

## ***PROCEDURE MANUAL***

### ***CHAPTER 1***

#### **Chapter 1 / Organization, Management and Administration**

Organization of Department Manual /	1.000
Goals and Objectives /	1.000A
Written Directives and Procedures /	1.001
Department Goals and Objectives /	1.002
Department Organization and Direction /	1.003
Administrative Reports /	1.100
Department Reports and Forms /	1.101
Chief's Office Information /	1.103
Planning and Research /	1.200
Crime Analysis /	1.300
Allocation and Distribution of Personnel /	1.400
Fiscal Management /	1.500
Seizure and Asset Forfeiture /	1.501
Child Sex Offender Registration /	1.502
Regional Services /	1.503
Service Improvement Opportunities /	1.600
Ensuring Police Accountability /	1.600(a)
Truthfulness /	1.600(b)
Unbiased Policing /	1.700



# PALOS PARK POLICE DEPARTMENT

**Title:** *ORGANIZATION OF THE POLICE  
DEPARTMENT MANUAL* **Procedure:** 1.000

**Date Issued:** **MAY 01, 2002**

**Revised:**

**Reviewed:** **October 2014**

## **PURPOSE:**

To provide employees with written documentation of various aspects of Department functions and procedures.

To keep written documentation of Department procedures, rules and policies in a format that aids the employee in gathering information about how to accomplish a certain task in their day to day activities.

## **POLICY:**

Clear written documentation of certain aspects of the police function are necessary. The Department will provide each employee and organizational component with a manual of procedures, policies and rules to aid them in carrying out their duties.

## **PROCEDURE:**

1. The Department Procedure and Policy Manual is divided into five (5) Chapters. Each has a number assigned to it:

*Chapter 1 - Organization, Management and Administration.*

*Chapter 2 - Law Enforcement Role, Responsibilities and Relationships.*

*Chapter 3 - Personnel Structure and Process.*

*Chapter 4 - Operations.*

*Chapter 5 - Support Services.*

2. Procedures will be identified by the chapter number and an order number. The order is further divided into subsections that more narrowly define the chapter (ex. Procedure 5.103 would be found in chapter 5, section 100, and order 3 that deals with prisoner handling and holding facility).

3. The order assigned to the sections and chapters within the manual or the order number of a particular procedure does not indicate any ranking or order of importance.

4. Generally, each section and each individual procedure will contain three basic elements.

*Stated Purpose - A general statement used to specify a development of a particular policy or procedure.*

*Policy Statement - A statement, in broad terms, which supports the Department's basic mission and directs personnel to a general course of action.*

*Procedure Outline - A specific guide on the steps to be followed in accomplishing a task.*

5. Not every procedure will have its own stated purpose but may rely on those of other related areas.

# PALOS PARK POLICE DEPARTMENT

**Title:** GOALS AND OBJECTIVES

**Procedure:** 1.000A

**Date Issued:** August 20, 2010

**Review Date:** August 20, 2014

**Reviewed:** October 2014

**Reviewer:** Staff

## GOALS AND OBJECTIVES EVALUATING PROGRESS 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.

### **POLICY:**

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 established and Staffed.

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.

### **GOALS AND OBJECTIVES**

A. Total Quality Management (TQM) Initiative.  
1. 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 Police Administration. 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 issued to all staff.

#### **MULTI YEAR PLAN**

A. 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 Palos 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.

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.

# PALOS PARK POLICE DEPARTMENT

**Title:** *WRITTEN DIRECTIVES & PROCEDURES* **Procedure:** 1.001

**Date Issued:** **MAY 01, 2002**

**Revised:**

**Reviewed:** **October 2014**

## **PURPOSE:**

To provide guidelines for routine Departmental operations.

To establish a consistent format for written procedures.

To provide for the proper preparation, indexing and distribution of the Department procedures, rules, and regulations.

## **POLICY:**

It is the policy of the Police Department to provide Department personnel with a clear understanding of the policies and procedures which govern and guide their work. A written directive system is therefore established that is designed to encompass certain personnel policies, procedures, rules, and regulations.

## **PROCEDURE:**

### ***AUTHORITY AND RESPONSIBILITY***

1. The Chief of Police has the ultimate authority to issue, modify, or approve Department written directives. Supervisors may issue written directives that serve to direct some function or action. A copy of all written directives issued by a supervisor will be forwarded to the Chief of Police.

2. Department procedures are issued by the authority of the Chief of Police. Each member of the Department will be issued A Procedure Manual. Personnel will not deviate from established

procedures except when absolutely necessary, or at the direction of a supervisor. In those circumstances, personnel must be able to justify their actions.

3. Supervisors will thoroughly acquaint themselves with each procedure issued and will discuss and explain these procedures to members assigned to their unit to insure full understanding and compliance.

4. A Receipt Form will accompany each procedure, rule, and regulation. Distribution of written directives to members of the Department will be through their immediate supervisor. Each member will be required to sign the Receipt Form to acknowledge receipt and review of the issued document. Written directives will be issued to all personnel unless otherwise directed.

5. Personnel will file the written directive in the appropriate section of their manual using the decimal number as a guide. The table of contents will be adjusted accordingly.

6. Members of the Department are encouraged to note any procedure, rule, regulation, or part thereof that they feel needs to be reviewed or changed because of some revision in the law, is found to be no longer applicable, may have a negative impact upon the ability of the Department to provide police service in a contemporary environment, or some other justifiable reason. These corrections or suggestions should be documented and routed through the employee's supervisor to the Chief of Police.

7. The Chief of Police will distribute new procedures, or revisions in existing procedures, for review to selected personnel. Comments and suggestions will be returned to the Chief of Police.

8. Procedures will be indexed according to the numerical number assigned under the chapter classification. The front page of each procedure will indicate the date of issuance and the last date the procedure was revised. Supervisors will be provided with a memo explaining if the procedure is new or revised for correct purging of the manual.

9. All personnel will properly maintain their manual and insure the contents are current and updated promptly. Department manuals will be maintained in accessible locations within the police facility for easy reference and periodic inspection. Personnel manuals will be inspected at every general inspection.

10. Procedures will be reviewed every three years, or sooner if necessary, from the date of issuance or, if the procedure had been revised, from the last date of revision. Members of the Department will be selected by the Chief of Police to review and make suggestions as to the current application of the procedure under review.

# PALOS PARK POLICE DEPARTMENT

**Title:** *DEPARTMENT GOALS AND OBJECTIVES* **Procedure:** 1.002

**Date Issued:** *MAY 01, 2002*

**Revised:**

**Reviewed:** *October 2014*

## **PURPOSE:**

To provide for the formulation, annual updating, and distribution to all personnel the goals and objectives of the Department.

## **POLICY:**

The mission of the Police Department is to:

1. *Deter crime and apprehend Criminals;*
2. *Maintain strong police-community Relations; and,*
3. *To continually enhance the training and expertise of each member of the police force.*

## **PROCEDURE**

The goals of the Department are:

1. *To identify criminal activity, pursue and apprehend criminal offenders, and proceed in the prosecution of known offenders.*
2. *To maintain a proactive patrol and investigation force and thus reduce the opportunity to commit crime.*
3. *To facilitate the movement of people and vehicles through analysis and commitment of selective traffic enforcement resources.*
3. *To perpetuate a sound managerial environment that focuses upon Department goals and provides for career development through training, advancement and reward for exemplary performance.*

4. *To instill public confidence in the agency by maintaining a high degree of professionalism, dedication and expertise in the development of police service.*

The Chief of Police shall annually review, update and distribute to all personnel, written goals and objectives for the Department and each organizational component.

Information provided through staff meetings and general Department meetings will assist the Chief of Police in revising or setting new goals and objectives.

Supervisors are encouraged to solicit from their subordinates ideas and suggestions pertaining to Department goals and objectives. Suggestions will be discussed at monthly Staff meetings.

Semi-annual evaluations will be submitted from each component stating progress made toward the attainment of goals and objectives.

Statistical data gathered throughout the year will be used to measure the effectiveness and the attainment of the goals of the Department. Data sources shall include, but not be limited to:

Crime Reporting Systems;  
Bureau of Identification;  
Criminal Information Systems; and,  
Monthly Department Reports.

# PALOS PARK POLICE DEPARTMENT

**Title:** *DEPARTMENT ORGANIZATION AND DIRECTION*

**Procedure:** 1.003

**Date Issued:** MAY 01, 2002

**Revised:**

**Reviewed:** October 2014

## **PURPOSE:**

To explain the organizational structure of the Police Department.

## **POLICY:**

The Department structure is designed to provide the most effective police service practical. The Department makes a commitment to allocate adequate staff positions in order to provide both efficient and effective delivery of police services. The structure of the Department is not rigid. It is subject to alteration based on the changing needs of the Department and the community it serves.

## **PROCEDURE:**

### ***ORGANIZATIONAL STRUCTURE***

1. The Chief of Police is the chief executive of the department.
2. The Lieutenant of police is second in command of the department, and assumes command in the absence of the Chief.
3. Each organizational Division is under the direct command of the Chief of Police or the Lieutenant until the need exists to appoint division commanders.
4. The personal span of control of the Chief of Police is grouped by function.

### ***PATROL DIVISION***

The Patrol Division is responsible for the following functions:

1. Assignment of patrol personnel, to insure adequate shift strength.
2. Assignment of personnel to special events as required.
3. Responsible for the activities of all patrol personnel through the shift commanders.
4. Providing direction to patrol division to achieve department goals.
5. Providing information on status of patrol division to the Chief of Police.

### ***SUPPORT SERVICES DIVISION***

The Support Services division Commander will be the Lieutenant of police until such time that the need to divide this responsibility exists:

Property management  
Records management  
Evidence management  
Investigation Division Supervisor  
Supply Officer  
Building/squad maintenance

### ***ADMINISTRATIVE SERVICES DIVISION***

The Administrative Services Division Commander will be the appointed Sergeant until the need exists to divide the responsibility for the following functions:

**Fiscal Management**  
**Training**  
**Research & Development**

**COMMAND PROTOCOL**

1. Command protocol in operations involving personnel of different units normally will be determined by rank. The following will apply during joint Patrol/Investigation cases:

The officer assigned the call will be in charge unless relieved by an investigator called to the scene, or relieved by a supervisor.

The investigator assigned the case will be in charge of the crime scene unless relieved by a supervisor.

In all instances where a supervisor relieves the officer or investigator at the scene, that supervisor will then assume control of the situation.

2. A personnel distribution table will be maintained which depicts allocated strength to the various unit components of the Department.

3. The organizational structure of the Department will be reviewed at least annually as part of the budget review process and reorganized as necessary.

**AUTHORITY AND RESPONSIBILITY**

1. All members of the Department are delegated the authority to make decisions relative to their position, and to execute their responsibilities accordingly.

2. Members delegated the authority to make decisions relative to their positions, in order to execute their responsibilities, shall be held fully accountable for the use of, or failure to use, this delegated authority.

**DIRECTION**

1. The Chief of Police is the chief executive officer of the police department and is responsible for the protection of lives and property through the supervision of all police functions. The Chief of Police is responsible for organizing, controlling, and

directing the personnel and resources of the police department.

2. In the event that the Chief of Police becomes incapacitated, unavailable, out of town, or otherwise unable to command, the appointed Sergeant will be in charge. If both the Chief and Lieutenant are unavailable, the Sergeant is in charge. If no ranking officer is available, the Watch Commander is in charge. For anticipated absences, the Chief of Police may appoint a designee to act in his absence.

3. The on-duty supervisor will be held accountable for the performance of the employees under the supervisor's immediate control. Although supervisors may free themselves of the actual performance of a given task, a supervisor cannot rid himself of the responsibility or accountability for the accomplishment of the task.

4. Employees are required to obey and fully execute any lawful order, written or oral, given by a superior, or relayed by a designee of a superior.

5. Any employee who receives an order that conflicts with any previous order or instruction will advise the person who issued the second order. The responsibility for counteracting the original order rests with the supervisor who issued the second order. In the event neither issuing supervisors can be readily advised, the employee will carry out the most recent order and advise a supervisor of the conflict as soon as practical.

6. To ensure that lines of communication are maintained and utilized throughout the organizational structure monthly staff meetings shall be scheduled. All supervisory personnel are required to attend unless otherwise excused. Each member in attendance will have the opportunity to bring up and discuss matters of interest. Supervisors will solicit, from their personnel, items for discussion.

# PALOS PARK POLICE DEPARTMENT

**Title:** *ADMINISTRATIVE REPORTS*

**Procedure:** 1.100

**Date Issued:** MAY 01, 2002

**Revised:**

**Reviewed:** October 2014

## **PURPOSE:**

To provide for an efficient and accurate flow of information within the Police Department.

To provide management information to administrative personnel as an aid in the decision making process.

## **POLICY:**

Written reports permit the formal exchange of information between various operating components of the Police Department, as well as between the Department, Village Government and the Public. The Police Department will make every effort to record and publish all relevant information, which will reflect current trends in criminal activity, and utilize management information for the good of the Department, personnel and community.

## **PROCEDURE:**

### ***MANAGEMENT INFORMATION SYSTEM***

1. The Department will continually gather data on various unit activities. This data will include, but not be limited to, the following:

Part I and Part II Criminal Offenses  
I-UCR Service Codes  
Traffic Violations  
Traffic Crash Reports  
Arrest Reports  
Criminal Investigation Reports  
Juvenile Unit Reports  
Shift Summary Reports  
UCR Incident Summary Reports

2. It is the responsibility of all supervisors to ensure the accuracy of the information and data gathered by members under their supervision.

3. The information gathered will be utilized to prepare administrative reports, to assist in the decision making process, for determining manpower allocation, equipment needs, training requirements, predicting work load and preparing budgets.

4. Daily, monthly and annual reports are necessary to provide management information on the activities of the Department. The following are source documents and necessary reports:

### ***REPORT TITLE***

#### **DAILY**

Officer's Daily Activity Report

#### **MONTHLY**

Officer's Monthly Activity  
Criminal Investigations Monthly Report  
Juvenile Contact Monthly Report

#### **ANNUAL**

Department Annual Report  
Juvenile Unit Annual Report  
Criminal Investigations Annual Report  
Facility Inspection Report  
Firearms Qualification  
Training Committee Annual Report  
Offense Summary  
UCR Arrest Summary

# PALOS PARK POLICE DEPARTMENT

**Title:** *DEPARTMENT REPORTS AND FORMS*

**Procedure:** 1.101

**Date Issued:** **MAY 01, 2002**

**Revised:**

**Reviewed:** October 2014

## **PURPOSE:**

To establish and maintain procedures to ensure the accountability of all Department forms.

To provide for various reporting requirements within the Department.

## **POLICY:**

The proper use, preparation and processing of required forms is vital to the effective and efficient operation of the Department. Every employee will utilize only those forms authorized by the Department and promptly complete and submit all required forms.

## **PROCEDURE:**

### **ACCOUNTABILITY**

1. The Administrative Services Division is responsible for developing, reviewing and approving new forms.

2. The Support Services Division is responsible for ordering and storing all Department forms.

3. Only those forms authorized by the Chief of Police, or required by law, shall be utilized by Department personnel.

4. The Support Services Staff shall maintain a master file containing an original copy of each form in use.

5. The Supply Officer will check the inventory of forms used by the Department personnel monthly. Supervisors should check that the appropriate number of forms

are available in the report room. Additional forms are stored in the storage room.

6. Personnel removing forms from the storage room must inform the Support Services staff whenever it appears the inventory of any form appears to be low.

7. The Support Services Staff is responsible for placing printing orders for all Department and other required forms.

## ***REPORT PREPARATION AND PROCESSING***

1. All reports and forms requiring a supervisor's signature should be accurately, completely and promptly submitted for approval.

2. Supervisors are required to check each report and form submitted to ensure that all the proper data and information is completely and accurately provided.

3. Once all reports have been entered into the database the secretary shall file all reports in the records section and distribute copies to appropriate units.

5. The Records section is responsible for all original reports submitted and will ensure all originals are properly filed.

6. The Criminal Investigation Unit supervisor shall review all submitted reports and forms to ensure they are complete and all required information has been provided. Incomplete reports will be returned to the reporting person's supervisor with the request for the necessary additional data or correction.

7. Only authorized personnel are authorized to enter or remove any original reports or forms from the files or control of the Records unit.

8. Requests for copies from outside the Department shall be provided according to law and as outlined by the Chief of Police.

***PERSONNEL REPORTING  
RESPONSIBILITIES***

1. Each officer is responsible for accurately completing and submitting, to his supervisor, an Officer's Daily Activity Report, per Department procedure. This report should account for the officer's time and activity while on duty. The Daily Activity Report will be completed daily and will be submitted to the officer's supervisor.

2. Monthly Activity reports are required from the Criminal Investigations Unit supervisor, and each patrol shift supervisor responsible for the direct supervision of officers assigned to his unit. This Activity Report should accurately reflect the officer's time and productivity accounting during the previous period.

3. Annual reports are required from the Criminal Investigations Unit, Training Officer, and Range Master. These reports should accurately reflect the unit's activity during the last year.

# PALOS PARK POLICE DEPARTMENT

**Title:** *CHIEF'S OFFICE INFORMATION*

**Procedure:** 1.103

**Date Issued:** *MAY 01, 2002*

**Revised:**

**Reviewed:** *October 2014*

## **PURPOSE:**

To establish a control system for correspondence from the Chief of Police.

Chronological control number.

Date issued.

Subject.

Person(s) addressed to.

Due date if response to memorandum is necessary.

Date completed.

Disposition.

## **POLICY**

The efficient and accurate flow of information is vital to any organization. Accountability for Departmental correspondence is a necessary requirement for all informational systems. Administrative Orders and Memorandums are an effective way to seek input from personnel and keep open available line of communication.

3. The Chief's administrative order will generally be issued to reflect a change in policy or procedure. This order may stand-alone or result in a change to the Procedure Manual.

4. The Chief's memorandum will generally be advisory in nature or issued to indicate that a type of action and/or response is required of the addressee(s).

5. When an action or response of the addressee is required, it shall be acted upon and a report returned to the Chief's Office within ten (10) days, or as otherwise indicated on the memorandum.

6. If additional time is required for the report, the Chief's secretary must be notified and a request for an extension must be approved.

7. The Chief's secretary shall notify the Chief of any failure to respond by the assigned due date.

8. The Chief's secretary will maintain a monthly calendar of periodic activities required by Department procedures, which require action or a report. The Chief's secretary will cause to be issued a Chief's memorandum one (1) month prior to the

## **PROCEDURE:**

1. The Chief's Office administrative order will be assigned numbers in the following manner:

*Administrative #00-1*

Administrative - identifies the information as in administrative order.

00 - indicates the year.

1 - indicates the specific chronological number.

*Memorandum #00-1*

Memorandum - identifies the information as a memorandum.

00 - indicates the year.

1 - indicates the specific chronological number.

2. All administrative orders and memorandums will be logged in a chronological book by the Chief's secretary containing the following information:

activity to be performed or the report to be submitted.

9. Should a Division Commander need to issue an Administrative Order or a Memorandum, he will first obtain the next number from the chronological book.

---

# PALOS PARK POLICE DEPARTMENT

**Title:** *PLANNING AND RESEARCH*

**Procedure:** 1.200

**Date Issued:** **MAY 01, 2002**

**Revised:**

**Reviewed:** **October 2014**

## **PURPOSE:**

To establish and coordinate the planning process within the Department.

Department staff meetings to assist in the decision making process for the allocation and deployment of Department resources and personnel.

## **POLICY:**

The Police Department recognizes that proactive planning and research will greatly facilitate the achievement of Department goals and objectives, maximize the provision of police services and enable the Department to identify and respond effectively to problem situations. Planning and research activities are essential to the effective management of this Department.

5. It is the responsibility of each supervisor to disseminate to members of their unit's information relevant to the operation of the unit. Results of studies, or discussion at staff meetings must be passed on to each and every member of the unit to accomplish the successful completion of any common goal.

## **PROCEDURE:**

1. The Chief of Police is responsible for the planning and research function of the Department. This formal function will include:

- Multi-year planning
- Operational planning
- Budget preparation
- Crime and population trends
- Crime analysis
- Traffic accident and enforcement analysis
- Crime prevention initiatives

2. All employees of the Police Department engage in planning to some extent. While the Chief of Police is responsible for the formal planning and research function, all employees are encouraged to offer suggestions and input through their supervisors on issues and activities affecting the Department.

3. Personnel from various units may be called upon to assist in Department planning functions.

4. The information provided in these reports shall be discussed by supervisors at

# PALOS PARK POLICE DEPARTMENT

**Title** *CRIME ANALYSIS* **Procedure:** I.300  
**Date Issued:** **MAY 01, 2002**  
**Revised :**  
**Reviewed:** October 2014

## **PURPOSE :**

To collect, collate, analyze and disseminate crime data.

To aid the administrative and field units in their operations.

## **POLICY :**

Crime analysis will be used to support administrative and field operations. Line units are provided with information that can benefit them in the development of daily operations and tactical plans. Staff units receive information for use in strategic planning as it relates to such topics as crime trends, agency resource allocations, crime prevention and other related areas.

## **PROCEDURE:**

### **RESPONSIBILITIES**

1. The Criminal Investigations Unit Supervisor is designated as the Department's crime analysis officer. He will develop and publish crime analysis reports based on past trends and activity.
2. The function of crime analysis is to collect and refine information that may be utilized by administrative personnel in determining long range plans and for operational personnel in developing line, tactical and investigative enforcement strategies. This process is accomplished by:

Collecting, collating, and analyzing crime data;  
Dissemination of data to personnel;

Feedback analysis and program evaluation; and,  
Recognizing future crime trends.

3. The crime analysis process will attempt to identify the following types of crime patterns:

Frequency by type of crime;  
Geographic factors;  
Temporal factors;  
Victim and target descriptors;  
Suspect descriptors;  
Suspect vehicle descriptors;  
Modus operandi factors; and,  
Physical evidence information.

4. All department personnel are responsible for the identification of potential and actual police hazards that are within our jurisdiction. Information shall be disseminated as soon as possible to all personnel. Information can be distributed by bulletin, pending matters summary form or announced at roll call.

### **DATA COLLECTION**

1. Supporting documents for the collection of crime analysis data is:  
Offense/Incident reports;  
Arrest reports;  
Field Interview cards;  
Supplementary reports;  
Other department records;  
Other law enforcement agency reports; and,  
Computer systems.

### **DATA DISSEMINATION**

1. Crime analysis information that is relevant to operational and tactical planning, will be distributed to:

Chief of Police  
Patrol Division Commander  
Support Services Commander  
Criminal Investigations unit  
Shift supervisors  
Posted in roll call room

2. The Criminal Investigations Unit supervisor will maintain maps of the Village, on which target crimes are plotted by location. Informational reports detailing time factors will accompany these maps. The purpose of these maps is to provide a graphic depiction of problem areas.

3. The Chief of Police shall be briefed on crime trends at monthly staff meetings, or when possible, as a pattern develops.

4. External dissemination of crime analysis data, in some instances, may enhance public awareness and general community support. It may also improve crime suppression and offender apprehension. This external dissemination of information can be made through, but is not limited to:

Crime prevention programs  
Officer Friendly programs  
Home block programs  
Neighborhood Watch programs  
Media releases

5. Confidential information derived from any source shall be considered restricted and disseminated only to other law enforcement agencies.

## PALOS PARK POLICE DEPARTMENT

**Title:** *ALLOCATION AND DISTRIBUTION OF PERSONNEL*

**Procedure:** 1.400

**Date Issued:** MAY 01, 2002

**Revised:**

**Reviewed:** October 2014

### **PURPOSE:**

To establish guidelines for the allocation and distribution of personnel.

### **POLICY:**

It is the policy of the Police Department to ensure that it has sufficient personnel to provide effective police service, and that personnel are distributed within the Department in an efficient manner.

### **PROCEDURE:**

#### **STAFFING**

1. The allocation of sworn officers is regulated by the Village in ordinance form.
2. The Police Department will maintain a staffing table that identifies:

The number and type of each position authorized in the department's budget by rank or job title.

The location of each authorized position within the department's organizational structure.

The position status information whether filled or vacant for each authorized position in the department.

3. The staffing table will be reviewed annually, and updated if necessary, by the Chief of Police as part of the budgeting process.

### **WORKLOAD ASSESSMENT**

1. Basing allocation of personnel on workload demands has a significant influence on the efficiency and effectiveness of the Department. The Department will attempt to prevent over or under staffing by ensuring that the personnel strength of an organizational component is consistent with the workload.
2. Workload assessments will be conducted annually by the Patrol Division Commander for patrol personnel. Recommendations in staffing levels based on these assessments will be submitted to the Chief of Police for budgeting considerations. Consideration will be given to the following information:

Outstanding programs and projects;  
Job analysis;  
Personnel strength authorized by Village Ordinance;  
Number of incidents/tasks handled by hour of day and day of week; and  
Average time required to handle incidents/tasks.

3. The Chief of Police will determine the assignment/availability for the patrol division personnel bases on the following criteria.

The number of incidents handled by patrol personnel during the specific period.

The average time required to handle an incident at the patrol level, or a

measurement of a sampling of cases.

Calculation of the percent of time, on the average, that should be3. available to the patrol officer for handling incidents during a regular shift.

4. Workload assessments will be conducted annually by the criminal investigations unit personnel, and records unit personnel. This specialized workload assessment will include:

The number of cases assigned/investigated by CIU personnel during the specific period.

The number of cases investigated and cleared by arrest.

The average time spent on a follow-up investigation.

The number of case reports processed.

The number of warrants processed.

The time spent on evidence handling.

The time spent on administrative/court assignments.

5. The Chief of Police will annually reassess the allocation of personnel during the budget preparation process.

#### ***DISTRIBUTION OF PERSONNEL***

1. Personnel allocated to each organizational component will be distributed in a manner, which is consistent with workload demands, or assessments. These distributions will take into account the time and location factors necessary to complete a task and encourage the equalization of individual workloads.

2. Patrol personnel are assigned in accordance with the temporal and geographic distribution of incidents to

equalize individual workloads. Information on temporal concerns will be compiled from activity reports.

3. Support personnel are assigned in accordance with the results of the workload assessments for those units.

4. The Chief of Police will have the final decision on the distribution of department personnel.

#### ***CIVILIAN PERSONNEL***

1. Whenever practical, positions not requiring the specific knowledge, skills and abilities of a sworn officer will be specified as a civilian position and staffed accordingly.

2. The following positions within the Police Department are specified as civilian:

Records Clerk  
Secretary  
Police Cadet

## PALOS PARK POLICE DEPARTMENT

**Title:** *FISCAL MANAGEMENT*

**Procedure:** 1.500

**Date Issued:** MAY 01, 2002

**Revised:**

**Reviewed:** October 2014

### **PURPOSE:**

To establish guidelines for the budgeting process and fiscal control procedures for the Department.

Monitoring monthly expenditures, encumbrances, and fund balances. Rectifying any and all budgetary discrepancies.

### **POLICY:**

The Police Department will utilize only those accounting principles and fiscal management techniques that ensure the effective and efficient utilization of resources in all Department operations.

Requesting all fund transfers as may be required in accordance with established Village procedures.

Requesting supplemental or emergency appropriations in accordance with established Village procedures.

### **PROCEDURE:**

#### ***FISCAL MANAGEMENT FUNCTION***

1. The authority and responsibility for the fiscal management of the Police Department is vested in the Office of the Chief of Police.

3. The Chief of Police is responsible for the continuing and ongoing review and analysis of the entire budget and for monthly internal monitoring of the Department's non-cash fiscal activities. Monthly reports provided by the Village Accountant will be reviewed for any unauthorized expenditure.

2. The Chief of Police is responsible for the following:

4. The Administrative Services Staff will assist with the fiscal management function with annual budget development and the supervision of internal expenditures. Procurement or requisitioning of Department property is centralized through the Chief of Police.

Compliance with general fiscal procedures and controls established by Village policy.

5. The Support Services Staff is responsible for maintaining records for inventory control of Department property and equipment.

Reviewing all non-cash expenditure requests from Department personnel to ensure such requests are consistent with budget authorization.

6. The Administrative Services Staff is responsible for maintaining an accounting system that includes, at a minimum, provisions for monthly status reports showing:

Executing all approved expenditure requests through purchase orders.

Liaison with Village Officials and the Accounting Services

Initial appropriations for each account, or line item.

Balances at the commencement of the monthly period.

Expenditures and encumbrances made during the period and Unencumbered balance.

7. An independent audit will be conducted annually by an accounting firm so designated by the Village Board. This audit will be encompassed as part of the Annual Municipal Audit as required by State Law.

8. All Department personnel are expected to cooperate fully with this audit and should be prepared to supply any and all documentation as may be required by Federal or State law, Village regulations or Department policy.

## **BUDGET**

1. The Chief of Police will coordinate the annual preparation of the Department's budget in December of each year.

2. The Chief of Police may request other Department personnel to prepare recommendations for budget considerations. The following are requirements whenever submitting a request for a budgetary line item:

All requests must be in writing and submitted prior to November 1st in order to be included in the preliminary budget presentation.

All requests should clearly describe the specific item recommended, including make, model, etc.

Describe the anticipated use and need for the item.

Total cost of the item.

Source or vendor for obtaining the recommended item.

3. The Chief of Police will make the final determination of all items requested in

the budget, and presentation of the budget request before the Village Board.

4. In the event of additional or emergency funds being needed to meet circumstances that cannot be anticipated by prior fiscal planning the Chief of Police will request such funding through the Village Administrator and Village Council.

5. Administration of the Department's appropriation throughout the fiscal year is the responsibility of the Chief of Police. Any changes, modifications, amendments, or problems during the budget year, that affect other members or units within the Department, will be discussed at the monthly staff meeting.

## **REQUISITION AND PURCHASING OF EQUIPMENT**

1. The Chief of Police or his designee must authorize all requisitions and purchases of Department equipment and supplies. Once approved by the Chief of Police or his designee all requests for purchases will be submitted to Accounting Services for final approval and authorized payment.

2. Written requests for the purchase of equipment or supplies will be forwarded to the Chief of Police or his designee with a description of the item to be purchased, the price of the item, and the name and address of the vendor.

3. The Chief of Police or his designee must sign all purchase orders before the Village Board can approve payment.

4. When purchasing items, the Department purchasing policy will be adhered to with the following structure:

Supervisory personnel without obtaining price quotes may make purchases up to \$100.00.

Purchases from \$100.01 to \$1,000.00 must be authorized by the Chief of Police or his designee. For purchases over \$1000.00, the buyer/requester must prepare a requisition for material and/or

service form and must attempt to obtain at least three verbal or written price quotes.

Purchases from \$5,000.01 to \$10,000.00 must be approved by the Village Council. The buyer/requester must prepare a requisition for material and/or service form and must attempt to obtain at least three written price quotes.

Purchases over \$10,000.00 require that a bid award be approved by the Village Council. The purchase must be advertised at least 10 days before bid opening.

5. Periodically the Department may find it necessary to purchase standardized items, (i.e. vehicles, portable radios). Nothing in this procedure is intended to preclude the Department from purchasing items from vendors who have submitted for State purchase of standardized items, or from entering into an agreement with other governmental agencies for the purchase of such items that are in the best interest of the Department when purchased in large quantities, such as citation books.

6. For the purpose of this procedure a qualified vendor is any person or corporation duly licensed in accordance with applicable Village ordinance or State statute, and who is able to assure performance of any purchase agreement to the satisfaction of the Chief of Police.

7. The Chief of Police will review the monthly financial statement, from the Village Accountant, and review all Department expenditures and purchases.

8. The Chief of Police or his designee may authorize an emergency purchase or rental of equipment or services not planned for as part of the fiscal budget. The Department provides funds for minor contingencies in the annual budget. Large expenditures necessary to effectively protect the public health and safety, protect property, and provide emergency assistance to victims in the event of a natural or man

made disaster requires approval of the Village Board.

#### **COLLECTION, SAFEGUARDING AND DISBURSING CASH**

1. Department personnel will collect, safeguard, and disburse cash on a limited basis.

2. Cash received as evidence, found property, prisoner property or accepted, as bond will be handled per Department procedure. All Department personnel are bonded to receive cash under the above circumstances.

3. Records clerks will record all funds received from individuals and companies requesting copies of reports. All funds collected will be transferred to the Village Clerks Office for deposit. Monthly financial reports from the Clerks Office will be used to verify each request for copying of police reports. Any discrepancy discovered will be immediately brought to the attention of the Chief of Police.

4. Any individual requesting a copy of a police report in person will pay the appropriate fee. A paid receipt will verify the fee has been paid and then provide a copy of the report.

5. Cash disbursed from the Informant Fund will be handled per Department procedure.

6. Petty cash is disbursed by the department. All personnel must submit a signed Petty cash form, explaining the reason for reimbursement. The Chief of Police or his designee must approve all requests. Personnel should seek approval before expenditures are made when requesting reimbursement from the Petty cash account.

7. The Records Clerk will verify all expenditures from the Village petty cash account from the monthly financial statement of Police Department expenditures. All petty cash reimbursements will be correctly logged in the proper budget line item.

8. The Chief of Police will receive a copy of the monthly financial statement from the Village Accountant's office listing all expenditures for the police department. This statement will indicate all petty cash expenditures.

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

## PALOS PARK POLICE DEPARTMENT

**Title:** *SEIZURE & ASSET FORFEITURE*

**Procedure:** 1.501

**Date Issued:** **MAY 01, 2002**

**Revised:**

**Reviewed:** October 2014

### **PURPOSE:**

To establish guidelines for the seizure and forfeiture of assets.

### **POLICY:**

It is the policy of the Police Department to utilize to the fullest extent the forfeiture provisions available in state and federal drug laws. This effort is intended to have a direct impact on the individuals dealing with narcotics arrested by the Police Department, while providing the Police Department with the maximum amount of economic benefits provided for in various laws.

### **DEFINITIONS:**

Asset seizure is the confiscation by the government of tainted property or assets used to commit a crime or gained as a result. Forfeiture is the legal process by which the title to the seized property is turned over to the government.

Asset forfeiture drug cases can be accomplished through either civil or criminal proceedings. Federal criminal forfeiture is pursued under two laws, the Racketeer Influenced and Corrupt Organization (RICO) Act (18 U.S. 1962) or the Federal Drug Abuse Prevention and Control Act (21 U.S.C. 881)

Civil forfeiture proceedings are brought against property, not a person. Possession of the property may not be illegal, but the property may be subject to seizure and forfeiture because of the way it was used.

Criminal forfeiture proceedings do not necessarily depend on the outcome of the criminal case against the owner of the property. The defendant does not have to be convicted of the crime for the department to be successful in the forfeiture proceeding.

### **PROCEDURE:**

1. Each supervisor is responsible for reviewing offense reports and arrests by members of their units to determine whether the possibility exists for the seizure and forfeiture of property.

2. If a supervisor feels that the property seizure and forfeiture is warranted he will effect the seizure and initiate forfeiture proceedings. A copy of all case reports and other relevant documentation will be forwarded to the Criminal Investigation Unit for review.

3. The Criminal Investigation Unit supervisor will review the case and discuss the circumstances involved with the Prosecutors Office. If the legal requirements are met, and considerations have been given to the type, condition, and approximate value of the property, a recommendation will be made by the Criminal Investigation Unit supervisor through the chain of command to the Chief of Police. The Chief of Police must authorize all cases involving forfeiture of property.

4. If approved by the Chief of Police, the Criminal Investigation Unit supervisor will begin forfeiture proceedings. The Criminal Investigation Unit supervisor is responsible for ensuring that all receipts, tow reports, or inventory forms are marked, "Hold For Forfeiture."

5. All requests for information regarding property in forfeiture proceedings will be directed to the Criminal Investigation Unit supervisor.

6. Currency seized where state forfeiture proceedings have been started will be placed into a special bank account. Separate accounts will be maintained for money that is pending forfeiture and money that has been awarded to the Department by the courts. Separate accounts are also necessary depending on whether state or federal agencies are involved. State and federal funds, once awarded to the Department, will not be deposited into the same account.

7. The Criminal Investigation Unit supervisor is responsible for the security, maintenance, accountability and recording of the funds seized through asset forfeiture. Only the Criminal Investigation Unit supervisor and the Chief of Police are authorized access to these funds.

8. Money received and placed into the forfeiture account will be recorded. The Criminal Investigation Unit supervisor will log the following:

Case report number;  
Defendants name;  
Date of deposit;  
Name of person making the deposit;  
Amount of deposit; and  
Date of transfer to permanent department account or returned to defendant.

9. The Criminal Investigation Unit supervisor is responsible for fiscal and procedural management of these funds, including:

Authorization of only one person as responsible for these funds,

Including acceptance of money into the fund account;

Maintaining a record if funds are appropriated among organizational components;

Maintaining the funds in a secure location;

Maintaining a ledger that identifies the date, amount and purpose of transactions including case number;

Quarterly audit of funds; and

Annual audit and report of deposits and transfers.

10. Money awarded to the Department will be transferred to a separate account. These funds will only be used as provided for by the applicable state or federal statute.

11. The Chief of Police must approve all requests for expenditures/transfers from the forfeiture account.

12. Periodic audits, both announced and unannounced, may be conducted as directed by the Chief of Police. The forfeiture account will be audited annually as part of the annual Village audit. The accounting firm will provide the Village with a financial statement for this fund. The Criminal Investigation supervisor will make available all records necessary to conduct these audits.

13. Access to the forfeiture account will be limited to the Chief of Police and Criminal Investigation Unit supervisor.

14. Whenever the Department is involved in a case where several jurisdictions are involved, the appropriate authority will determine the percentage of assets to be distributed, based upon those agency's involvement in the case.

## PALOS PARK POLICE DEPARTMENT

**Title:** CHILD SEX OFFENDER REGISTRATION **Procedure:** 1.502

**Date Issued:** August 20, 2010

**Review Date:** August 20, 2014

**Revised:**

**Reviewed:** October 2014

### **PURPOSE:**

The purpose of this policy is to provide procedures and guidelines for community notification of child sex offenders for members of the Palos 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 STATEMENT**

It is the policy of the Palos Park Police Department to provide names, addresses and offenses of registered child sex offenders residing within our jurisdiction to the community as required by 730 ILCS 152/101.

### **NOTIFICATION GUIDELINES**

#### **A. Mandatory Notification**

The Cook County Sheriff's Office is required by state law to distribute a list of all Child Sex Offenders provided by the Illinois State Police to public and private school districts and child care facilities in suburban Cook County. The listing is distributed by the Cook County Sheriff's Office via U.S. Mail four times annually and includes the names, address, date of birth and offense of all Child Sex Offenders required to register under the law. As a courtesy, the Cook County Sheriff's Office will also send a complete listing to each suburban police department.

#### **Discretionary Notification**

The Palos Park Police Department will disclose the name, address, date of birth and offense of all Child Sex Offenders registered within the jurisdiction of the Village of Palos Park to those persons who are likely to encounter the registered Child sex Offender upon written request. Additionally, the Palos Park Police Department will

make available the photograph of those individuals who have been adjudicated Sexually Dangerous pursuant to the Illinois Sexually Dangerous Persons Act. 1. The department will fulfill its discretionary role by forwarding via facsimile transmission the name, addresses, date of birth, and offenses of child sex offenders registered in our jurisdiction to media outlets whose coverage includes the Village of Palos Park upon written request. The list will then be disseminated by the Palos Park Police Department to the requesting media outlet(s) at the same time the mandatory notifications are made by the Cook County Sheriff's Office.

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 child care facilities, non-public school administrators, scouting groups, church groups, etc.

Individuals or organizations making requests via the telephone will be advised only if we have current registered child sex offenders and the procedures to follow for either in person public access , or for requests by mail

**RESPONSIBILITIES OF  
DEPARTMENTPERSONNEL****A. Support Services Supervisor**

1. The Support Services Supervisor will insure the proper maintenance of all records pertaining to the registration of sex offenders.
2. The Support Services Supervisor will insure a notice is clearly printed in a visible location on every list containing information regarding child sex offenders that clearly indicates that the registry may change daily and the information is accurate only for the date and time released.

**Investigations**

Designated contact person concerning the Child Sex Offender Community Notification Law. This contact person will be the liaison with ISP, Cook County Sheriff's Office, registered public and private school administrators, registered child care facilities and other law enforcement agencies.

Investigator will provide the ISP and all registered entities with their name and work telephone number.

3. The Investigator will insure a complete and accurate list is forwarded to the Chief of Police for review and approval prior to any discretionary notifications.

**PUBLIC ACCESS  
PROCEDUREFORCLERKS/TCO'S**

A. The child sex offender registration information is available to the public Monday - Friday, 9 a.m. - 5:00 p.m.

1. Individuals making requests outside of normal business hours will be advised if we have current child sex offenders registered and to return during normal business hours for inspection.

# PALOS PARK POLICE DEPARTMENT

**SUBJECT: REGIONAL SERVICES**

**ORDER NUMBER: 1-503**

**EFFECTIVE DATE: 20 October 14**

**REVIEW DATE: March 1, 2019**

**PURPOSE:**

The purpose of this order is to describe several regional criminal justice services in which the Palos 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. Palos 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.

# PALOS PARK POLICE DEPARTMENT

**Title: Ensuring Police Accountability**

**Procedure: 1.600(A)**

**Date Issued: 3/1/18**

**Revised:**

**Reviewed: 3/1/22**

## **Purpose**

**The Palos Park Police Department must be vigilant and held responsible for their actions. When an error occurs, a system structured to prevent the same error starts with learning, reviewing and being accountable.**

**It is the policy of the Palos Park Police Department that each use of substantial force to subdue criminal activity will be subject to close review by internal and external organizations and authorities**

**This event triggers an overlapping series of administrative and disciplinary reviews to examine root cause analyses and event review to understand the underlying causes of why events unfolded the way they did and how the events could have been avoided.**

**The Palos Park Police Department recognizes that policing is complex with multiple people involved in fast-paced, dynamic reactions to incomplete information in a high-stress and high-stakes environment.**

**In such a system, it is inevitable that things will not always go as intended. Such event reviews with all-stakeholders to minimize the risk of similar errors in the future, should and will improve overall system reliability.**

**The goal of a close review delves into by how an undesired interaction could have been avoided the confrontation, while still keeping with our mission of ensuring a community.**

**Professionals make mistakes and acknowledges that even competent professionals will develop unhealthy norms, but intentional misconduct cannot or will not be tolerated.**

**The Palos Park Police Department is dedicated to creating a culture of learning knowledge aggregated into a shared database of experiences that will incorporate findings to the benefit of all, protect, citizens, communities and enforcement officers.**

## PALOS PARK POLICE DEPARTMENT

**Title:** **Truthfulness**

**Procedure:** 1.600(B)

**Date Issued:** 3/01/18

**Revised:**

**Reviewed:** 3/01/22

### **Policy:**

**1. The integrity of police service is based on honesty and truthfulness. No member shall knowingly or willfully be dishonest or untruthful in giving testimony, in rendering a report, in any official oral or written communication, or in giving any statement about actions taken that relate to the member's own or another member's employment or position. Being dishonest or untruthful includes knowingly or willfully making false statements, knowingly or willfully falsifying work-related records or official documents, omitting material facts or material information, or answering questions or providing information in a manner that is evasive, deceptive, or misleading.**

**2. These requirements apply to any report or communication concerning Bureau business, including, but not limited to, oral communications, written reports, transmissions to the Bureau of Emergency Communications, and communications to members via radio, telephone, pager, e-mail, text, or mobile data computer (MDC).**

**3. Members will not make any false statements to justify a criminal or traffic charge, or seek to unlawfully influence the outcome of any investigation.**

**4. Members are obligated under this directive to respond fully and truthfully to questions about any action taken that relates to the member's employment or position, or to the employment or position of another member,**

**regardless of whether such information is requested during a formal investigation or during the daily course of business.**

**5. A limited exception to the standards in this directive is when deception is necessary due to the nature of a member's assignment, such as an undercover assignment, when necessary to acquire information for a criminal investigation or for public safety, or when necessary to protect the physical safety of the member or others. The use of deception in these circumstances must be for a specific and lawful purpose and must be temporary in nature.**

# PALOS PARK POLICE DEPARTMENT

**Title: Service Improvement Opportunities**

**Procedure: 1.600**

**Date Issued:** 3/01/18

**Revised:**

**Reviewed:** 3/01/22

## **Definitions:**

**Service Improvement Opportunity:** A formal, non-disciplinary process where a supervisor evaluates and debriefs a complaint alleging a minor rule violation or raises a quality of service issue.

## **Policy:**

1. A complaint received from a community member regarding allegations of poor quality of service or minor rules violations which, if sustained, would not result in discipline may be handled as a Service Improvement Opportunity.

2. The goal of the Service Improvement Opportunity process is to improve service delivery by addressing community member concerns and perceptions with the subject member(s) in a way that satisfies the complainant.

3. Service Improvement Opportunities are considered non-disciplinary in nature and, therefore, are not placed in a member's personnel file.

- 2.1. Identify specific quality of service issues and/or minor rules violations.
- 2.2. Make a good faith effort to contact the complainant to discuss the complaint. Generally, supervisors should make at least three (3) attempts to contact prior to discussing the complaint with the subject member(s).
- 2.3. Meet with each subject member:
- 2.4. Discuss the incident and review any available reports,
- 2.5. Explain the community member's perception of the member's behavior,
- 2.6. Critique the member's actions and make suggestions for improvements,
- 2.7. Convey expectations of compliance with rules and quality of service, and
- 2.8. Discuss alternative approaches for improving service.
- 2.9. Follow up with complainant and explain the resolution of the complaint.
- 2.10. Document these discussions, as well as any unsuccessful attempts to contact the complainant, in an SIO Resolution Memorandum.

## **Procedure:**

### **1. Receipt of Complaint:**

1.1. The Village of Palos Park upon receipt of a complaint meeting the Service Improvement Opportunity (SIO) criteria, will assign the SIO to the subject member's to the Chief of Police or designee to review and obtain any additional information or action needed.

2.2.2. SIO's are to be completed within fourteen (14) days of receipt

## PALOS PARK POLICE DEPARTMENT

Title: **Unbiases Policing** Procedure: 1.700

Date Issued: 3/01/18

Revised:  
Reviewed: 3/01/22

### **PURPOSE**

This policy is intended to reaffirm the commitment of the Palos Park Police Department to unbiased policing, to clarify the circumstances in which officers can consider race, ethnicity, gender, sexual orientation, economic status or age when making law enforcement decisions, and to reinforce procedures that serve to assure the public that we are providing service and enforcing laws in an equitable way. In order to be effective we must be trusted and deal with both the reality of the difficult and complex job of policing and the perception of police action.

### **POLICY**

Investigative detentions, traffic stops, arrests, searches, and property seizures by officers constitute a large portion of our mandated tasks. These acts must always be based upon a standard of reasonable suspicion or probable cause. Officers must be able to articulate facts and circumstances that support reasonable suspicion or probable cause for investigative detentions, traffic stops, arrests, searches, and property seizures.

Officers may take into account the reported race, ethnicity, gender, sexual orientation, economic status, or age of a specific suspect or suspects based on information that appears credible and locally relevant and links a person or persons to a particular incident, that would give the officer

reasonable suspicion or probable cause to contact the person or persons.

Law enforcement decisions will be based on the totality of circumstances and not solely based on race, ethnicity, gender, sexual orientation, economic status or age. Officers are routinely alerted to a variety of suspicious circumstances and although they may not be witnessing a recognizable crime, they still have the authority and obligation to investigate those circumstances and conduct a field interview.

### **DEFINITIONS**

**Bias-based policing:** Stopping, detention, interdiction or other enforcement action based solely on a person's race, ethnicity, gender, sexual orientation, economic status or age.

**Probable Cause:** Reliable information in sufficient quantity and detail that would lead a reasonable person to believe that a crime has been committed or was attempted and that the suspect committed the crime.

**Reasonable Suspicion:** Articulable, objective facts which lead an officer to suspect that a person stopped has committed, is committing, or may be about to commit a crime. A well-founded suspicion is based on the totality of the circumstances and does not exist unless it can be articulated.

Reasonable suspicion supports a stop of a citizen. Courts require that stops based on reasonable suspicion be "objectively reasonable."

