

PALOS PARK POLICE DEPARTMENT

ORDER NUMBER: 4.700

SUBJECT: INSPECTORIAL
SERVICES

EFFECTIVE DATE: May 1, 2002

REVIEW DATE: March 7, 2007,
January 4, 2010

Reviewed: October 2014

REVIEWER: Chief of Police

INDEX AS:

53.1.1 LINE INSPECTIONS

53.1.2 BI-ANNUAL VEHICLE INSPECTIONS

53.1.3 FACILITY INSPECTIONS

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 Palos 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 Palos 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

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 checked 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. Formal inspections may include, but not be limited to:

1. 1. Complete personal equipment inspections on a periodic basis as directed by the Chief of Police.
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..
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-Weekly

It is the policy of the Palos Park Police Department to establish guidelines and procedure for the inspection of Palos 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 first week of January, and June of each year.

3. The Palos Park Police Department Vehicle Inspection Sheet (Trip 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 will be a three part, carbon form. The top sheet

(original) will be sent to Administration for review. The form will contain any corrective measures to be taken by the assigned officers. The second and third sheets (copies) will be sent to the vehicle's assigned officers, with any/all corrective measures they must take. There also will be a check date given by the inspecting supervisor, when the vehicle will be re-inspected for corrections.

The Shift Supervisor and Vehicle Maintenance Officer will be responsible for inspecting vehicles.

PALOS PARK POLICE DEPARTMENT

**SUBJECT: ELECTRONIC RECORDING
OF HOMICIDE INTERROGATIONS**

EFFECTIVE DATE: October 10, 2014

REVIEW DATE: March 1, 2018

ORDER NUMBER: 4-700(a)

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 Palos 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, audiocassette tapes and/or VHS (Video Home System) videotapes and/or DVD (Digital Video/Versatile Disc) non-rewriteable disc, used in conjunction with motion picture, VHS, DVD and/or tape recording devices, to record homicide suspect custodial interrogations.

**ELECTRONIC RECORDING
REQUIREMENTS**

- A. Custodial interrogations must be electronically recorded and preserved per 725 ILCS 5/103-2.1 in the following incidents:

1. First Degree Murder;
 2. Intentional Homicide of an Unborn Child;
 3. Second Degree Murder;
 4. Voluntary Manslaughter of an Unborn Child;
 5. Involuntary Manslaughter and Reckless Homicide;
 6. Involuntary Manslaughter and Reckless Homicide of an Unborn Child;
 7. Drug-Induced Homicide; and
 8. Aggravated driving under the influence of alcohol, other drug or drugs, intoxicating compound or compounds, or any combination thereof in violation of 625 ILCS 5/11-501(d)(1)(F).
- 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 incidents 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.
 - 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.
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)).

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.

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

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)).

PALOS PARK POLICE DEPARTMENT

Title: *INTERNAL AFFAIRS*

Procedure: 4.701

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: October 2014

PURPOSE:

To provide guidelines and procedures for prompt investigation and just disposition of complaints against Police Department personnel.

To establish an internal affairs component and define the basic functions necessary to ensure the integrity of the Department.

POLICY:

It is the policy of the Police Department to investigate all complaints against Department personnel, regardless of the source of such complaints. Investigation of these complaints through standardized procedures will demonstrate the Department's desire to provide honest, efficient police service and will inspire public confidence in its personnel. A regulated program of complaint review will also ensure the fair and impartial treatment of all Department personnel who become subject to the internal affairs procedure.

DEFINITION:

A citizen complaint is defined as that action taken by a citizen to bring to the attention of the Department any police action or inaction that the citizen considers to be contrary to the law, proper procedure, good order, or in some other manner prejudicial to the citizen, the Department, or to the community as a whole.

PROCEDURE:

AUTHORITY AND RESPONSIBILITY

1. The Chief of Police is responsible for the Internal Affairs function.
2. The internal affairs function is established to provide a regulated process of complaint review and to:

Establish an investigative process;

Ensure fair and impartial treatment of accused members;

Maintain justice;

Adhere to legal statutes; and

Maintain the integrity of the Department.

3. Activities of the internal affairs function include, but are not limited to:
Recording, registering, and controlling the investigation of complaints against Department personnel;

Supervising and controlling the investigation of alleged or suspected misconduct within the Department; and

Maintaining the confidentiality of the internal affairs investigation and records.

4. While the internal affairs function is the responsibility of the Chief of Police, a first line supervisor will not look to a higher

authority to initiate an investigation when the complaint is within the scope of his own authority and responsibility, except when complex investigations deem such assistance necessary.

5. Each supervisor will assume the duties and obligations of his position or rank during the investigation of a complaint against a member of this Department.

6. The type and nature of a complaint will determine whether it can be handled and resolved at the line supervisor level or referred to the Chief of Police for assignment.

7. Not all complaints can be automatically categorized. Supervisors are required to exercise good judgment and common sense when they are made aware of a complaint. The following types of complaints are examples of those, which are categorized as formal and informal. Both forms of complaints require documentation and automatic referral to the Chief of Police. The Chief of Police will, after reviewing the entire incident, determine the category and delegate for investigation.

FORMAL (Normally investigated by Internal Affairs Function)

Brutality;
Misuse/abuse of force;
Breach of civil rights; and
Criminal misconduct.

INFORMAL (Normally investigated by the immediate supervisor)

Poor demeanor displayed by employee; and
Improper action or failure to take action.

8. A supervisor may, for a period not to exceed the member's regular or remaining tour of duty, temporarily relieve from duty, a member because the member is unfit for duty. (Unfit for duty may include: any physical or mental condition which might, in the judgment of the supervisor, render the member incapable of adequately performing duties, or performing in such a way as to embarrass or discredit the Department, or

jeopardize the safety of any person or property, or misconduct.)

9. Supervisors will conduct a preliminary investigation whenever receiving a complaint from a citizen concerning misconduct by a member of the Department. Results of the preliminary investigation will be sent directly to the Chief of Police. The report will outline the allegations, identify principals and witnesses, and provide information developed during the preliminary investigation.

10. When an employee is notified he has become the subject of an internal affairs investigation, the person in charge of the investigation will issue the employee a written statement of the allegations and the employee's rights and responsibilities relative to the investigation.

11. Any matter that arises under the Uniform Peace Officers Disciplinary Act will be processed according to the Department's Rules of Conduct, policies and procedures.

12. The Chief of Police will maintain a record of all complaints against the Department or its members. The complaints, records and results of the investigation will be maintained in a secure area to protect the confidentiality of all documents associated with the investigation.

13. Information on registering complaints with the Department will be made available to the public. Procedures for filing a complaint against the Department or a member are available through the Office of the Chief of Police.

COMPLAINT PROCESSING

1. All complaints made against the Department or its members will be investigated. In person complaints will, in all possible cases, be taken by the on duty supervisor. Complaints may be made in several ways:

In person by the citizen, directly to a police department supervisor;

Through a third person; and

By referral from some official or unofficial agency.

2. When a citizen requests to file a complaint in person the supervisor on duty will do the following:

Discuss the incident with the citizen. If after discussing the incident with the supervisor, the citizen still desires to file a complaint, a Citizen Complaint Form will be provided.

Provide the complainant with a Citizen Complaint Form and request the citizen to complete the form in his handwriting and sign the form. The form may be taken home by the complainant and completed later. In this case the supervisor will instruct the complainant to mail the form directly to the Chief of Police and to mark the envelope "Confidential".

After the complainant has completed the form the supervisor should review the contents for legibility. If acceptable the supervisor will sign the form and give a copy to the complainant and inform the citizen that his complaint will be investigated.

The supervisor will then make any relevant comments on the back of the original form regarding the complainant's physical and mental condition. Evidence indicating that the complainant is under the influence of an intoxicant or drug is suffering from a mental disorder or any evidence of traits or conditions bearing upon his credibility should be noted. The supervisor should also note the complainant's physical condition, specifically any visible marks or injuries on the complaint. When appropriate, and if possible, the supervisor will conduct a preliminary investigation.

The original copy of the complaint will be placed in a sealed envelope and forwarded to the Chief of Police

before the supervisor ends his tour of duty.

COMPLAINT ASSIGNMENT AND INVESTIGATIONS

1. The Chief of Police will assign a control number to the complaint and assign another member of the Department if more appropriate, to follow up and investigate the complaint.

2. Any member of the Department assigned to investigate a complaint will conduct a thorough and impartial investigation. Such investigation will include the taking of written statements, when deemed necessary, from all involved persons, the gathering and preservation of evidence, and the recording of all information pertinent to the investigation.

3. When conducting an internal affairs investigation concerning possible violations of criminal law, the investigating member will contact the Prosecutor's Office to seek legal advice as well as assistance in case preparation. If necessary, a liaison will be established with the Special Prosecutions Division of the Prosecutors Office.

4. The member assigned to the investigation will keep the complainant informed of the status of the investigation, within certain limits. The complainant should be informed of the investigative process and time table involved. All statements regarding guilt or innocence are to be addressed by the Chief of Police. The investigating member should not offer an opinion concerning the outcome of the investigation to the complainant.

5. Personnel assigned to investigate complaints will complete their investigation within thirty (30) days of the assignment date with status reports to the Chief of Police every seven (7) days. Extensions may be granted by the Chief of Police to the thirty-(30) day limit, but only in those cases involving extenuating circumstances.

6. The investigating member will only report the results of his investigation and findings to the Chief of Police. The Chief of Police may advise the officer's supervisor of the findings. All investigations will be concluded with a recommendation by the investigating member. Complaints and disciplinary investigations can result in any of the following types of closures:

SUSTAINED

Allegation is supported by sufficient evidence

PARTIALLY SUSTAINED

Sufficient evidence exists to support part of the allegations made in the complaint.

NOT SUSTAINED

Insufficient evidence to prove or disprove the allegations.

EXONERATED

Incident did occur but the actions taken were lawful and proper.

PROPER CONDUCT - the action of the department or the officer was consistent with agency policy and applicable law.

POLICY FAILURE - although the action of the agency or the officer was consistent with agency policy, the complainant was wronged.

UNFOUNDED

Allegation is not factual; did not happen.

SUSTAINED OTHER

Sustaining of violation or misconduct other than the allegations of the original complaint.

7. An employee under investigation cannot be compelled to submit to a polygraph, voice stress analysis, or any other instrument designed to detect deception. However, an employee under

investigation may voluntarily submit to such an examination after being made aware that such actions are strictly voluntary and refusal to submit does not imply any guilt or admission of the violation.

8. Any member or employee who is the subject of an internal affairs investigation may be required to provide or submit to any or all of the following, if materially related to the investigation:

Medical or psychiatric examinations;
Lineups;
Chemical tests;
Photographs;
Respond completely and truthfully to all questions; and
Search of Village property including lockers.

9. All records pertaining to internal affairs investigations will be kept in a secure area by the individual conducting the investigation.

PALOS PARK POLICE DEPARTMENT

Title: *LINE OF DUTY DEATH*

Procedure: *4.702*

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

The purpose of this procedure is to direct the Police Department to provide proper support and emotional care for a deceased officer's family following a line-of-duty death.

POLICY:

It shall be the responsibility of the Police Department to provide liaison assistance to the immediate survivors of an officer who dies in the line-of-duty, whether feloniously or accidentally, while an active member of the department, to include the clarification and comprehensive study of survivor benefits, and to provide tangible and intangible emotional support during this traumatic period of readjustment for the surviving family. It should be remembered that the funeral arrangements are to be decided by the FAMILY, with their wishes taking precedence over the Department's.

Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the officer's survivors and to the law enforcement community. To provide the best possible services and support for the officer's family, specific tasks may be assigned by the Chief of Police to selected members of the Department. The titles of these selected members are: Notification Officer, Hospital Liaison Officer, Family Liaison Officer, Department Liaison Officer, and Benefits Coordinator.

DEFINITIONS:

LINE-OF-DUTY-DEATH

Any action, felonious or accidental, which claims the life of a Police officer who was performing work related functions either while on or off duty.

SURVIVORS

Immediate family members of the deceased officer: spouse, children, parents, siblings, fiancee, and/or significant others.

BENEFICIARY

Those designated by the officer as recipients of specific death benefits.

BENEFITS

Financial payments made to the family to ensure financial stability following the loss of a loved one.

OFFICER

A sworn member of the Police Department.

PROCEDURE:

NOTIFICATION

1. The name of the deceased or injured officer **must never** be released to the media before immediate survivors living in the area are notified.

2. The Chief of Police will be notified, through the chain of command, immediately whenever a member of the Department suffers serious injury or death.

3. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the notification.

4. The officer designated to make notification shall be titled the Notification Officer. The Chief of Police or the Notification Officer shall make notification in person. Notification will always be made in person and never alone.
5. Keep in mind, however, that notification should not be delayed until certain people can gather. The on-duty watch commander shall be responsible for making notification. If the opportunity to get the family to the hospital before the demise of the officer presents itself, **DON'T** wait for the appropriate delegation to gather.
7. Most Police Officer's families will know something is wrong when they see you. Ask to be admitted to the house. **NEVER** make a notification on the doorstep. Inform family members slowly and clearly of the information available. Make sure the officer's name is used during the notification.
8. If the officer has already died, relay that information. **NEVER** give the family a false sense of hope. Use words like "died" and "dead" rather than "gone away" or "passed away".
NOTE: Reactions of the family may include hysteria, anger, fainting, physical violence, shock, etc.
9. If the family wants to go to the hospital, they should be transported by department vehicle. It is highly recommended that the family **NOT** drive themselves to the hospital. Should there be serious resistance and the family insists on driving, have an officer accompany them in the car.
10. If young children are at home and the survivors wish to leave them at home, the Notification Officer should arrange babysitting needs. This may involve obtaining the assistance of co-workers' families, transportation of the children to a relative's home or other arrangements.
11. Prior to departing for the hospital, the Notification Officer should notify hospital staff and the Hospital Liaison Officer that a member(s) of the family is en route.
12. The deceased or severely injured officer's parents should be afforded the courtesy of a personal notification if possible.
13. If immediate survivors live outside the south suburban County area, the Notification Officer will direct the police dispatcher to send a teletype message to the agency in that area and request that personal notification be made.
14. The Chief of Police or a high-ranking member of the Department should respond to the hospital or home to meet with the family, as soon as possible.
15. If there is an on-duty death, the external monitoring of police frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. If the media has somehow obtained the officer's name, they should be advised to withhold the information, pending notification of next of kin.

ASSISTANCE FOR AFFECTED OFFICERS

1. Officers who were on the scene or who arrived moments after an officer was seriously injured or killed should be relieved as quickly as possible.
2. Police witnesses and other personnel who may have been emotionally affected by the serious injury or death of another officer shall be required to contact a Department designated specialist for counseling and evaluation.

ASSISTING THE FAMILY AT THE HOSPITAL

1. The first officer, other than the Chief of Police or his representative, to arrive at the hospital becomes the Hospital Liaison Officer. This officer will remain the Hospital Liaison Officer until relieved or reassigned by the Chief of Police or his representative. The Hospital Liaison Officer is responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the media and others. These responsibilities include:

Arrange with hospital personnel to provide an appropriate waiting

facility for the family, the Chief of Police or his representative, the Notification Officer, and only those others requested by the immediate survivors.

Arrange a separate area for fellow officers and friends to assemble.

Ensure that medical personnel relay pertinent information regarding the officer's condition to the family on a timely basis and before such information is released to others. These medical personnel should make the family aware of hospital policy about visitation with the injured officer and/or visitation with the body following the demise, and explain why an autopsy is needed.

Arrange transportation for the family back to their home.

2. If it is possible for the family to visit the officer before death, they most certainly should be afforded the opportunity. Too often, public safety officials discourage and sometimes bar the family from visiting with the injured/deceased officer. **IT IS THE FAMILY'S RIGHT** to visit their loved one. The Hospital Liaison Officer should "prepare" the family for what they might see in the emergency room and accompany the family into the room if they so request.

3. Arrangements should be made for all medical bills relating to the services rendered to the deceased officer to be sent to the Department for payment. The family should **NOT** receive any of these bills at their home address.

4. Do not be overly protective of the family.

SUPPORT FOR THE FAMILY DURING THE WAKE AND FUNERAL

1. The Chief of Police or his designee will meet with the officer's family to determine their wishes regarding departmental participation in the preparation of the funeral or services. All possible assistance will be rendered.

2. With the approval of the family, the Chief of Police will assign a Family Liaison Officer and a Benefits Coordinator.

3. The selection of a Family Liaison Officer is a critical assignment. An attempt should be made to select someone who enjoyed a close relationship with the family and the deceased officer. The officer should not be so emotionally involved that he/she would become ineffective. The Family Liaison Officer must know that **THIS IS NOT A DECISION-MAKING POSITION. THIS IS A ROLE OF "FACILITATOR" BETWEEN THE FAMILY AND THE POLICE DEPARTMENT.** The liaison officer will:

Ensure that the **NEEDS OF THE FAMILY** come before the wishes of the Department.

Meet with the family and explain what his/her responsibilities will be during this time.

Assist the family with funeral arrangements and make them aware of what the Department can offer if they decide to have an honors funeral. If they choose to have an honors funeral, brief them on the procedure.

Be issued a pager and cellular telephone immediately so there is an immediate line of communication with the Department and family.

Apprise the family of information concerning the death and the continuing investigation.

Provide as much assistance as possible, including overseeing travel and lodging arrangements for out of town family members, arranging for food for the family, meeting child care and transportation needs, etc.

See that the surviving parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession.

Notify Concerns of Police Survivors (C.O.P.S.). Members are available

to provide emotional support to surviving families. See appendix A.

Be constantly available to the family.

Handle the news media throughout the ordeal. If the family decides to accept an interview, the officer should attend to "screen" questions presented to the family so as not to jeopardize subsequent legal proceedings.

Ensure that the home is prepared for the influx of visitors and that ample food is available. Baby-sitting needs for all family members should be met. Have someone screen telephone calls and make sure someone is always at the home.

Make the family aware of alternative churches with seating capacities large enough to accommodate attendance at the funeral. However, any alternative churches will need to know that the family minister will officiate at the service.
REMEMBER THAT THE DEPARTMENT SHOULD ONLY MAKE THE FAMILY AWARE OF THE ALTERNATIVES. IT'S THE FAMILY'S CHOICE.

If the family desires a burial in uniform, select an officer to obtain a uniform and all accouterments (except weapon) and deliver them to the funeral home.

Arrange for the delivery of the officer's personal belongings to the family.

Assign an officer to remain at the family home during the wake and funeral.

Arrange for routine residence checks of the survivor's home for 6-8 weeks following the funeral. This is necessary since the survivors will be spending much time away from the home dealing with legal matters.

The family should have access to other survivors or support groups.

Members of Concerns of Police Survivors (C.O.P.S.) make themselves available to meet with the family.

PROVIDING INFORMATION AND ASSISTANCE ON BENEFITS

1. The Chief of Police will appoint an officer to assume the role of Benefits Coordinator. This officer should be knowledgeable as to Federal, State and other benefits available to the family of a Police Officer killed in the Line-of-Duty.

This officer shall be responsible for: Gathering information on all benefits available to the officer's family.

The Benefits Coordinator should be responsible for filing all appropriate forms and paperwork and following through with the family to ensure that these benefits are being received.

2. The Benefits Coordinator should visit with the family within a few days following the funeral to discuss the benefits available to them. A written list of the benefits available to the family, listing named beneficiaries, contacts at various benefits offices, and when they can expect to receive the benefit should be given to the family. The Benefits Coordinator should visit the family again within a month following the death since the initial contact is clouded by the family's emotional numbness during that first benefit meeting. The officer will periodically check with the family to make sure they are receiving or have received the benefits to which they are entitled.

If there are surviving children from a former marriage, the guardian of those children should also receive a list of benefits available to the children.

Special attention should be given to the problems with possible revocation of health benefits to the surviving family. The majority of health benefit providers allow a 30-day grace period before canceling or

imposing monthly payments upon survivors.

Encourage the family to attend the trial, and accompany them whenever possible; and

CONTINUED SUPPORT FOR THE FAMILY

1. Members of the Department must remain sensitive to the needs of the survivors long after the officer's death. Realize that grief is a process and that everyone handles grief differently. The grief process has no timetable and many survivors may experience a complicated grief process.

2. Members of the Department are encouraged to keep in touch with the family. Close friends, co-workers and Department officials should arrange to visit with the family at their home from time to time so long as the family expresses a desire to have these contacts continue.

2. When plaques/memorabilia are given to the surviving spouse, consider making the same available to the surviving parents. They have lost a child that can never be replaced.

3. The Chief of Police should observe the officer's date of death with a short note to the family.

4. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.

5. The Department should maintain support as long as the family feels the need for the support. In time, the family will let you know when they are ready to move on with their lives without assistance from the Department.

6. If criminal violations surround the death, the Family Liaison Officer will:

Inform the family of all new developments prior to press release;

Keep the family apprised of legal and parole proceedings;

Arrange for the investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.

PALOS PARK POLICE DEPARTMENT

Title: *HONORS FUNERAL PROTOCOL*

Procedure: 4.703

Date issued: **MAY 01, 2002**

Revised:

Reviewed: **October 2014**

PURPOSE:

To establish guidelines and procedures for conducting an honors funeral for a deceased member of the Department.

POLICY:

An honors funeral involves participation of the Police Department in honoring the officer's service to the Village. It is the policy of the Department to conduct and participate in an honors funeral if so requested by the deceased officer's family. This request may be granted regardless of whether the officer at the time of death was an active sworn or pensioned member.

PROCEDURE:

REQUEST FOR AN HONORS FUNERAL

1. Upon the death of an active sworn or pensioned member:

The Chief of Police or his designee will consult the officer's family concerning an honors funeral. The procedure and Department participation will be explained to the family.

Upon the family's request for an honors funeral, the Chief of Police or his designee and the Family Liaison Officer will plan the funeral with the family, and will supervise the Department members who participate.

GENERAL FUNERAL PROCEDURES

1. All Department members will maintain the highest standard of personal appearance. Uniforms and equipment MUST be in excellent condition. The assigned supervisor will conduct a line inspection of all involved personnel and equipment to ensure that Department standards are met.
2. The uniform for sworn members will be the Department dress uniform.
3. Department members who serve as pallbearers will wear white cotton gloves.
4. A black sash will be worn across the badge.
5. Neighboring jurisdictions will be requested to assist with traffic control for vehicle processions if warranted.
6. The Chief of Police or his designee will direct that a message be sent to neighboring jurisdictions advising of the death of a Department member, visitation and funeral arrangements, and any requests for marked vehicles to be included in the procession.

WAKE AND VISITATION

1. Department members who attend the wake as part of the honors detail will report to a pre-designated assembly point away from the place of services for inspection and briefing.

2. Upon entering the building, Department members will remove their uniform hats, place them under their left arm, hat brim forward, and form a single line in preparation for filing past the casket.

3. The assigned supervisor will approach the casket, render a salute to the casket and then exit the funeral parlor. Each officer in line will do the same when it is their turn to approach the casket. If you are in plain clothes or not wearing a hat, you do not salute.

FUNERAL SERVICES - FUNERAL HOME OR CHURCH

NOTE: The Patrol Division Commander or his designee will give bold commands.

1. Department members who attend the funeral services as part of the honors detail will report to a pre-designated assembly point away from the place of services for inspection and briefing.

2. Upon entering the building, Department members will remove their uniform hats, place them under their left arm, hat brim forward, and move in an orderly manner to the place reserved for them.

3. If adequate seating is provided, Department members will remain standing until all members are in their places and the command, "BE SEATED", is given.

4. Department members will sit with their hats upright in their laps, maintaining a military bearing throughout the service.

5. At the end of the service, Department members, upon receiving the command, "OFFICERS RISE", will rise in unison and place their hats under their left arm, hat brim forward. The Department members will then exit the building in an orderly manner.

6. Upon leaving the building, Department members will replace their hats and assemble in formation.

Two equal ranks will be formed facing each other, leaving an aisle through which pallbearers and the casket may pass.

They will normally be dressed at extended intervals but may be dressed at closer intervals if space is limited.

While waiting in formation, Department members will stand at parade rest.

7. When the casket comes into view, the formation will be called to attention. The next command will be "**PRESENT ARMS**". All Department members will salute and hold the salute until the casket is placed into the hearse. At this time the command "**READY, FRONT**" will be given and members will return their hands to their sides.

8. The last command given at the funeral home or church will be, "**OFFICERS DISMISSED**". The Department members will break ranks and leave in a quiet and orderly manner.

9. Department members will then take their assigned places in the motorcade and proceed to the cemetery or church.

GRAVESIDE SERVICES

NOTE: The Chief of Police or his designee will give bold commands.

1. Upon arrival at the graveside, Department members will form two ranks facing each other at the rear of the hearse, leaving an aisle through which the pallbearers and casket may pass.

2. When the casket is ready to be removed from the hearse, the command "**PRESENT ARMS**" will be given. All Department members will salute and hold the salute until the casket is at the graveside opening. At the command "**READY, FRONT**", the Department members will return their hands to their sides. At the command "**OFFICERS DISMISSED**", Department members may break ranks in an orderly manner and assume a position to observe the graveside service.

3. If indoors, Department members will remove their hats and hold them under their left arm. All Department members will sit with hats in laps, maintaining a military

bearing throughout the services. If services are held outdoors, Department members will wear their hats.

4. If the casket has been draped with an American flag, the funeral home directors will fold the flag and present it to a pre-designated Department member. The Department member will then present the folded flag to the deceased officer's spouse or other designated survivor.

HONOR GUARD DURING VIEWING

1. The Honor Guard is comprised of volunteer officers from the Department. Officers who stand as Honor Guards must present an excellent uniform appearance and conform to Department grooming standards.

2. The dress uniform, including hat and white gloves, will be worn for the Honor Guard.

3. The Honor Guard will consist of two officers standing watch for 30 minutes at a time. The officers will position themselves, standing at attention, at the head and feet of the deceased officer.

HONORS ACCORDED

1. Any Police Officer who is either an active sworn or pensioned member of the Department may be accorded full honors if requested by his or her survivors.

2. Full honors shall include Honor Guard during viewing; honors detail, pallbearers, and motor escort.

3. The Chief of Police or his designee is responsible for coordinating and directing the honors activities.

4. Pallbearers
If Department member pallbearers are requested by the family, they will be selected by the assigned supervisor following the family's specific request.

Pallbearers will be under the direction of the funeral home directors and will report to the

funeral home for instructions and assignments.

PROCEDURAL VARIATIONS

1. The procedures as outlined shall be followed in most cases. Any changes made necessary by a shortage of personnel, the unusual size of the funeral, the type and location of services, the physical arrangement of the place of service or for any other reason shall be made by the Chief of Police or his designee.

2. Any additional honors to be accorded to deceased members of the Department shall be at the discretion of the Chief of Police.

PALOS PARK POLICE DEPARTMENT

Title: Crimes of Family Violence

Procedure: 4.800

Date Issued: 3/01/18

Revised:

Reviewed: 3/01/22

Responding Officer

Assess and define the nature of the incident by talking to parties separately – where it is safe and practical - and not in view of one another.

Determine the presence and status of any weapons and refer to the model policy section on firearms.

Determine whether the offender is the subject of any Order of Protection or

Conditions of Release that includes “no contact with the victim” or “no use or possession of dangerous instrument or possessing any deadly weapons.”

Verify that the order and conditions apply to the involved victim and offender.

Determine whether children are present, that they are safe, and unhurt and complete the following if necessary:

If child abuse and/or neglect is suspected, report to DCFS by phone

Interview children as witnesses according to circumstances and department policy and consider a trauma informed (forensic interview) when necessary.

Make arrangements for their care if dual custodial arrests are made;

Do not use children to serve as an interpreter for the adult.

POLICE RESPONSE TO CRIMES OF FAMILY VIOLENCE

If abuse and/or neglect of an elderly person or a person with an intellectual disability is suspected complete the required reports and/or notifications.

Obtain a statement from the victim, and when appropriate, a signed medical release form with victim's consent.

Carefully document the condition of the scene.

Make arrangements for their care if dual custodial arrests are made;

Do not use children to serve as an interpreter for the adult.

POLICE RESPONSE TO CRIMES OF FAMILY VIOLENCE

If abuse and/or neglect of an elderly person or a person with an intellectual disability is suspected complete the required reports and/or notifications.

Obtain a statement from the victim, and when appropriate, a signed medical release form with victim's consent.

Carefully document the condition of the scene.

Inform the victim of services available, including providing the victim with contact information for a regional family violence

organization that employs, or provides referrals to, counselors who are trained in providing trauma-informed care.

Provide assistance in accordance with the uniform protocols for treating victims of family violence whose immigration status is questionable.

Remain at the scene for a reasonable time until, in the reasonable judgment of the officer, the likelihood of further imminent violence has been eliminated.

Officers are strongly discouraged from requesting information about or otherwise investigating or assisting in the investigation of citizenship or residency status of any victim, unless such an inquiry or investigation is required by statute, ordinance, federal regulation, or a court decision. Officers should refer to the uniform enforcement protocol for treating victims of family violence whose immigration status is questionable

Document any verbal statements made by the victim(s), offender, or witnesses and distinguish the statements with quotes where appropriate.

Initiate a BOLO (Be On the Lookout) for the offender if probable cause for an arrest is developed and the offender has left the scene and complete a signed/sworn report/affidavit to support the arrest in the event the offender is located and arrested.

Before leaving the scene, identify the local domestic violence service provider, and help the victim to develop a short-term safety plan.

Explain to the victim the process for arrest, arraignment and bond, including the following:

The offender will be arraigned the next available court date.

It is highly recommended that in domestic violence incidents or investigations of order of protection violations, that an officer not notify the alleged offender of a pending arrest or offer voluntary surrender. Voluntary surrender should only be offered where there are unusual circumstances related to officer or victim safety, etc. that would warrant the voluntary surrender.

When an officer feels that a recorded 911 call or any recorded call for police response will enhance an investigation, she/he should request, pursuant to department policies, that the recorded call be preserved, seize the recording as evidence and document the seizure in the incident report.

Document any visible injuries within the report.

PALOS PARK POLICE DEPARTMENT

Title:	Interacting with Persons Affected by Mental Illness Or in Crisis	Procedure: 4.801
Date Issued:	3/01/18	
Revised:	3/01/22	
Reviewed:		

I. PURPOSE

The purpose of this policy is to provide guidance to employees when responding to or encountering situations involving persons displaying behaviors consistent with mental illness or crisis, and direction in the handling of individuals who may appear to be in a state of excited delirium.

II. POLICY

It is the policy of the Palos Park Police Department to follow appropriate guidelines when interacting with persons who appear to be affected by mental illness or who appear to be in crisis conditions.

It is the policy of the department that employees shall use this policy to assist them in determining whether a person's behavior is indicative of a mental illness or crisis and to provide guidance, techniques, and resources so that the situation may be resolved in as constructive and humane a manner as possible.

It is also be the policy of the department that the primary objectives of employees who encounter a person exhibiting behaviors symptomatic of excited delirium are rapid control of the subject and transfer to the care of emergency medical providers, as this person may be experiencing a medical emergency that could result in sudden death.

III. DEFINITIONS

Crisis: means an individual's emotional, physical, mental, or behavioral responses to an event or experience that result in trauma. A person may experience crisis during times

of stress in response to real or perceived threats and/or loss of control and when normal coping mechanisms are ineffective. Symptoms may include emotional reactions such as fear, anger, or excessive giddiness; psychological impairments such as inability to focus, confusion, nightmares, and potentially even psychosis; physical reactions like vomiting/stomach issues, headaches, dizziness, excessive tiredness, or insomnia; and/or behavioral reactions including the trigger of a "fight or flight" response. Any individual can experience a crisis reaction regardless of previous history of mental illness.

Danger or threat of danger to self, family or others: means substantial physical harm or threat of substantial physical harm upon self, family or others, including actions which deprive self, family, or others of the basic means of survival including provision for reasonable shelter, food or clothing.

Excited Delirium: A medical disorder generally characterized by observable behaviors including extreme mental and psychological excitement, intense agitation, hyperthermia often resulting in nudity, hostility, exceptional strength, endurance without apparent fatigue, and unusual calmness after restraint accompanied by a risk of sudden death.

Hypoxia: An inadequacy in the oxygen reaching the body's tissues.

Hyperthermia: Unusually high body temperature.

Hypoglycemia: Lower than usual level of blood glucose.

Mentally ill person: means a person with substantially impaired capacity to use self-control, judgment, or discretion in the conduct of the person's affairs and social relations, associated with maladaptive behavior or recognized emotional symptoms where impaired capacity, maladaptive behavior or emotional symptoms can be related to physiological, psychological or social factors.

Positional Asphyxia: Occurs when the position of the body interferes with normal breathing. The inability to breathe creates a lack of oxygen in the body which may result in unconsciousness or suffocation. The inability to breathe properly may result from the body's position interfering with the muscular or mechanical function of breathing, from compromise or blocking of the airway or from some combination of the following:

- * The body position most likely to contribute to positional asphyxia is that of being "hog-tied" (handcuffed behind the back, feet bound and raised towards hands and placed face down).
- * Additional factors that may contribute to positional asphyxia include:
 - * The mental condition of the subject.
 - * The presence of cocaine or other stimulating substances in the subject's system.
 - * The anatomy of a subject.

IV. PROCEDURES

Law enforcement agencies across the country are increasingly required to respond to and intervene on behalf of people who are affected by mental illness or in emotional crisis. Persons experiencing a mental health crisis and their families rely on first responders, particularly law enforcement officers, to behave in an effective manner, treating the person affected by mental illness with compassion and respect.

Law enforcement officers who face these complex situations must be as fully prepared as possible so that they can respond in ways that ensure their safety, the public's safety, and the safety of the person in mental health crisis. Most response calls involving persons affected by mental illness are not the result of criminal behavior, but of behavior associated with emotional crisis.

Responding to situations involving individuals who officers reasonably believe to be affected by mental illness or in crisis carries potential for violence; requires an officers to make difficult judgments about the mental state and intent of the individual; and necessitates the use of special police skills, techniques, and abilities to effectively and appropriately resolve the situation, while avoiding unnecessary violence and potential civil liability. The goal shall be to de-escalate the situation safely for all individuals involved when reasonable, practical, and consistent with established safety priorities.

PALOS PARK POLICE DEPARTMENT

Title: Drug Overdose Prevention Program **Procedure:** 4.802

Date Issued: 3/01/18

Revised:

Reviewed: 3/01/22

Department Evzio Coordinator: Joe Miller

PURPOSE:

To establish guidelines and regulations governing utilization of the intramuscular Evzio (Naloxone) administered by the Palos Park Police Department. The objective is to treat and reduce fatalities due to opioid overdoses.

POLICY:

It is the policy of the Palos Park Police Department that officers may administer Evzio (Naloxone) in accordance within the mandated training guidelines as determined and provided by the Cook County Overdose Prevention Program. This is a recognized program by the Illinois Department of Human Services-Division of Alcoholism and Substance Abuse and pursuant to 20 ILCS 301/5-23 (Public Act 096-0361).

PROCEDURE:

A. Deployment:

The Palos Park Police Department will ensure Evzio (Naloxone) kits are stored in manner that it is immediately available to trained first responder police personnel and properly safeguarded from extreme temperature changes that may affect the effectiveness and integrity of the

medication. Training will be provided by the Orland Fire Protection District.

B. Evzio use:

Officers will adhere to universal precautions and protections from blood borne pathogens and communicable diseases when administering Evzio (Naloxone); and administer the medication following the established training guidelines following a patient assessment; which may include but may not be limited to determining unresponsiveness and other indications of an opiate induced overdose.

On Scene officer(s) will inform telecommunications that the patient is in a potential overdose state and request an ambulance.

Officers shall follow the protocol and training guidelines as provided Cook County Overdose Prevention Program Evzio (Naloxone) training and in compliance with Illinois Compiled Statutes 20 ILCS 301/5-23.

Officer will immediately inform responding EMS/Paramedics that they have administered Evzio (Naloxone) and the number of doses used.

C. Maintenance / Replacement:

1. Evzio (Naloxone) kit inspection is the responsibility of the personnel assigned to the equipment.
2. Lost or damaged Evzio (Naloxone) kits will be reported to the officer's immediate supervisor and forwarded to the department's Evzio coordinator for replacement.
3. Used kits will be turned over to the EMS personnel on scene for disposal.
4. Units within two months of expiration will be reported to the department's Evzio coordinator immediately.

D. Documentation / Evzio Report:

Following Evzio (Naloxone) administration, the officer shall complete all required department paperwork as well as the Overdose Reversal and Naloxone Administration Reporting Form (Appendix A). This report will be available in electronic form on the websites of Cook County Commissioner Sean M. Morrison (www.seanmorrison.com) or the Orland Fire Protection District (www.orlandfire.org). Once completed, the form will be submitted through the Chief of Police to the program director of the Cook County Overdose Prevention Program.

By Order of:

Chief of Police

PALOS PARK POLICE DEPARTMENT

Title: Interacting with the Intellectually and Developmentally Disabled

Procedure: 4.900

Date Issued: 3/1/18

Revised:

Reviewed: 3/1/22

I. PURPOSE

The purpose of this policy is to provide officers and civilian employees with guidelines for appropriately accommodating, interacting, and communicating with individuals with intellectual and developmental disabilities (I/DD).

II. POLICY

It is the policy of the Palos Park Police Department that officers will be trained to recognize persons with I/DD; treat people with I/DD with dignity and respect; utilize de-escalation protocols when appropriate; and seek alternatives to physical custody whenever possible.

III. DEFINITIONS

Developmental Disability (DD): A long-term disability attributable to a physical, mental or combination of impairments that result in functional limitations in major life activities, such as understanding and expressing language, learning, moving, self-direction, self-care, independent living , and economic self-sufficiency. The disability must have originated before the age of 22 and is likely to continue throughout the individual's life. "Developmental disability" is an umbrella term that encompasses intellectual disability, but also covers some physical disabilities. Some DDs might consist of physical or sensory impairments only, such as blindness from birth. Other DDs involve both physical impairments and diminished intellectual functioning stemming from genetic or other causes, such as Down syndrome.

Intellectual Disability (ID): A group of disorders characterized by limited or diminished intellectual functioning and difficulty with adaptive behaviors, such as managing money, schedules and routines, or social interactions. ID can result from physical or genetic causes, such as autism spectrum disorder (ASD) or cerebral palsy, or from nonphysical causes, such as a lack of stimulation and adult responsiveness during early development.

IV. IDENTIFYING PEOPLE WITH I/DD

A. I/DDs are not the same as and should not be confused with mental illnesses, such as schizophrenia, bipolar disorder, and depression.

B. Some of the more common types of I/DD officers and civilian employees might encounter GO 2017-02 Interacting with the Intellectually and Developmentally Disabled , Down syndrome, and fetal alcohol spectrum disorder (FASD).

C. Officers and civilian employees are not expected to diagnose people with different types of I/DD. However, the more knowledge they have about general behaviors or characteristics of this population, the more likely it is that they can respond appropriately.

D. Persons with ASD and other forms of I/DDs are generally nonviolent, unless "triggered" or frightened by officers or others. Their behaviors can be a response to the level of frustration they are experiencing

or from overstimulation. The behaviors should not be confused with those who are in crisis, those who are affected by mental illness in crisis, or those under the influence of drugs or alcohol.

E. While everyone with a diagnosis of I/DD is unique, some indicators officers and civilian employees should keep in mind include the following.

F. General Signs: In general, individuals with I/DD may display the following:

1. Have difficulty communicating, speaking, and/or expressing themselves
2. Be easily influenced by and/or eager to please others
3. Be unaware of the severity or level of danger of situations
4. Wish to hide their disability and make efforts to disguise it
5. Exhibit uneven gross or fine motor skills
6. Be unresponsiveness to verbal commands
7. Have trouble making eye contact
8. Be oversensitive or under sensitive to pain or other stimuli, such as light or sound
9. Become easily overwhelmed by a situation
10. Try to run away or act upset if detained
11. Wear medical alert tags or possess other written material indicating I/DD

G. In addition, individuals with autism spectrum disorder (ASD) might exhibit the following behaviors:

1. Lack of verbal communication or preference to communicate by pointing or using gestures rather than words
2. Monotone speech without expected inflections
3. Repetition of words and phrases, which can include repeating exactly what an officer
4. Repetitive body movements including, but not limited to, spinning, rocking, hand flapping, or flailing arms
5. Unusual behaviors and movements, including rocking back and forth, pacing, or sitting on the ground or floor

Look for personal identification. Some people with I/DD wear medical identification tags on their wrists, neck, shoes, belt, or other apparel. Some individuals, both verbal and non-verbal, carry wallet cards noting that they have I/DD and providing a contact name and telephone number of a family member, disability advocacy agency, information

about where they live, or other contact information.

a. Officers should understand that if a person with I/DD is reaching into a pocket or bag, it could be to pull out such an identification card.

b. Some people with I/DD have been trained to retrieve their identification card automatically upon interacting with an officer.

6. Call the contact person, support person, or disability advocacy organization. If desired by the person, officers should call the appropriate support person, caseworker, group home worker, or disability advocate. Such support people can be a valuable resource to officers and may be able to offer specific advice on calming or ensuring the safety of the person.

