Leaking Suspicious Package/ Letter or the Presence of Suspected Material (Spill)

The caller has found or received a package or envelope that contains or is leaking a suspicious material believed to be anthrax or some other biological material. This would include a caller who is reporting the presence or spill of any suspected material.
 3. A Threat That is Communicated by any Means, but there is No Package or Letter Present.

An individual receives a threat that is communicated by any means where the threat of the involvement of any biological agent is involved.
 4. Room Contamination by Aerosolization

The caller advises that a suspected agent has been introduced into their environment by means of any device that has caused the agent to be emitted in an aerosol or mist consistency.

83.3.6 PROCEDURES IN HANDLING SUSPECTED BIOLOGICAL THREATS

- A. The responding Field Supervisor will meet with responding fire service personnel and collaborate to assess the level of threat involved. The primary concern for responding officers shall remain the preliminary investigation into the credibility of the threat. Concerns for evacuation and care of victims/witness should fall primarily with the fire service/EMS responders. It is expected that these responsibilities may overlap and that all emergency personnel will work to resolve the problem together. Every such incident must be treated as a crime scene, regardless whether a biological agent is actually involved.
- B. Unopened Suspicious Package/Envelope
1. Responding personnel uses the information provided by the TCO to arrive safely and position themselves accordingly based on the threat level.
 2. All personnel will don their personal protective equipment (PPE1).
 3. Officers shall conduct interviews and make observations to attempt to judge the credibility of the threat.
 4. If there is deemed no credibility to the threat, the package/letter may be returned to the owner

5. If the owner refuses to accept the return of the package/letter it will be double bagged and placed into custody by the officers.
 - a. The package/letter will then be inventoried and transported to the Department Firearms Facility, where it will be appropriately stored until disposal by E.R.P.S. personnel.
 6. If the threat is deemed credible, the following procedures will be followed:
 - a. Summon the Orland Fire Protection District to assist in analyzing and packaging of the suspicious package/letter.
 - b. A supervisor will contact the F.B.I. Weapons of Mass Destruction Coordinator at the Chicago field office, (312) 421-6700.
 - c. The immediate area shall be secured until preliminary field screening or IDPH laboratory results are obtained.
 - d. Identify all personnel that may have been in contact in the suspicious item(s) or in the area.
 1. Have them thoroughly wash exposed areas with soap and water for five minutes
 2. Keep the individuals isolated and present for any debriefing
 7. Establish a Unified Command Structure
 8. If possible, the unopened package/letter may be opened by responding Orland Fire Protection District personnel using appropriate methods to protect all present.
 - a. Once opened credibility shall be re-assessed based on the contents.
 - b. The Orland Fire Protection District will follow the State Protocol adopted by the Illinois Terrorism Task Force, which includes but not limited to:
 1. Field-screening of the suspicious letter/package
 2. The collection of an appropriate sample for laboratory analysis
 - c. If the package/letter cannot be opened safely due to its size or shape, etc. decisions on how to proceed should be based upon the preliminary investigation and if the threat is deemed to be credible.
 - d. The F.B.I. Weapons of Mass Destruction Coordinator will be responsible for the transportation of any evidence to the IDPH or F.B.I. Laboratory.
 9. The assigned officer will complete a written general case report detailing the events of the call. The completed report will be submitted for normal report review processing.
- C. Opened or Leaking Suspicious Package/ Letter or the Presence of Suspected Material (Spill)
1. Responding personnel use the information provided by the TCO to arrive safely and position themselves accordingly.
 2. All personnel will don their personal protective equipment (PPE1).
 3. Officers will begin to conduct interviews and make observations to attempt to judge the credibility of the threat.
 - a. The assigned officer will complete a full written case report detailing the events of the incident.
 4. Since there is a material present, all individuals should be kept at a safe distance while preliminary assessments are being made.
 - a. If the caller was not able to cover and/or isolate the material responding fire service personnel should consider doing so.
 - b. Turn off the building ventilation system (HVAC, fans etc.); Close windows and doors.
 5. If the preliminary investigation does not reasonably modify the apparent threat, officers should proceed with caution.

6. If credibility of the threat is established or in doubt, the field supervisor will notify the Investigations Division Commander and the Orland Fire Protection District for assistance.
 7. The Orland Fire Protection District will respond to the scene and their supervisor(s) will assist in assessing the validity of the threat.
 8. If there is deemed no credibility to the threat, the package/letter may be returned to the owner.
 9. If the owner refuses to accept the return of the package/letter, it will be double bagged and inventoried.
 - a. The package/letter will then be transported to the Department Firearms Facility, where it will be appropriately stored until disposal by E.R.P.S. personnel
 10. If the threat is deemed credible, the following procedures will be followed:
 - a. A supervisor will contact the F.B.I. Weapons of Mass Destruction Coordinator at the Chicago field office, (312) 421-6700.
 - b. The immediate area shall be secured until preliminary field screening or IDPH laboratory results are obtained.
 - c. Identify all personnel that may have been in contact in the suspicious item or in the area.
 1. Have them thoroughly wash exposed area with soap and water for five minutes
 2. Keep the individuals isolated and present for any debriefing
 11. At least two investigators will be summoned to respond to take over the investigation that was begun by responding officers.
 12. Establish a Unified Command Structure
 13. If possible, the unopened letter/package will be closely examined and analyzed by responding Orland Fire District personnel using appropriate methods to protect all present.
 - a. Once opened credibility is re-assessed based on the contents.
 - b. The Orland Fire Protection District will follow the State Protocol adopted by the Illinois Terrorism Task Force, which includes but not limited to:
 1. Field-screening of the suspicious letter/package
 2. The collection of an appropriate sample for laboratory analysis
 - c. The F.B.I. Weapons of Mass Destruction Coordinator will be responsible for the transportation of any evidence to the IDPH or F.B.I. Laboratory.
 14. The assigned officer will complete a written general case report detailing the events of the call. The completed report will be submitted for normal report review processing.
 - a. The Investigations Division Commander, or designee, will make necessary contacts with the lab, FBI, etc.
- D. A Threat That Is Communicated by Any Means, but There Is No Package or Letter Present.
1. Officers should respond appropriately and conduct a full preliminary investigation into any threat communicated.
 2. The Field Supervisor will respond and evaluate the credibility of the threat made and determine what, if any, additional immediate procedures need be taken.
 3. The assigned officer will complete a full written general case report.
- E. Room/Area Contamination by an Aerosolized Biological Threat

A biological threat that is aerosolized presents a significant challenge to the safety of first responders. Whenever a threat is suspected to be aerosolized fire service Haz-Mat should be consulted and responders are cautioned to proceed carefully and not enter the area until it is determined that it is safe to do so.

F. Department personnel may refer to the diagram (Attachment A) for step-by-step guidance on the proper procedure.

84.3.7 DOCUMENTING THE RESPONSE TO SUSPICIOUS PACKAGES AND LETTERS

- A. All calls for service involving suspicious packages/ letters or materials, such as those covered within this policy, will be fully documented with a General Case Report completed by the assigned officer. In all of these case reports the designated UCR code will be 6053.
1. In the event officers respond to a threat that is deemed to be credible through investigative procedures outlined herein the officer will provide information in the report to include, but not be limited by the following:
 - a. The information provided by the caller of the original call,
 - b. The characteristics involved in the incident that led to a credible threat assessment by first responders,
 - c. The details regarding the procedures that were followed to retrieve and secure evidence, and
 - d. A full and complete listing of all persons (name, address, and telephone number) found near the threat area to include:
 1. Persons occupying the home, business, etc.
 2. Bystanders
 3. Security personnel
 4. First responders (fire, police, and EMS)

84.3.8 TAKING CUSTODY OF SUSPICIOUS ARTICLES AND MATERIAL

- A. Officers assigned to these suspicious package/letter calls for service will be responsible for the inventory and disposition of these articles only under the following circumstances;
1. The suspicious package/letter has not been determined to be a credible threat, however, the caller refuses to accept the article for any reason.
 2. The suspicious package/letter has not been determined to be a credible threat, however, maybe the subject of an investigation into a hoax case.
 3. The suspicious package/letter is designated to be a credible threat, however, the article was already safely packaged during the preliminary investigation and is appropriately prepared for storage.
- B. The F.B.I. or appropriate fire protection district shall be responsible for the safe packaging of articles under the following circumstances:
1. The suspicious package/letter is designated to be a credible threat and has not been packaged appropriately for some reason.
 2. The incident involves the spill or presence of a material considered to be a credible threat.
 3. The incident involves the presence of a material considered to be a credible threat and additional crime scene processing is appropriate.
- C. Whenever it becomes necessary for officers to take custody of any article or material in these cases the assigned officer will complete the inventory form as directed in General Order 84.1.
- D. All materials inventoried and taken into the custody of the Department will be transported to the Department Firearms Facility. There these items will be placed into the storage box provided specifically for these cases.
1. These articles, when designated as credible threats, will be double bagged in a plastic zip-lock bag and placed into an arson can and sealed.
 2. Any article, not deemed to be a credible threat, that will be disposed of by Department personnel will be double bagged.

- E. The E.R.P.S. personnel will ensure that the designated drop off location for these materials is appropriately prepared and maintained in accordance with this policy.
 - 1. Additionally, E.R.P.S. personnel will be responsible for the handling, transport and/or delivery of any of this material taken into custody until it is either taken to a laboratory or properly disposed of.
 - 2. E.R.P.S. personnel will make appropriate notation on the inventory form to document the disposition of all such material.



ORLAND PARK POLICE DEPARTMENT GENERAL ORDER

ORDER NUMBER: 85-1
SUBJECT: Smoking Ban Enforcement
EFFECTIVE DATE: January 2, 2007
AUTHORITY: Timothy J. McCarthy
REVIEW DATE: January 2, 2022
REVIEWER: Commander Administrative and Technical Services

INDEX AS:

85.1 Enforcement Procedures

85.2 Violations and Penalties

PURPOSE:

It is the policy of the Village of Orland Park and the Orland Park Police Department to uniformly enforce the Village's No Smoking Ordinance (Title 6, Chapter 2, Section 2-12) in public places, at outdoor venues/events and in open-air dining areas.

DEFINITION:

Smoke or Smoking: The carrying or holding of a lighted pipe, cigar or cigarette of any kind or any other lighted smoking equipment or the lighting or emitting or exhaling of the smoke of a pipe, cigar or cigarette of any kind. "Smoke" also means the gaseous products and particles created by the use of the lighted pipe, cigar, and cigarette of any kind or any other lighted smoking equipment. "Smoking" also means the use of any electronic or battery operated pipe, cigar, or cigarette (also known as an e-cigarette) of any kind or the inhalation or exhalation of smoke from any electronic or battery operated pipe, cigar or cigarette and "smoke" also means the vapors or gaseous products and particles created by the use of an electronic or battery operated pipe, cigar, cigarette or smoking equipment.

Public Place: Any park, outdoor venue, enclosed indoor area used by the general public and/or which the general public is invited or permitted, or which serves as a place of employment.

ORDER:

85.1 Enforcement Procedures

1. Businesses have the primary responsibility for ensuring that customers in their establishment comply with the smoking ban ordinance. Businesses shall take immediate action or make reasonable attempts to request that a violator (smoker) stop smoking. Businesses also can stop serving the violator/s or require that the violator/s leave the establishment if they do not stop smoking. Businesses also can call the police if there is any evidence that the violator/s will become violent, disorderly or refuses to comply.
2. Village inspectors and code enforcement officers shall have the primary responsibility to enforce this ordinance, however the police department will respond to investigate violations when inspectors and code enforcement officers are not otherwise available.
3. Any owner, manager, operator or person in control of a public place; subject to this ordinance, shall be deemed to have permitted a violation of the smoking ban, if a violation has occurred while that person is physically present at the time and location of the violation.
4. Citizens may initiate a complaint of a person or business violating the village's ordinance banning smoking in public places. Investigating officers will interview the complainant/witness and attempt to identify the violator/s. If there is evidence that the business is ignoring any open and notorious

violations of this ordinance, then the officer will issue a municipal ordinance violation citation to that owner, manager, operator or person in control of the business.

5. If there is evidence that a customer is unaware or is ignoring the smoking ban ordinance, officers will identify the violator and investigate. Based on prior warnings, the investigating officer may issue a municipal ordinance violation citation or advise the violator that any further violation will result in a citation being issued to them.
6. Any Village Inspectors, while in an establishment performing otherwise legal inspections, shall check for compliance with the smoking ban ordinance. Any violators can be cited by the police department or any other person/s legally authorized to issue citations.

85.2 Violations and Penalties

1. A person who smokes in an area where smoking is prohibited shall be guilty of an infraction, punishable by a fine not more than one hundred dollars (\$100.00) for the first violation, one hundred fifty dollars (\$150.00) for the second violation and two hundred dollars (\$200.00) for each subsequent violation.
2. A person who owns, manages, operates or otherwise controls a Public Place and who fails to comply with the provisions of this ordinance shall be guilty of an infraction, punishable by:
 - a. A fine not exceeding one hundred dollars (\$100.00) for the first violation.
 - b. A fine not exceeding five hundred dollars (\$500.00) for the second violation occurring within one (1) year of the first violation.
 - c. A fine not exceeding two thousand five hundred dollars (\$2,500.00) for each additional violation occurring within one (1) year of a prior violation and a sixty (60) day suspension or revocation of any permit or license issued to the person for the premises on which the violation occurred.
3. Each day on which a violation of this Section occurs shall be considered a separate and distinct violation.