

Note: The Superintendent of Police, or his designee, may adjust the Productivity Factors measured, and/or their associated values, with a minimum of 30 days' notice prior to the affected police period.

- 4) Subtotal: quantity of each Productivity Factor multiplied by the value of each Productivity Factor
- 5) Total Points: the sum of the subtotals derived from each productivity factor
- 6) Days Worked: tours of duty wherein the Officer is available to conduct patrol activities/field duties on his or her assigned Watch
- 7) Daily Average: total points divided by the number of days worked
- 8) Period Productivity Rating:

"Unacceptable"=Daily Average less than 2.00;

"Does Not Meet Expectations"=Daily Average of 2.00-2.99;

"Fully Meets Expectations"=Daily Average of 3.00- 3.99;

"Exceeds Expectations"=Daily Average of 4.00-4.99;

"Outstanding/Top Contributor"=Daily Average greater than 5.00

Note: The Superintendent of Police, or his designee, may adjust the Period Productivity Rating measurements with a minimum of 30 days' notice prior to the affected police period.

- 9) Performance Note- a written notice initiated by the platoon Sergeant/supervisor, in cooperation with the Watch Commander or Watch Captain ,and given to the Officer who has not met Department standards that identifies specific productivity areas in need of improvement by the officer.
 - 10) Corrective Action Notice (CAN) - a disciplinary notice, related to an officer's failure to meet productivity standards, that documents a verbal reprimand or higher.
 - 11) Performance Improvement Plan (PIP)- a remedial process instituted by the platoon Sergeant/supervisor, in cooperation with the Watch Commander or Watch Captain, with the Officer to attempt to improve the performance/productivity of that officer who is not meeting Department expectations.
- While on a PIP, the Officer will be removed from his ability to work secondary employment. The suspension of secondary employment will be noted in the PIP.

5. PROCEDURES

- 1) Certain patrol activities (hereafter referred to as "Productivity Factors") are tabulated for each patrol officer on a police period basis. Productivity Factors consist of both enforcement and non-enforcement related activities and may be self-initiated or assigned. Note: all enforcement action should be based on probable cause.
 - a) Each Productivity factor has a weighted value, as determined by the Superintendent and their command staff.
 - b) The quantity of each Productivity Factor is multiplied by its assigned value resulting in a subtotal for each Productivity Factor.
 - c) The subtotals are then added together resulting in the total points.
 - d) The total points are divided by the number of days worked for the officer during the Period resulting in the Daily Average.

Note: Watch Commanders and Asst. Watch Commanders should insure that officers assigned to their watch are rotated through various assignments (traffic car, transportation, special enforcement details, hospital details, court officer

details, others, etc.) to allow officers equitable enforcement and community policing opportunities.

Nothing in this order establishes a "daily" requirement for productivity; the order is based on an average over the full police period under review.

2) Productivity factors- Defined

- a) Calls for Service- Defined as incidents, tasks or assignments that generate a "Call for Service (CFS) number from the 911 Center/Dispatch. "Calls For Service" do not include Roll Call, Lunch, Personals, Vehicle Inspections, or any calls that are adjudicated (cancelled) prior to the officer's arrival. Further, the on view issuance of parking citations do not qualify as a call for service; however dispatched parking problems that result in citations being issued do count as a call for service.
Acting as back up on assignments and traffic stops is greatly encouraged.
- b) IVC Misdemeanor Arrests*- Incidents involving the "Custodial Arrest" of a subject for a violation of 625 ILCS 5/ Illinois Vehicle Code and that is classified as a misdemeanor, where the arrestee is formally processed.
- c) Misdemeanor Arrests/Felony Arrests - are criminal offenses that are classified as misdemeanor or felony offenses in the Illinois Compiled Statutes (ILCS), with the exception of IVC related misdemeanor offenses (IVC related misdemeanors are defined above)
- d) Quasi Arrests- Arrests for Quasi violations of a Town Ordinance that involves a custodial arrest, long form complaint(s) and processing.
- e) Warrant Arrest- an arrest of a subject on an active arrest warrant issued by a criminal court regardless of classification (misdemeanor and felony) of offense.
- f) Warrant Packet- the creation of documents commonly referred to within the department that composes a packet seeking a warrant for an individual based on probable cause for arrest of that individual. When a warrant packet is completed and approved by the watch commander, it will be listed in the arrest section of the officer's daily report and "warrant packet" entered in the booking number box. The box for warrant packets, in this section, will then be marked. Only fully completed and approved warrant packets will be entered in this section.
- g) Personal Issue Traffic Citations ("Y- Tickets")*- Any violation written on a "Personal Issue Traffic Citation" form for a violation of 625 ILCS 5/ Illinois Vehicle Code. Only the individual officer issuing the citation receives credit for the citation on their daily activity report.
- h) Street Stops with Field Contact Cards or Pedestrian Stop Cards- Stops of individuals who are pedestrians or vehicle occupants (driver & passengers) for investigative purposes that result in the completion and submission of a Field Contact Card or Pedestrian Stop Card (to include gang members, prostitutes, shop lifters, persons of interest, out of town sex offenders).
- i) Recovered Firearms- Recovery /Seizure of any firearm, shotgun, rifle or weapon designed to discharge projectiles or other material as described in 720 ILCS 5/24-1 Unlawful Use of a Weapon offense. NOTE: Only the officer actually recovering the firearm will take credit for the recovery and not all officers involved in the incident; if in a multi-officer car all officers on that car will

- take credit for the recovery due to the combined daily activity sheet filed.
- j) Reports: GRF's Supplement/Crash- Any reports generated for the purpose of reporting Traffic Crashes, Criminal Offenses, Warrant/Domestic packets or reports for other service provided to citizens. This category does not include (for tabulation) other documents such as complaints forms, Miranda forms, felony 101 sheets, domestic related forms, lock up sheets, Daily Activity reports, and other documents that are completed in the course of an incident or tour of duty; it will only relate to (for tabulation purposes) GRF's, Supplement reports, Crash reports, etc. Further, this category does not include reports generated for internal purposes such as Use of Force Reports, To-From reports, Memos, Medical Slips, Time-Off Requests, Training Applications, or any other administrative reports with exception of DOR's done by FTO's as noted above.
- Note:** if assigned to a multi-officer car, all officers in the car will take credit for an incident's initial GRF. If for any reason an individual officer has to generate other individual supplemental reports, for the same incident the initial GRF was done, the officer making the report will get credit for the supplemental report and not all officers on the car.
- k) A/O and Parking Citations- a violation of Town ordinance violation notice written on a Town of Cicero Administrative Ordinance (AO) citation or Town of Cicero Parking citation. Only individual officer issuing the citation received credit for the citation on their daily activity report.

***SPECIAL NOTES REGARDING TABULATION of ARREST(S) AND MISC. OTHER DATA BY THE OFFICER:**

- Whenever an individual is charged with multiple offenses (any combination of a traffic arrest, quasi charge, a misdemeanor charge, and/or a felony charges) the officer will record on his daily activity the highest charge and will NOT take credit for all charges as separate arrests. (*In short, when tabulating the number of arrests made each individual arrested will count for only one arrest per incident and it will be for the most serious charge*)

Example- an offender is arrested for a suspended driver's license and placed in custody (traffic arrest). A search incident to arrest reveals a quantity of heroin on his person as well as a pellet gun. The officer would take credit for only the highest (by class of charge) arrest in his daily arrest total, which in this example is a self-initiated felony (PCS).

- On the occasion an officer is assigned to a multi-person car for the tour of duty arrest(s) and /or recoveries made by the team of officers in the car will count for each officer, in that they submit a combined daily activity sheet. Further, Field Contact cards will be credited to all officers on the car. However, personal citations (Y tickets, P tickets, AO's) will be credited to only the officer issuing the citation. They will be separately noted by officer on the Daily Activity sheet of the team.

- Arrests made, and then turned over to the Detective Division (i.e.: burglary, armed robbery, homicide, etc.), by a patrol officer, for further investigation and pending charges, will be credited as an arrest and the category credited will be based on the final charges placed by the Detective Division. That information will be placed on the officer's daily on the date the charges are approved (or the first day back to duty, if the officer is on RDO or other time off) and not necessarily the date the subject was taken into custody. It is the responsibility of the patrol officer to follow up on the charges with the Detective Division for proper entry on their Daily Activity Report.
 - Arrests made of a juvenile wherein a patrol division juvenile officer is required to assist in the processing/charging of the offender. The officer making the arrest and the juvenile officer processing the arrest will get credit for the arrest and note the arrest on their respective daily activity sheets.
- l) Details- when you are assigned to a fixed detail (i.e.: Prisoner watch details, major incident support details, crime scene details, DCFS incidents [an incident involving waiting for DCFS and no arrest is made] or similar type of detail) for one (1) hours or more at that fixed detail. (Note: an officer will receive credit (.5 points) for each hour they are detailed to an incident and they are not the arresting officer. They will note on their activity sheet the number of one (1) hour segments they are assigned to the detail, rounded to the nearest hour (Ex: 1 hour=1 detail and .5 points; 2.hrs = 2 details/1 point, 3 hrs. = 3 details/1.5 points etc. Partial hours are rounded to the nearest hour)
- m) Walk and Talk- to qualify for tabulation, a "Walk and Talk" includes exiting the patrol vehicle at a park, special event, neighborhood street, etc. and walking the area looking for opportunities to engage the public in non-enforcement related community policing efforts or as a crime prevention foot patrol. (Note: If grounds for a "terry stop" develop proper police investigative action should be initiated).
There is a limit, for tabulation purposes, of two (2) Walk and Talks per car per tour of duty UNLESS the officers are assigned to a specific mission that would involve extensive walk and talks.
- n) Business check- to qualify for tabulation, a business check includes exiting the patrol vehicle at a business for the purpose of visiting with the owner, operator, or other employee in an attempt to gather law enforcement intelligence, as well as initiating community policing efforts within the business community. Therefore a business check should last several minutes.
Further, a business check is not stopping at a business for the purpose of a break, a meal, a refreshment etc.
There is a limit, for tabulation purposes, of two (2) BUSINESS CHECKS per car per tour of duty UNLESS the officers are assigned to a specific mission that would involve extensive business checks (i.e.: Robbery Detail or similar).

- o) Vehicle impounds- Vehicles that are towed and held for pre-determined impound days based on Town ordinance. Towed vehicles in of themselves are not impounds.
 - p) Sick days- If a full time officer has no medical days taken during the police period under review they will receive (1) point credit in the productivity factor associated with sick days. (If a sick day is taken during the period the full time officer will not receive the bonus point).
NOTE: This section (receiving credit for not using sick days) only applies to full time officers; part time officers are not included in this category due to the number of days worked and that they do not accrue nor use sick days (for tabulation purposes the PT Officer will always be marked as 1 in this category, by the Department statistician, to reflect not receiving the bonus point).
- 3) Officers responsibility for documentation of activity on Officers Daily Activity Report:
 - a) It is the responsibility of the individual officer to completely and accurately document his/her activity on his/her Daily Activity Report.
 - b) The officer's Daily Activity Report will be submitted to their Platoon Sergeant/supervisor at the end of their tour of duty. In the event that their platoon supervisor is not available at the end of the tour of duty due to field activity or scheduling the officer will turn in their Daily report to the on duty Watch Commander, who will insure that the Daily is forwarded to the officer's platoon supervisor.
 - 4) Field Training Officer (FTO) responsibilities:
 - a) FTO's assigned to field training duties (whether for the entire period or for a single day) will make sure that they stamp their Daily Activity Report (that is done jointly with their PPO) with the "Field Training Day" stamp and secure the signature of their platoon Sergeant or Watch Commanders. The Department statistician based on this stamp and signature will adjust the number of days worked in the police period, for purposes of evaluating the officer's Period productivity rating, to account for officers who are assigned to FTO duties.
 - 5) Platoon supervisors responsibility for review of Officers Daily Activity Report:
 - a) Each platoon supervisor is responsible for the review of their officers Daily Activity Reports.
 - b) Part of that review will include verification, as necessary, of the accuracy of the information provided by the Officer on his/her Daily Activity Report. This review in no way alleviates or mitigates the responsibility of the Officer to report his/her activity accurately.
 - c) Platoon supervisors will regularly review the overall activity/production of their officers and address deficiencies and acknowledge noteworthy activity/work as appropriate.
 - d) Platoon supervisors will be responsible for the preparation of all counseling sessions, Performance Notes, CANs, PIPs, carried out but will be supported and assisted as outlined by the Watch Commander or Asst. Watch Commander (Captain)

- 6) The following scale illustrates the range of Daily Averages and the associated Period Productivity Ratings:
 - a) 5.00 or greater =Outstanding/Top Performer
 - b) 4.00-4.99 =Exceeds Expectations
 - c) 3.00-3.99 =Fully Meets Expectations
 - d) 2.00-2.99 =Does Not Meet Expectations
 - e) Below 2.00 =Unacceptable
 - 7) An overall rating of 3.00, for the police period, is the minimum standard accepted by the Department. However, nothing in this order is to be construed as a daily standard/requirement but rather is tabulated on a Daily Average for the entire police period.
 - 8) If an Officer's Period Productivity Rating is in the "Fully Meets Expectations" range, no single Productivity Factor may account for more than 50% of the total points***. Should this occur, the quantity of that Productivity Factor will be adjusted to make its subtotal 50% of the total points. The Daily Average is then recalculated to determine the Period Productivity Rating. If the adjusted Period Productivity Rating remains in the "Fully Meets Expectations" range, the original unadjusted numbers will be used. Once it reaches the 50% mark no further credit for that productivity effect will be given.
***This 50% rule does not apply to arrests made in the (non-traffic) misdemeanor and felony arrest categories.
- NOTE: This 50% rule IS NOT tabulated on a daily basis but rather is tabulated on a period basis.

6. PRODUCTIVITY REVIEW:

- 1) The productivity of each officer deployed to field activity will be reviewed by his platoon supervisor on a regular basis, using the prescribed productivity standards. At the end of each police period, the department statistician will enter the data into the productivity tables for each officer on the designated Department computer drive, as well as printing hard copies for:
 - a) Superintendent of Police
 - b) First Deputy Superintendent
 - c) Deputy Superintendent of Patrol
 - d) Asst. Deputy Supt of Patrol, and
 - e) Each Patrol Division Watch Commander.

The Watch Commander and Platoon Sergeant will review the productivity of each officer under their command.

The Platoon Sergeant will review the period's final productivity statistics, for conformity to Department standards, with each officer under their command within one (1) week of the end of the police period, unless vacations or other off duty time creates impossibility. In this case the review will be done as soon as the employee returns.

The Watch Commander will conduct periodic quality and accuracy checks of the statistical self- reporting (officers) and approval process (Platoon Sergeant's) to insure accuracy.

The Assistant Deputy Supt of Patrol will perform independent and separate periodic quality and accuracy checks of the statistical self- reporting (officers) and approval process (Platoon Sergeant's and Watch Commanders) to insure overall accuracy of the Division's statistics and performance ratings.

- 2) Outstanding performance and performance in excess of expectations should be acknowledged and celebrated. A review of exemplary performance should be made to determine if an act or acts was/were worthy of Department recognition.
 - 3) The Watch Commander/Watch Captain and Platoon supervisor will confer and review the performance of each officer assigned to them at the conclusion of each police period, at minimum. They will in turn address any substandard performance immediately and develop associated corrective action plans, as warranted.
 - 4) Watch Commanders and Platoon supervisors will be mindful that the performance of each officer can vary for a multitude of reasons. However, they will also be equally mindful of patterns of sub-standard performance and the need for all applicable employees to meet Department Performance Standards.
 - 5) In the event an officer assigned to field duties fails to meet standards (an Officer's Period Productivity Rating falls below "Fully Meets Expectations") the following apply:
 - a) Counseling with the platoon Sergeant and Watch Commander
 - b) A continuing and/or continuous pattern of failing to meet Patrol Division productivity standards by an officer will result in:
 - i. Being placed on a performance improvement plan (PIP) and revocation of secondary employment privileges, specialty assignments (FTO, special enforcement details, etc.) and/or
 - ii. Discipline up to and including termination of employment.
 - c) Probationary Police Officers who fail to meet standards, as outlined in the policy section of this order may have their probation extended or in some cases they may be separated from the Department during their probationary period.
- Nothing contained in this Policy constitutes a waiver of the Town's right to terminate employment of a probationary employee at any time without cause. Also, this policy in no way prohibits the evaluation of probationary officers based upon other Department criteria, nor does this policy constitute a guarantee of employment.

Patrol Division Productivity Standards

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-02-B



EFFECTIVE DATE: August 1, 2018

SUBJECT: EMPLOYEE CONDUCT, ETHICS AND MISSION STATEMENT

CODE OF ETHICS

As an officer of the Cicero Police Department, my fundamental duty is to serve humankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality, and justice.

I will keep my private and professional life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

Employee Signature

Date Signed

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-02-A**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **EMPLOYEE CONDUCT, ETHICS AND MISSION STATEMENT**

Mission Statement

It is the mission of the Cicero Police Department to provide professional, high quality and effective police service in partnership with the community. We, the members of the Cicero Police Department, believe that our work has a vital impact on the quality of life in our community. To demonstrate our commitment to our profession, on and off duty, we subscribe to the following values:

Integrity

Integrity is defined as being honest, moral, upright and sincere. Public trust can only exist with our integrity and respect for one another. The foundation of the Cicero Police Department is the high level of integrity of its employees.

Commitment to Employees

The department recognizes that its employees are the vital component to the successful delivery of police service. We believe we can achieve our highest potential by actively involving our employees in problem solving and improving police services. We support an organizational climate of mutual trust and respect.

Community Partnership

Recognizing the fact that police agencies were established as a result of society's voluntary limitation of personal freedoms, we encourage and expect the participation of the community in facilitating solutions to problems of mutual concern. We therefore welcome input from members of this community regardless of race, sex, national origin or social status.

Community Sensitive Policing

Department members shall uphold laws in an ethical, impartial, courteous, and professional manner while respecting the rights and dignity of all persons. We shall strive to achieve a balance between enforcement and community needs, which reflects both the spirit, and the letter of the law.

Professionalism

Recognizing the changing and diverse needs of the community, the Cicero Police Department promotes and encourages a policy of professional and individual excellence which is delivered and enhanced by continuing education and training.

We realize fully that the expression of ideas is meaningless unless actively practiced. The integrity and professionalism demanded of members of the Cicero Police Department shall ensure the proper, lawful and unbiased application of police power.

By the Order:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-02-A**



EFFECTIVE DATE: August 1, 2018

SUBJECT: **EMPLOYEE CONDUCT, ETHICS AND MISSION STATEMENT**

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By the Order:

[Redacted]
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 26-01-02



EFFECTIVE DATE: August 1, 2018

SUBJECT: **EMPLOYEE CONDUCT, ETHICS AND MISSION STATEMENT**

1. POLICY:

- a. The Cicero Police Department will:
 - 1) Encourage and recognize exemplary behavior
 - 2) Promote adherence to professional standards of integrity and ethics
 - 3) Create an environment that emphasizes productivity and develops employee commitment to professionalism.
 - 4) Establish pro-active procedures to:
 - a) Prevent impropriety
 - b) Investigate complaints or allegations of impropriety
 - c) Absolve employees who are innocent
 - d) Administer appropriate administrative punishment or criminal prosecution where improper acts are confirmed.
- b. The employees of the Cicero Police Department will exhibit the highest commitment to their chosen profession in their professional and personal lives.

2. DEFINITIONS:

- a. ***Impropriety:*** An act or acts involving the misuse of authority by a department employee.
- b. ***Supervisor:*** Both sworn and civilian employees assigned to a position having day-to-day responsibility for management and oversight of subordinates, and/or those persons who are responsible for commanding a work element.

3. PROCEDURES

- a. Establishment and maintenance of professional standards

- 1) Philosophy, goals, and values

The Cicero Police Department will maintain, periodically review, and update a department mission statement stating the department's goals, values, and general philosophic approach to policing.

- a) This statement appears as Addendum 1 (26-01-02-A) to this order.
 - b) Supervisors will periodically review this statement of philosophy and values with subordinates.
- 2) Code of Ethics

- a) This agency will maintain, periodically review, and update a code of ethics.
 - b) The code of ethics appears as Addendum 2 (26-01-02-B) to this order.
 - c) Each employee (current and new hires) will be required to read and sign a copy of the code of ethics to signify that the standards of conduct set forth therein are understood and will be followed. The signed copy of the code of ethics will be maintained in the employee's personnel file.
 - d) Failure to abide by the conditions and standards as set forth in the Code of Ethics will be considered a violation of the Rules of Conduct and may result in disciplinary action as provided in the Rules and Regulations of the department.
- 3) Rules of Conduct (ROC):
- a) The Rules of Conduct are included in the agency order manual to emphasize their significance.
 - b) The Rules of Conduct will be reviewed annually by the Internal Affairs function for relevance, timeliness, adequacy, and completeness.
 - c) New employees will be instructed in the ROC.
- 4) Pro-active prevention measures
- a) The internal affairs office will be appointed to manage measures to prevent impropriety. Responsibilities include the following:
 - i. Review of citizen and internal complaints for indicators of misuse of police powers.
 - ii. Review of the findings of internal affairs investigations for patterns that are indicative of improper police behavior.
 - iii. Review duty assignments to ensure that periodic rotations are occurring according to agency policy.
 - iv. Investigate any citizen complaint in which impropriety is suspected.
 - v. In April and October of each year, review the status of each employee's driver's license, firearm owner's identification card and criminal history, and provide a summary of this review to the superintendent.
 - vi. Review the findings of inspections reports to identify indicators of impropriety
 - vii. Provide effective means for citizens and department employees to report behavior indicative of impropriety (Citizens and department employees are encouraged to report both commendatory behavior and suspicious behavior).
 - viii. Provide annual reports to the superintendent of police regarding the number and type of complaints investigated and the number sustained.
 - ix. Ensure that appropriate information regarding filing complaints against employees is available to the public and to employees.

b) Responsibilities of unit supervisors

- i. Supervisors will recognize employees whose performance exceeds expectation, both verbally and in writing. Documentation of such performance will be highlighted through the chain of command to the superintendent, who will determine any follow-up action.
- ii. Supervisors play a key role in preventing impropriety and therefore, to the degree reasonable and appropriate, will be held accountable for impropriety that occurs under their assigned area of supervision or command.
- iii. Supervisors are responsible for reporting any suspicious behaviors—which may include duty related, personal, or off-duty activities—that indicate impropriety.

- iv. Commanders are responsible for monitoring the activities of their subordinate supervisors and will be especially vigilant with regard to supervisors' concern for accountability and integrity within their respective units.
- v. The associated performance of supervisors and Commanders will also be reviewed when a subordinate is charged with improper behavior.
- vi. The inspections authority will ensure that a reasonable portion of inspections is directed towards discovering improper behavior and situations that are conducive to impropriety.
- vii. The internal affairs office is required to immediately notify the Superintendent when complaints involving impropriety are filed.

c) Training

- i. The training officer is responsible for providing ongoing training in ethics, integrity, prevention of impropriety, and professional standards for all levels of the department.

5) Responsibilities of all employees

- a) The code of ethics will be regarded as guiding principles for daily ethical living.
- b) Employees will provide information in a timely manner to their supervisor or a command-level officer when improper practices are suspected or known to have taken place.

6) Special Responsibilities

a) Managers

- i. This agency acknowledges the fact that command and supervisory behavior sets an example to subordinates.
 - A) Managers are responsible for being especially aware of the impression or image they present to subordinates by either word or deed.
 - B) Improper behavior on the part of managers will not be tolerated.
- ii. Managers will conduct recruitment, selection, and training processes with an acute awareness that integrity in the workplace correlates with the quality of the employee.
- iii. Managers will provide an award process to recognize those employees who maintain performance consistent with or that exemplifies the high ideals and integrity of police service and the professionalism of the agency.

b) Specific and critical policies and procedures: narcotics and/or drug enforcement

- i. Two or more officers should be present to affect any arrest resulting from a planned drug operation.
- ii. All confidential informants and drug buys will conform to control, bookkeeping, and accountability procedures detailed in this agency's policies and procedures.
- iii. All evidence will be processed strictly according to the policies and procedures governing the property and evidence functions.

7) Response to impropriety allegations

Whenever there is a suspicion that a complaint or an internal investigation will result in a charge of impropriety, the following procedures will be followed:

- i. The Superintendent will be notified and is responsible for notifying town officials as may be appropriate.
- ii. Information will be released to the public as determined by the Superintendent. If a complaint is prosecuted criminally, the Superintendent will authorize release of information appropriate to the public.
- iii. Any criminal investigation will receive the full cooperation of this agency and all employees, to the extent permitted by law.
- iv. An after-action review will be conducted to determine the cause(s) of impropriety and to recommend any system changes or modifications designed to prevent recurrence.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-01-01**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: COMPENSATION

1. POLICY

- a. The Cicero Police Department establishes rules and guidelines regarding compensating employees of the department.

2. PROCEDURES

- a. All Sworn personnel compensation decisions relating to the following **areas** will be in accordance with the appropriate labor agreements.
 - 1) Salary level upon completion of probationary period.
 - 2) Salary differential within ranks.
 - 3) Salary differential between ranks.
- b. The compensation policy for sworn members not represented by a bargaining unit and non-sworn members of the police department is on file with the Town of Cicero, Human Resources Department.
- c. The overtime policy for members covered by labor agreements can be found in a current copy of that document.

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 21-01-08



EFFECTIVE DATE: December 2015

REVIEW DATE: December 2017

SUBJECT: Community Service Officers

1. PURPOSE:

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

2. POLICY:

- 1) The Community Service Officer Division is designed to assist the Cicero Police Department in performing all the tasks and services which are necessary to service the citizens and businesses of the Town of Cicero. Their assistance will provide relief to the Patrol Division in order that the Patrol Officer can better provide police services and functions to the residences of the Town of Cicero.
- 2) Personnel assigned to the Community Service Division are non-sworn, unarmed, paraprofessional, civilian employees. Community Service Employees DO NOT have the authority to carry firearms or have the powers of arrest.
- 3) The rank structure of the Community Service Officer Division will consist of the following:
 - a. Director,
 - b. First Deputy Superintendent,
 - c. Deputy Superintendent,
 - d. Executive Officer of Community Service Division
- 4) No Community Service Officer, regardless of their rank, shall have authority over sworn police officers of the Cicero Police Department and they shall not be considered superior to any full-time or part-time fully sworn, certified Cicero Police Officer.
- 5) All Community Service Officers, regardless of their rank, will function under the command of the on-duty Watch Commander of the Cicero Police Department. They will obey, without delay, all orders or requests from any on-duty Police Officer. In the event that a Community Service Officer receives conflicting orders from a Community Service Supervisor and a fully sworn member of the Cicero Police Department, that Community Service Officer should respectfully inform the officer of the conflicting order. If the officer does not alter or retract the conflicting order, the Community Service Officer will obey the order from the fully sworn officer.
- 6) Community Service Officers are required to comply with the orders, policies, procedures, rules and regulations of the Cicero Police Department. They are required to conduct their duties in a courteous and professional manner in all dealings and interactions with the public and department personnel.

- 7) Community Service Officers will not work in excess of 24 hours in any seven (7) day work period.
- 8) Community Service Officers will wear the prescribed uniform as set forth by the Superintendent of Police. The prescribed uniform and insignia worn by the Community Service Officer shall be distinguished and different from those worn by members of the official Cicero Police Department. Under no circumstances, should any Community Service Officer, regardless of their rank, wear anything on their uniform that identifies them as an officially sworn Cicero Police Officer.
- 9) When instructed by Dispatch, or a Police Supervisor, Community Service Officers will initiate official Cicero Police Department reports for non-emergency incidents. These reports will be limited to reports that will not require immediate follow up criminal investigation or arrest processing.

3. LIMITS OF AUTHORITY:

- 1) Community Service Officers will not be assigned any calls involving the investigation of a criminal incident or issue. They will immediately call for a sworn police officer to take responsibility of any assignment they respond to if the circumstances indicate a sworn police officer is required. Community Service Officer's observations of any criminal or traffic incident are to be reported to the police officer responding to the scene or conducting the investigation.
- 2) Community Service Officers shall NOT be assigned to/or become involved in any assignment or investigation which requires the use of force.
- 3) Community Service Officers shall obey all traffic laws and shall NOT drive with emergency equipment in operation.
- 4) Community Service Officers shall NOT respond to crimes-in-progress calls.

4. DIVISION SUPERVISORS:

- 1) Community Service Division Supervisor's will consist of:
 - a) Director of the Community Service Division
 - b) First Deputy Superintendent of the Community Service Division.
 - c) Deputy Superintendent of Community Service Division (two positions)
 - d) Executive Community Service Officer
- 2) These supervisory positions shall be full time, non-sworn positions.
- 3) The Director of Community Service shall report directly to the Superintendent of Police or his designee. The First Deputy Superintendent of Community Service shall report directly to the Director of Community Service and shall be subject to the direction and control of the Superintendent of Police or his designee.
- 4) The Director of Community Service, the First Deputy Superintendent of Community Service, the Deputy Superintendents of Community Service, and the Executive Community Service Officer shall serve as at-will employees and shall NOT be considered sworn members of the Cicero Police Department.
- 5) The Director of Community Service, the First Deputy Superintendent of Community Service, the Deputy Superintendents of Community Service, and the Executive Community Service Officer shall have the powers, duties, and obligations set forth in sections 3.1-30-20 and 3.1-15-25 of the Illinois Municipal Code (65 ILCS 5/3.1-30-20; 65 ILCS 5/3.1-15-25) and they shall be considered Auxiliary Police Officers without Conservators of the peace power.

- 6) Identification symbols worn by The Director of Community Service, the First Deputy Superintendent of the Community Service, the Deputy Superintendents of Community Service, and the Executive Community Service Officer shall be different and distinct from those used by sworn members of the Cicero Police Department. Said identification symbol shall be approved by the Superintendent of Police and must distinctly identify them as Auxiliary Police Officers. Under no circumstances, should any Community Service Officer, regardless of their rank, wear anything on their uniform that identifies themselves as a fully, sworn, Cicero Police Officer.

5. SUPERVISORY RESPONSIBILITIES:

- 1) The Director of Community Service shall be classified as the commanding officer of the division. The Director of Community Service shall at all times provide command authority, and adhere to the highest standards of professionalism.
- 2) The Director of Community Service will delegate to the supervisory Community Service Officer's specific responsibilities, tasks and assignments to achieve the division's functions and objectives.
 - a) Promulgate orders for the Community Service personnel under their command, and interpret the division's rules and regulations, including additional department policies, procedures or contractual bargaining agreements, relevant to operations of the Community Service Officer's.
 - b) Assure that proper scheduling and proper Community Service Officer coverage is provided at all times.
 - c) Monitor conditions of duty for personnel under unit command and take necessary steps to improve deficient operations.
 - d) Inspect officers under his command to determine if unit rules, regulations, and proper procedures are being followed.

6. SPECIFIC RESPONSIBILITIES OF COMMUNITY SERVICE OFFICER:

In addition to the general and individual responsibilities of all members and employees, the Community Service Officer is responsible for the following:

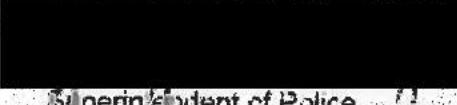
- 1) The Community Service Officer shall report promptly to a duty briefing 10 minutes before their designated report time in proper uniform to receive their instructions and assignment.
 - a) The Community Service Officer shall listen attentively to orders and instructions of the superior officer and read such material as are made available to them.
 - b) Prior to performing their duties, Community Service Officer's will sign in for duty on a "Daily Sign-In Sheet" provided at their duty briefings.
- 2) Inspect the assigned Community Service Officer vehicle or any other assigned equipment and report new or unreported damage prior to leaving the police headquarters. Any such discrepancies shall be noted and/or reported to the on-duty shift Watch Commander.
- 3) Complete assigned reports for incidents accurately utilizing the proper report forms.

7. GENERAL RESPONSIBILITIES:

- 1) Document and report suspected criminal/gang activity to the Cicero Police Department.

- 2) Aid and direct traffic within the Town and assist with school crossing and school dismissals when directed by a supervisor.
- 3) Assist in the management and/or training of Emergency Service and Disaster Agency personnel and aid in the control of natural or manmade disasters when directed by a supervisor.
- 4) Provide assistance in the event of a civil disorder occurs as directed by a supervisor.
- 5) Assist the regular Department of Police with clerical work, desk duties and bond hearings.
- 6) Enforce parking ordinances and local ordinances throughout the town, including ordinances regulating municipal parking lots, metered parking areas, permit parking lots, overnight parking and all other areas where signs are posted and require enforcement.
- 7) Install and remove locks from vehicles and perform initial and follow-up investigations on abandoned vehicles, including the proper reports and / or having the vehicles towed.
- 8) Transport town vehicles for repair and maintenance work.
- 9) Perform special assignments as assigned by a supervisor.
- 10) Handle complaints regarding domestic and wild animals that require capture and transportation to the authorized animal shelter facility.
- 11) Document, photograph and remove and/or report vandalism and graffiti to Public Works Department.
- 12) Report defective town equipment, dangerous equipment and public ways that are in need of repair, including street lights, traffic signals, streets and sidewalks, to the proper town department.
- 13) Patrol alleys and other public ways for the well-being and welfare of the town.
- 14) Investigate building permit violations and report the same to the Building Department.
- 15) Provide security at block parties to ensure that block parties are carried out in a safe and peaceful manner.
- 16) Enforce garage sale permits
- 17) Will initiate general report forms per department policy.

Authorized By:


Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 22-02-01



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **BENEFITS**

1. POLICY

The Cicero Police Department provides and describes benefits offered to employees.

2. PROCEDURE:

a. The leave program includes, but may not be limited to, the following leaves:

1) Leave:

- a) The leave program for sworn officers represented by the collective bargaining units is described in the current collective bargaining contract.
- b) This leave includes:

1) Leaves of absence

- i. Funeral leave.
- ii. Military leave.
- iii. Educational leave.

2) Sick leave

- i. Illness
- ii. Work related injury
- iii. Family and medical leave
- iv. Disability leave
- v. Maternity leave.

3) Holiday

- 4) Personal days
- 5) Vacation

c) Leave for all other employees is governed by the provisions found in the Town of Cicero Employee Handbook, and will be consistent with all applicable state and federal law.

2) Sick Leave:

- a) Sick leave is not considered a privilege that employees may use at their discretion, but shall be allowed only in case of medical necessity or actual sickness of the employee.
- b) An employee is not permitted to work supplemental employment during the same time period/shift that sick leave is taken.

- c) Employees on extended medical leave are not permitted to work supplemental employment during the leave period.
 - d) Employees on light duty are not permitted supplemental employment.
 - e) The department may require physician statements for:
 - i. Sick leave.
 - ii. Light duty.
 - iii. Disability leave.
 - iv. Maternity leave.
 - v. Other medical related leave situations.
- f) Employee responsibilities:
- i. Employees who are sick or injured will notify their supervisor or the on-duty shift commander as soon as they can, but in all circumstances, no less than at least one hour prior to their scheduled reporting time. When the supervisor is notified, he will notify the shift commander.
 - ii. The supervisor/on-duty shift commander will document the call and forward that to the appropriate shift or unit supervisor.
 - iii. Sick or injured employees scheduled to appear in court:
 - 1. The employee will notify the on-duty shift commander of their inability to attend no later than one hour prior to the scheduled court conference or any court appearance.
 - 2. The shift commander will document the call, and notify the court officer as soon as possible either in-person or by telephone, and log the notification.
- 3) Disability Leave:
- a) Disability leave may be granted to an employee who requires an extended time period to recuperate, in accord with collective bargaining agreements or town policies and procedures.
 - b) A request for disability leave will be in writing, and be accompanied by a written doctor's statement that indicates the nature of the injury/ailment and an estimated date to return to active duty.
 - c) When the employee's absence may affect court activities or case follow-up, the employee's supervisor will advise the court officer and will ensure another officer assumes the employee's case responsibilities.
- b. Retirement benefits
- 1) Retirement benefits are available to full-time police officers through the Cicero Police Pension Fund. Pension fund contributions, rates, service requirements and benefits are described in 40 ILCS 5/3-101 et. Seq., Police Pension Fund.
 - 2) Information on retirement benefits for all other employees can be found in the Town of Cicero Employee Handbook and in 40 ILCS 5/7-101 et. Seq., Illinois Municipal Retirement Fund.
- c. Health and insurance benefits
- 1) The Town of Cicero provides medical and dental insurance programs covering all regular full-time employees and their dependents.
 - 2) Information on employee health and dental insurance benefits can be found in the

applicable collective bargaining agreement or Town of Cicero Employee Handbook.

d. Disability and death benefits:

- 1) Disability and death benefits for department employees are governed by the provisions of the Town of Cicero Employee Handbook, the pension fund to which the employee belongs, and, if applicable, a labor agreement with the Town of Cicero.

e. Personnel support services

- 1) The Town of Cicero offers an Employee Assistance Program, which is designed to provide short-term counseling and problem solving for town employees and their families.
- 2) Information on the program can be found in the Employee Handbook or through direct contact with the Town of Cicero Human Resource Coordinator.
- 3) See Department General Order 26-01-09 entitled *Employee Assistance Program, Professional-Counseling Services*.

f. Liability protections

- 1) Department employees are indemnified from liability in accordance with the provisions of the Illinois Compiled Statutes which include:
 - a) 65 ILCS 5/1-4-6, Indemnification from injuries caused by police officer - - Notice - - Liability for injuries incurred while assisting police officer.
 - b) 65 ILCS 5/, 1-4-8, Riots or civil disturbances-Assistance from other municipalities - - Liability of requesting municipality - - Powers of officers - - Liability insurance.
 - c) 745 ILCS 10/2-101 et seq., Immunity of Public Employees.
 - d) 745 ILCS 10/2-302, Indemnification of Public Employees.745 ILCS 10/4-102 et seq., Police Protection.
 - e) 745 ILCS 10/9-102 et seq. Payment of judgments or settlements.
- 2) Employees will notify the superintendent, through the chain of command, any time they are notified of a civil suit pending against them, which arose out of actions taken as a town employee. A copy of the notice of process will be forwarded to the superintendent and the employee involved will keep the original.
- 3) The superintendent's office will notify the town legal department of the action.

g. Educational benefits

- 1) The Town of Cicero provides educational benefits in the form of tuition reimbursement.
- 2) Provisions for the tuition reimbursement can be found in the applicable collective bargaining agreement or the Town of Cicero Employee Handbook.
- 3) The Town of Cicero provides additional educational incentives through payment of an educational cash bonus for advanced education. Employees should direct inquiries regarding this program to the deputy superintendent of administration.

h. Death or serious injury

- 1) The department will establish a standard operating procedure for guidance when an employee is killed or seriously injured in the line of duty.
- 2) The superintendent will appoint such liaisons to the family as may be necessary to

assist with various arrangements, benefits, etc.

- i. Uniforms - See GO 22-02-02 "Uniforms" for information regarding the provision of sworn uniform items.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 Addendum F

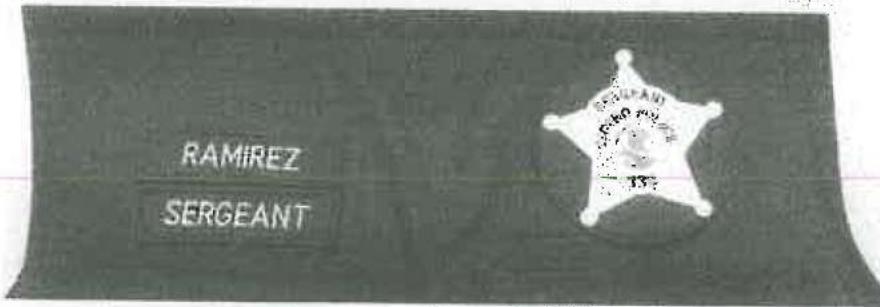
EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017

SUBJECT: **Jacket /Outer Vest Cover**



Superintendent/ First Dep. Supt. / Deputy Superintendents/Asst. Deputy Superintendent



Commanders/Captains/Lieutenants/Sergeants



Detectives/Tactical Unit/Patrol

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 Addendum F**

EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017

SUBJECT: Jacket /Outer Vest Cover



Superintendent/ First Dep. Supt. / Deputy Superintendents/Asst. Deputy Superintendent



Commanders/Captains/Lieutenants/Sergeants



Detectives/Tactical Unit/Patrol

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-03-03-A**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **SUPPLEMENTAL EMPLOYMENT FORM**

Officer: _____

Name of Supplemental Employment: _____

Address: _____ Telephone: _____

Hours per week: _____ Beginning Date of Employment: _____
(Not to exceed 20hrs per week)

Are you Self-Employed: Yes [] No [] Will weapon be carried: Yes [] No []

Will Cicero Police Department uniform or equipment be worn/carried: Yes [] No []

Specify equipment: _____

Renewal Date: January 1st of each year. A change in employer or conditions of employment requires the completion and submittal of a new Supplemental Employment Form as required per General Order 22-03-03.

I acknowledge and agree to the Town Ordinance, the General Order 22-03-03 and the Collective Bargaining Agreement Section pertaining to Supplemental Employment.

(Officer's Signature)

Sergeants Recommendation: Yes [] No [] If No, provide reason: _____

Date: _____ Initial: _____

Lieutenant's Recommendation: Yes [] No [] If No, provide reason: _____

Date: _____ Initial: _____

Deputy Superintendent's Recommendation: Yes [] No [] If No, provide reason: _____

Date: _____ Initial: _____

Superintendent's Recommendation: Yes [] No [] If No, provide reason: _____

Date: _____ Signature: _____

**CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-02**

EFFECTIVE DATE: **March 1st, 2013**



REVIEW DATE: **March 1st, 2015**

SUBJECT: **Duties and Responsibilities of Patrol Sergeants
Assigned to Field Duty**

I. PURPOSE:

- A. This order outlines the duties and responsibilities of Sergeants assigned to field duty.
- B. This order does not relieve other superior officers of responsibility in the same area.

II. RESPONSIBILITIES AND DUTIES OF FIELD SERGEANTS:

Sergeants Assigned To Field Duty Have Responsibility For The Following Functions:

- A. Personnel Management
- B. Patrol Activity
- C. Discipline
- D. Administrative

III. PERSONNEL MANAGEMENT FUNCTIONS INCLUDE:

- A. Observing the appearance and actions of all subordinate department personnel who come under their scrutiny, regardless of whether they are specifically assigned to their supervision.
- B. Evaluating subordinate activities on a day to day basis, keeping in mind that they must give an honest, non-biased and fair performance evaluation on each subordinate on a semi-annual basis.
- C. Attend and participate in roll call as directed by the field Lieutenant, Watch Commander or other Commanding Officers. They will report for duty in time to observe subordinates as they report for roll call, prepare them for roll call, and assure that all assignments are filled. They will ensure that subordinates are adequately equipped and in proper condition as specified by department rules, regulations and directives.
- D. Acquainting themselves with the capabilities of all department personnel under their supervision. Uphold members who are properly performing their duty and immediately address any member who is deficient in their performance. They will deal fairly and equitably with all members and when necessary, correct a member in a dignified manner. They will acknowledge the outstanding performance of subordinates by making the appropriate recommendation for department awards.
- E. Familiarizing themselves with all subjects pertaining to the duties of a patrol officer and assist and instruct subordinates in the proper discharge of their duties.
- F. Requiring subordinates to maintain and show at all times to the public, fellow officers and supervisors, the proper decorum, respect and dignity befitting the standards of the department.

- G. Recognizing that when flagrant failures in police operations or continuing misconduct by subordinates are discovered, that they will not seek refuge in the excuse that they were not aware of such conduct.
- H. Ensuring that subordinates respond immediately to all assignments, handle each assignment as expeditiously as possible and return to 'in-service' status without delay.
- I. Ensuring that subordinates devote themselves fully to the attainment of the letter and spirit of department policy and goals and conduct themselves at all times in a manner which reflects favorably upon the department, with emphasis on personal integrity and professional devotion to law enforcement.
- J. Promoting efforts to achieve the department's goals and adhering to the department's rules and regulations, orders and procedures.
- K. Training and guidance of their subordinates, maintaining discipline and providing leadership and supervision to ensure the efficiency of unit operations. They will give constant attention to the achievement of a high level of discipline and increasingly effective performance on the part of department personnel.

IV. PATROL ACTIVITY FUNCTIONS INCLUDE:

- A. Immediately responding to all felony calls and to as many other incidents as possible, supervising any investigations. Evaluating the scene and if necessary, request any additional units that may be needed. Once the scenes are secure, evaluating personnel and direct any unassigned personnel back to an "in-service" status as soon as possible.
- B. Responding immediately to the scene of any emergency, disaster or other major incident which occurs *in their area of responsibility*.
- C. Being alert to the need for summoning specialist (detectives, evidence technicians, etc.) to crime scenes and ensuring the proper protection of crime scenes.
- D. Giving special instructions to subordinates to ensure that they take appropriate action on problems that are developing on their district/beat.
- E. Ensuring that officers do not limit their activities to handling radio assignments, but that they are ~~actually~~ engaged in preventive patrol, both foot and vehicular. ~~Attention will be given to~~ the proper performance of such on-view activities as locating stolen vehicles, curfew violations, street stops, school absentees, and making arrests for offenses committed in their presence, etc.
- F. Requiring officers to inspect licensed premises and other suspect locations frequently. When a violation is found, the supervising sergeant will ensure compliance with the existing directives on reporting violations of the law affecting town licenses.
- G. Ensuring that subordinates participate fully in traffic enforcement when it is part of their duties.
- H. Ensuring that a thorough preliminary investigation is conducted in missing children and incapacitated person incidents, precluding the need to conduct an intensive search.

V. DISCIPLINE FUNCTIONS INCLUDE:

- A. Observing the appearance, conduct, efficiency, productivity and discipline of subordinates. They will be deemed guilty of neglect of duty and inefficiency if those under their supervision are habitually lax and indifferent in the performance of their duties. They will set an example to all subordinates in integrity, sobriety, dignity, civility, discretion, skill, diligence and observation of proper conduct, and will appear neatly attired, clean in person and equipment at all times.

- B. Recommending remedial or disciplinary action for inefficient or incompetent performance. They will impose discipline according to the established procedures for less serious transgressions. Sergeants who fail to take action on transgressions they observe or which are brought to their attention will be held accountable for this failure.

VI. ADMINISTRATIVE FUNCTIONS INCLUDE

- A. Keeping their Commanding officer or supervisor constantly informed through channels of condition in their area of assignment. Conditions will include but not be limited to crime conditions, youth conditions, vice conditions and gang conditions, the adequacy of department vehicles and equipment and achievements or deficiencies of personnel.
- B. Collecting, reviewing and examining reports submitted by persons under their supervision to ensure proper preparation, incident classification, legibility and completeness of such report. Ensuring that all reports contain sufficient facts of the investigation including the required notifications. They will have reporting officers correct any deficiencies and then sign satisfactory reports on the space provided.
- C. Reviewing all citations issued by their subordinates paying close attention to accuracy and completeness.
- D. Preparing a street supervisor's report (CPD/ADM005) according to instructions and submitting it to the Watch Commander at the end of their tour of duty. Preparing all other documents required by department General Orders.

VII. ANCILLARY RESPONSIBILITIES

- A. Sergeants assigned to field activities will perform any other duties established for them by department directives or as directed by a superior officer or their commanding officer.

By Order of:

Superintendent of Patrol

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-03

EFFECTIVE DATE: **March 1st, 2013**

REVIEW DATE: **March 1st, 2015**

SUBJECT: **Duties and Responsibilities of Patrol Lieutenant
assigned to Field Duty**



I. PURPOSE:

This order outlines the duties and responsibilities of Lieutenants assigned to patrol Division field duty.

II. BASIC RESPONSIBILITIES AND DUTIES OF FIELD LIEUTENANT:

- A. The effectiveness of first line supervision is reflected in the performance of subordinates. Lieutenants assigned to field duty will remain cognizant of district crime experience and specific problem areas. They will coordinate field activities by direction of supervisory personnel toward resolving these problems and they will ensure the development and maintenance of an aggressive patrol force.
- B. In addition they will:
 1. Develop in subordinates the knowledge, ability and confidence to make decisions in conformance with policies.
 2. Train and direct their subordinates, ensuring the achievement of basic and directed patrols.
 3. Take appropriate action through sergeants when deficiencies in performance and/or equipment are observed.

III. Duties

The Field Lieutenant has the following duties:

- A. Ensuring that action is taken by subordinates against crime and vice conditions and the Watch Commander is informed of the action taken.
- B. Developing aggressive preventive patrol, ensuring that sergeants monitor their subordinates' daily activity and they are available when their assistance is required.
- C. Observing responses to radio assignments by officers and sergeants and the conduct of personnel in handling assignments. Field lieutenants will ensure that sergeants respond to assignments to properly evaluate, guide and instruct their subordinates.
- D. Reviewing reports, radio dispatch and sergeants street supervisor daily activity report (CPD/ADM005) to ensure that excessive time is not being spent on calls or reports and those errors are minimized.
- E. Submitting a daily supervisors' daily activity report (CPD/ADM005) (when not assigned as Watch Commander) recording responses to all calls you responded to and the action taken in connection with each incident.

- F. Ensuring that any district which is not covered due to an unanticipated shortage of officers receives adequate coverage.
- G. Participating in roll call activity with emphasis on training of subordinates. (at Watch Commanders discretion)
- H. Ensuring that supervising sergeants have checked that vehicles have been properly maintained before they are turned over to the oncoming relief.
- I. Responding to incidents involving licensed premises, and insure that incident is handled according to existing policy and procedure.
- J. Responding to all major incidents and felony in-progress calls as frequently as possible, giving special attention to the protection and processing of the crime scene.
- K. Responding to any multiple arrest situations, designating arresting officers and assume responsibility for making notification to the Watch Commander as quickly as possible.
- L. Take command of all subordinate personnel when he is the ranking officer at any incident to ensure coordination of activities and cooperation among units.
- M. Completing Major Incident Notification Log as quickly as possible whenever any major incident occurs.
- N. Personally conduct the preliminary investigation, until relieved by a commanding officer whenever a police officer is involved in a shooting incident.
- O. Monitoring the progress of any internal investigation being conducted by a sergeant assigned to the watch in order to ensure a thorough, objective and expeditious completion.
- P. Performing station duties quickly and efficiently and keeping time spent in the station to a minimum.

IV. COOPERATION WITH OTHER DIVISIONS

Field Lieutenants will develop awareness in their personnel of available resources and will promote cooperation among members of their command with those of other units.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-04**



EFFECTIVE DATE: March 1st, 2013

REVIEW DATE: March 1st, 2015

SUBJECT: Duties and Responsibilities of Watch Commander

I. PURPOSE

This order outlines the authority, duties and responsibilities for the rank of Watch Commander.

II. AUTHORITY

The Watch Commander is responsible for all patrol functions during their tour of duty. The Watch Commander will have authority over all officers, including, Sergeants and Lieutenants who are assigned to the Patrol Division, they will report directly to the Deputy Superintendent of Patrol. The Watch Commander will direct all police functions within the town during their duty hours. The Watch Commander is accountable for their own actions as well as the performance and productivity of their subordinates. The Watch Commander will be responsible for bringing accountability to the Patrol Division.

III. GENERAL RESPONSIBILITIES

The Watch Commander will:

- A. Direct the enforcement of all laws and ordinances within the town during their tour of duty.
- B. Apply effective management principles which will maintain a unified, efficient, enthusiastic and informed patrol force.
- C. Develop and refine the leadership potential for all Sergeants and Lieutenants under their command.
- D. Properly deal with personnel matters brought to their attention.
- E. Ensure proper appearance, conduct and performance of duty by all of their subordinates and initiating corrective action when warranted.
- F. Enhance overall job satisfaction by striving to achieve and maintain a high level of morale.
- G. Acknowledge consistently good performance and cause appropriate recognition to be extended for outstanding achievements.

IV. SPECIFIC RESPONSIBILITIES

The Watch Commander will be responsible for, but not limited to the following functions:

- A. Attendance at the Weekly Command meeting.
- B. Conducting all roll calls, unless emergencies or other police functions demand his presence elsewhere. In such instance, the next officer in command will perform this function. The roll call procedure will consist of:
 - 1. Ensuring that roll call is conducted in a positive nature, free from any and all negativity.
 - 2. Inspecting personnel, noting deficiencies and taking appropriate corrective action.
 - 3. Issuing cogent instructions regarding day-to-day police operations.
 - 4. Participating in all roll call training.
- C. Deploying patrol personnel in a manner which will provide the optimum level of performance within the directed patrol strategy.
- D. Responding to and assume command of major incidents that occur during their tour of duty, directing the performance of their subordinates and coordinating the operation of all department units on scene unless relieved by a higher ranking officer.
- E. Personally directing investigations of the following cases which involve on or off duty department personnel until relieved by a superior officer.
 - 1. Incidents involving discharge of any weapon by department members.
 - 2. Incidents in which gunfire is directed at the police.
 - 3. Incidents in which police officers are gunshot victims.
 - 4. Incidents wherein person(s) are shot or injured by police officers.
 - 5. Alleged criminal or otherwise improper conduct committed by department members.
 - 6. Incidents wherein a charge of resisting arrest, interfering with a police officer or assault and/or battery of a police officer is placed.

NOTE: The on-duty Watch Commander's responsibility in these matters will terminate upon completion of the investigation, regardless of the hour. The responsibility will not be delegated to a subordinate or turned over to another Watch Commander unless directed to do so by a higher authority.

- F. Reviewing each arrest situation to determine the propriety of the charges. Certain instances of charging persons with minor law violations can be counterproductive to the goals of the department and the Criminal Justice System. If an alternative to arrest (i.e., release or referral to an appropriate social service agency, etc.) better serves the department's goal, that course of action will be taken. The Watch Commander will inform the arresting officers of the alternative course of action taken and the considerations involved in his rendering that judgment.
- G. Ensuring that department issued equipment, radios, vehicles etc. are properly maintained and accounted for.
- H. Conducting daily informal inspections, thereby ensuring that station facilities and equipment are kept in good order and the security of the station is maintained.
- I. Ensuring that over time is not abused and that all over time has prior approval.

- J. Conform to all collective bargaining agreements, general orders and department directives regarding complaints, disciplinary and summary punishment procedures.
- K. Ensuring compliance with arrestee proceedings, bail bond procedures set forth in department directives.
- L. Preparation of the Watch Commander's log summary for each shift worked. This log should include (but is not limited to the following) any person(s) brought into lock up, any charges filed against any person(s), any personnel calling in sick, and any other pertinent information that occurs during your tour of duty.
- M. Reviewing reports, radio dispatch and daily activity reports (CPD/PAT038 & ADM 005) to ensure that excessive time is not being spent on calls or reports and that errors are minimized.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-05



EFFECTIVE DATE: November 1, 2014

REVIEW DATE: November 1, 2016

SUBJECT: Duties and Responsibilities of Captain-Patrol Division

I. PURPOSE

This order outlines the authority, duties and responsibilities for the rank of Captain.

II. AUTHORITY

The Captain is responsible for assisting the Watch Commander with all patrol functions during their tour of duty. Captains are considered assistant watch commanders and will report directly to the Watch Commander. They will have authority over all subordinate members, including Lieutenants, Sergeants, Police Officers, and civilians who are assigned to the Patrol Division. Captains will direct or assist in directing police functions within the Patrol Division during their duty hours. Captains are accountable for their own actions as well as the performance and productivity of their subordinates. The Captains are responsible with assisting the Watch Commander with maintaining accountability, consistency, and uniformity regarding their assigned Watch.

III. GENERAL RESPONSIBILITIES

The Captains will:

1. Assist the Watch Commander in operational and administrative oversight of personnel assigned to their respective watch.
2. Assist the Watch Commander in personnel matters, including grievances, brought to his/her attention, as well as Human Resources related matters.
3. Assist the Watch Commander in the maintenance of discipline and the processing of disciplinary matters
4. In the absence of the Watch Commander act as the Watch Commander, with full authority and responsibility of that position
5. Assign and supervise the work of police officers, Sergeants, and Lieutenants on an assigned watch
6. Assist in or conduct roll calls which consist of inspecting personnel, issuing instructions regarding day to day police operations, providing information on crime and crime patterns, participating in the preparation and presentation of roll call training, as well as other duties related to roll calls

7. Assist in the dissemination of administrative policy and directives to subordinate members of the Department
8. Direct or assist in the direction of enforcement activities during an assigned tour of duty
9. Monitor field supervisors to ensure proper supervision of field personnel to maximize efficiency and effectiveness of field personnel under the direction of said field supervisors
10. Consult with field supervisors to ensure that crime related and community policing strategies are implemented by beat officers and supervisors
11. Receive complaints from individuals and provides general direction to assist in mediating that complaint or when necessary referring the matter to another Division, as appropriate
12. Prepare or assist in preparing schedules, attendance records, Watch Commander's Logs, or other reports as necessary or directed
13. Ensure that correct criminal charges are placed against suspects taken into custody during their respective watch
14. Monitor, assist in the monitoring, and authorize, as necessary, all instances of overtime on their assigned watch during their tour of duty
15. Inform superiors of noteworthy conditions on their assigned watch
16. Monitor on a regular basis the productivity of subordinates to ensure the goals and objectives of the watch and Division are achieved
17. In cooperation with the Watch Commander, conduct and/or coordinate performance evaluations of personnel assigned to the Watch, as appropriate.
18. Review or prepare recommendations for awards and forwards said awards to the Watch Commander for further review and processing
19. Assist the Watch Commander in other administrative tasks as directed
20. Mentor subordinate supervisors and police officers
21. Promote excellence in all facets of providing professional law enforcement services
22. Provide leadership to all Division personnel with particular attention to Lieutenants and Sergeants.
23. Directly and indirectly oversee and supervise the work of Lieutenants, Sergeants, and police officers assigned to their Division.
24. Indirectly oversee and supervise all subordinate Department personnel, when necessary.
25. Consult with the Watch Commander as needed to insure the goals and objectives of the assigned watch are reached
26. Assume field command responsibilities and duties when the Watch Commander is also on duty.
27. Perform other such duties as directed by the Watch Commander, Assistant Deputy Supt. of Patrol, and Patrol Division Deputy Superintendent, as applicable.

IV. SPECIFIC RESPONSIBILITIES

The Captains will be responsible for, but not limited to the following functions:

- A. Attend Command meeting as necessary

- B. Deploy patrol personnel in a manner which will provide the optimum level of performance within the directed patrol strategy.
- C. Respond to and assume command of major incidents, that occur during their tour of duty, directing the performance of their subordinates and coordinating the operation of all department units on scene unless or until relieved by the Watch Commander or a higher ranking officer. NOTE: The mere presence of a higher ranking officer does not relieve the Captain or the Watch Commander from command of the scene. They must be officially and specifically relieved of command responsibility by that higher ranking officer.
- D. In the absence of the Watch Commander, personally direct investigations of the following cases which involve on or off duty department personnel until relieved by the Watch Commander or a superior officer.
 - 1. Incidents involving discharge of any weapon by department members.
 - 2. Incidents in which gunfire is directed at the police.
 - 3. Incidents in which police officers are gunshot victims or seriously injured.
 - 4. Incidents wherein person(s) are shot or injured by police officers.
 - 5. Alleged criminal or otherwise improper conduct committed by department members, whether on duty or off duty.
 - 6. Incidents wherein a charge of resisting arrest, interfering with a police officer or assault and/or battery of a police officer is placed.

NOTE: The on-duty Captain will assist the Watch Commander and have secondary responsibility in these matters. Their responsibility will terminate upon being relieved by the on duty Watch Commander. If they are acting as the Watch Commander, for that tour of duty, their responsibility will end upon the completion of the investigation, regardless of the hour. The responsibility will not be delegated to a subordinate or turned over to another Captain or Watch Commander unless directed to do so by a higher authority.

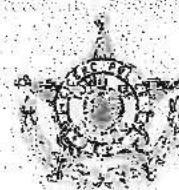
- E. Review, as necessary, arrest situations to determine the propriety of the charges. Informing and consulting with the Watch Commander in reviewing certain instances where charging persons with minor law violations would be counterproductive to the goals of the department and the Criminal Justice System. If an alternative to arrest (i.e., release or referral to an appropriate social service agency, etc.) better serves the department's goal, that course of action will be taken, the Captain will inform the on duty Watch Commander and a decision will be made on the best course of action. If he/she is the Watch Commander for the day, they will make this decision. If an alternative to arrest is determined to be the best course of action the Watch Commander and/or the Captain will inform the arresting officers of the alternative course of action taken and the considerations involved in his rendering that judgment.
- F. Assist the Watch Commander in ensuring that department issued equipment, radios, vehicles etc. is properly maintained and accounted for.
- G. Conduct or assist in conducting daily informal inspections, thereby ensuring that station facilities and equipment are kept in good order and the security of the station is maintained.

- H. Assist the Watch Commander in ensuring that over time is not abused and that all over time has prior approval.
- I. Assist the Watch Commander in conforming to all collective bargaining agreements, general orders and department directives regarding complaints, discipline and summary punishment procedures.
- J. Assist the Watch Commander in ensuring compliance with arrestee proceedings and bail bond procedures set forth in department directives.
- K. Assist the Watch Commander in or preparation of (if the Watch Commander for that tour of duty) the Watch Commander's log summary for each shift worked. This log should include (but is not limited to the following) any person(s) brought into lock up, any charges filed against any person(s), any personnel calling in sick, and any other pertinent information that occurs during their tour of duty, to include a synopsis of any major incidents.
- L. Reviewing reports, radio dispatch and daily activity reports (CPD/PAT038 & ADM 005), after review by their immediate supervisor, to ensure excessive time is not being spent on calls or reports and that errors are minimized. Upon review of same addressing any patterns of deficiency with the respective reviewing field supervisor to ensure that the matter is immediately addressed with the officer.
- M. Keeping the Watch Commander regularly informed on all matters related to the effective and efficient operation of the watch.
- N. Assuming field command responsibilities and duties when the Watch Commander is also on duty.
- O. Any other job related duties, as assigned by the Watch Commander or higher authority, to increase the effectiveness of watch operations.

By Order of:

[Redacted]
Superintendent of Police [Redacted]

CICERO POLICE DEPARTMENT
GENERAL ORDER: 21-01-07



EFFECTIVE DATE: August 3, 2015

REVIEW DATE: August 1, 2017

SUBJECT: **Patrol Division Productivity Standards- as part of the Department's Evaluation System**

1. POLICY

The Cicero Police Department recognizes that effective job performance from all personnel is essential to achieving the department's goals and objectives. The objectives of Productivity Standards are to record and evaluate work performance of police officers assigned to field duties within the Patrol Division; giving recognition for good work and providing a guide for improvement when needed. Achievement of the Department's goals and objectives is in part dependent on satisfactory work performance from all employees. It is the overall goal of the enacting of Productivity Standards, as part of the Performance Evaluation System, to establish specific performance expectations for patrol officers as well as guidelines for supervisors to follow during performance evaluations, thus providing a more standardized approach in evaluating the performance of their officers.

Policy with regard to Probationary Police Officers and Field Training Officers while in training:

The production standards in this policy do not apply to Probationary Police Officers (PPO's) while in their field training program and assigned to a Field Training Officer (FTO). Further, the production standards in this policy do not apply to FTO's for the police periods they are actively training a PPO in a phase of their field training. However, the production standards do apply to all Field Training Officers not involved in a training phase with a PPO. PPO's after field training will have a graduated escalating evaluation scale that allows for growth and knowledge building. Specifically their meeting standards criteria will be the following:

- Post FTO training and up to first 12 months of employment= 2.0
- Months 13-15 of employment= 2.5
- Months 16-18 of employment= 3.0

Nothing contained in this Policy constitutes a waiver of the Town's right to terminate employment of a probationary employee at any time without cause. Also, this policy in no way prohibits the evaluation of probationary officers based upon other Department criteria, nor does this policy constitute a guarantee of employment.

Pilot period. This order, although effective the above date, will have a three (3) police period "pilot period" (Period #'s 9, 10, and 11 of 2015) that will allow supervisors and officers to adjust to the defined Department standards and criteria for each productivity factor. During this period the standards remain

the same but the three (3) periods contained in the pilot will not count in the thirteen (13) consecutive periods referred to in the "Productivity Review" section, mentioned later in this order.

2. OBJECTIVE

- 1) The Cicero Police Department strongly encourages supervisors and police officers to formally and informally discuss job performance and goals on an on-going basis. Formal Performance Evaluations are to be conducted on a semi-annual basis to provide both supervisors and police officers the opportunity to discuss job tasks, identify and correct weaknesses (accomplished through the production evaluation system and the counseling process), encourage and recognize strengths, establish goals, and at the same time discuss positive, purposeful approaches to meeting these goals. The nature and quality of our officer's performance has a direct bearing on their work life within the department, on the manner in which they accept supervision, on how they relate to management and on their assignments and self-initiated activity.
- 2) The review of productivity standards is an ongoing process and is reviewed by supervisors on a regular basis.

3. RESPONSIBILITY

- 1) Supervisors are to evaluate the performance of their subordinates on an on-going basis as appropriate. This will include coaching, counseling, mentoring and directing of subordinates.
- 2) Supervisors should perform the following critical tasks in order to evaluate job performance:
 - a) Ensure that subordinates are provided the training that they need to accomplish their job
 - b) Appraise subordinate performance on assignments on a continuous basis
 - c) Reinforce that satisfactory performance is the minimum and exceeding expectations is the goal in work performance
 - d) Correct performance that does not meet expectations and is unacceptable
 - e) Properly prepare the formal performance evaluations of an officer
 - f) Maintain documentation of all noteworthy informal and formal interaction with the officers within their span of control.

4. DEFINITIONS

- 1) **Productivity Factor:** Certain patrol activity, as determined by the Superintendent and their command staff, considered when measuring overall activity/productivity. These productivity factors apply to police officers assigned to field duties within the Patrol Division.
- 2) **Quantity:** Amount of a specific activity conducted per period
- 3) **Value:** Weight assigned value, as determined by the Department, for each Productivity Factor.
Note: The Superintendent of Police, or his designee, may adjust the Productivity Factors measured, and/or their associated values, with a minimum of 30 days' notice prior to the affected police period.
- 4) **Subtotal:** quantity of each Productivity Factor multiplied by the value of each

- Productivity Factor**
- 5) Total Points: the sum of the subtotals derived from each productivity factor
 - 6) Days Worked: tours of duty wherein the Officer is available to conduct patrol activities/field duties on his or her assigned Watch
 - 7) Daily Average: total points divided by the number of days worked
 - 8) Monthly Productivity Rating:
 - "Unacceptable"=Daily Average less than 2.00;
 - "Does Not Meet Expectations"=Daily Average of 2.00-2.99;
 - "Fully Meets Expectations"=Daily Average of 3.00- 3.99;
 - "Exceeds Expectations"=Daily Average of 4.00-4.99;
 - "Outstanding/Top Contributor"=Daily Average greater than 5.00
 - Note: The Superintendent of Police, or his designee, may adjust the Monthly Productivity Rating measurements with a minimum of 30 days' notice prior to the affected police period.
 - 9) Corrective Action Notice (CAN)- a disciplinary notice, related to an officer's failure to meet productivity standards, that documents a verbal reprimand or higher.
 - 10) Performance Improvement Plan (PIP)- a remedial process instituted by the platoon Sergeant/supervisor, in cooperation with the Watch Commander or Watch Captain, with the Officer to attempt to improve the performance/productivity of that officer who is not meeting Department expectations.
While on a PIP, the Officer will be removed from his ability to work secondary employment. The suspension of secondary employment will be noted in the PIP.

5. PROCEDURES

- 1) Certain patrol activities (hereafter referred to as "Productivity Factors") are tabulated for ~~each patrol officer on a police period basis~~. Productivity Factors consist of both enforcement and non-enforcement related activities and may be self-initiated or assigned.
 - a) Each Productivity factor has a weighted value, as determined by the Superintendent and their command staff.
 - b) The quantity of each Productivity Factor is multiplied by its assigned value resulting in a subtotal for each Productivity Factor.
 - c) The subtotals are then added together resulting in the total points.
 - d) The total points are divided by the number of days worked for the officer during the month resulting in the Daily Average.
Note: Watch Commanders and Asst. Watch Commanders should insure that officers assigned to their watch are rotated through various assignments (traffic car, transportation, special enforcement details, hospital details, court officer details, others, etc.) to allow officers equitable enforcement and community policing opportunities.
- 2) Productivity factors- Defined
 - a) Calls for Service- Defined as incidents, tasks or assignments that generate a

"Call for Service (CFS) number from the 911 Center/Dispatch and are assigned to an officer as either a primary or secondary unit. "Calls For Service" do not include Roll Call, Lunch, Personals, Vehicle Inspections, or any calls that are adjudicated (cancelled) prior to the officer's arrival.

Acting as back up on assignments and traffic stops is greatly encouraged. However, to qualify as a call for service, for tabulation purposes, only the primary and secondary car can do so.

- b) Traffic Arrests*- Incidents involving the "Custodial Arrest" of a subject for a violation of 625 ILCS 5/ Illinois Vehicle Code and that is classified as a misdemeanor or felony, where the arrestee is formally processed.
- c) Self-Initiated Arrests/ Assigned arrests (Non Traffic Misdemeanor or felony)*- are distinguished by the officers investigative efforts; "self-initiated" being arrests made by proactive enforcement efforts of the officer (on view), while "assigned arrests" are those directed to the officer by the 911 Center/Dispatch or a supervisor. This category does not include 625 ILCS 5/ Illinois Vehicle Code related felonies; 625 ILCS 5/ Illinois Vehicle Code related felonies will be reported under Traffic Arrests.
- d) Quasi Arrests*- Arrests for Quasi Criminal violations of a Town Ordinance that involves a custodial arrest, long form complaint(s) and processing.
- e) Personal Issue Traffic Citations ("Y- Tickets")*- Any violation written on a "Personal Issue Traffic Citation" form for a violation of 625 ILCS 5/ Illinois Vehicle Code. Only the individual officer issuing the citation receives credit for the citation on their daily activity report.
- f) Street Stops with Field Contact Cards- Stops of individuals who are pedestrians or vehicle occupants (driver & passengers) for investigative purposes that result in the completion and submission of a "Field Contact Card" (to include gang members, prostitutes, shop lifters, persons of interest, out of town sex offenders).
- g) Recovered Firearms- Recovery /Seizure of any firearm, shotgun, rifle or weapon designed to discharge projectiles or other material as described in 720 ILCS 5/24-1 Unlawful Use of a Weapon offense. NOTE: Only the officer actually recovering the firearm will take credit for the recovery and not all officers involved in the incident; if in a multi-officer car all officers on that car will take credit for the recovery due to the combined daily activity sheet filed.
- h) Reports: GRF's Supplement/Crash- Any reports generated for the purpose of reporting Traffic Crashes, Criminal Offenses, Warrant/Domestic packets or reports for other service provided to citizens. However, for statistical purposes, Daily Observation Reports (DOR's) prepared by assigned Field Training Officers (FTO's) will be included.
This category does not include (for tabulation) other documents such as complaints forms, Miranda forms, felony 101 sheets, domestic related forms, lock up sheets, Daily Activity reports, and other documents that are completed in the course of an incident or tour of duty; it will only relate to (for tabulation purposes) GRF's, Supplement reports, Crash reports, etc.
Further, this category also does not include reports generated for internal purposes such as Use of Force Reports, To-From reports, Memos, Medical Slips, Time-Off Requests, Training Applications, or any other administrative reports with exception of DOR's done by FTO's as noted above.

Note: if assigned to a multi-officer car all officers in the car will take credit for the initial GRF and then each individual officer will take credit for any other individual supplemental/other reports they personally generate.

- i) A/O and Parking Citations- a violation of Town ordinance violation notice written on a Town of Cicero Administrative Ordinance (AO) citation or Town of Cicero Parking citation. Only individual officer issuing the citation received credit for the citation on their daily activity report.

***SPECIAL NOTE REGARDING TABULATION of ARREST(S) AND MISC. OTHER DATA BY THE OFFICER:**

Whenever an individual is charged with multiple offenses (any combination of a traffic arrest, quasi charge, a misdemeanor charge, and/or a felony charges) the officer will record on his daily activity the highest charge and will NOT take credit for all charges as separate arrests. (*In short, when tabulating the number of arrests made each individual arrested will count for only one arrest per incident and it will be for the most serious charge*)

Example- an offender is arrested for a suspended driver's license and placed in custody (traffic arrest). A search incident to arrest reveals a quantity of heroin on his person as well as a pellet gun. The officer would take credit for only the highest (by class of charge) arrest in his daily arrest total, which in this example is a self-initiated felony (PCS). On the occasion an officer is assigned to a multi-person car for the tour of duty arrest(s) and /or recoveries made by the team of officers in the car will count for each officer, in that they submit a combined daily activity sheet. Further, Field Contact cards will be credited to all officers on the car. However, personal citations (Y tickets, P tickets, AO's) will be credited to only the officer issuing the citation. They will be separately noted by officer on the Daily Activity sheet of the team.

- j) **Prisoner watch-** when you are assigned to a fixed prisoner watch for a minimum of 4 hours at a hospital or other similar facility.
- k) **Walk and Talk-** to qualify for tabulation, a walk and talk includes exiting the patrol vehicle at a park, special event, neighborhood street, etc. and walking the area looking for opportunities to engage the public in non-enforcement related community policing efforts or as a crime prevention foot patrol. (Note: If grounds for a "terry stop" develop proper police investigative action should be initiated)
- l) **Business check-** to qualify for tabulation, a business check includes exiting the patrol vehicle at a business for the purpose of visiting with the owner, operator, or other employee in an attempt to gather law enforcement intelligence, as well as initiating community policing efforts within the business community. A business check is not stopping at a business for the purpose of a break, a meal, a refreshment etc.
- m) **Vehicle impounds-** Vehicles that are towed and held for pre-determined impound days based on Town ordinance. Towed vehicles in of themselves are not impounds.
- n) **Sick days-** If you have no medical days taken during the police period under review you will receive (1) point credit in the productivity factor associated with sick days. (if you take a sick day during the period you will not receive a bonus point)

- 3) Officers responsibility for documentation of activity on Officers Daily Activity Report:
 - a) It is the responsibility of the individual officer to completely and accurately document his/her activity on his/her Daily Activity Report.
 - b) The officer's Daily Activity Report will be submitted to their Platoon Sergeant/supervisor at the end of their tour of duty. In the event that their platoon supervisor is not available at the end of the tour of duty due to field activity or scheduling the officer will turn in their Daily report to the on duty Watch Commander, who will insure that the Daily is forwarded to the officer's platoon supervisor.
- 4) Platoon supervisors responsibility for review of Officers Daily Activity Report:
 - a) Each platoon supervisor is responsible for the review of their officers Daily Activity Reports.
 - b) Part of that review will include verification, as necessary, of the accuracy of the information provided by the Officer on his/her Daily Activity Report. This review in no way alleviates or mitigates the responsibility of the Officer to report his/her activity accurately.
 - c) Platoon supervisors will regularly review the overall activity/production of their officers and address deficiencies and acknowledge noteworthy activity/work as appropriate.
 - d) Platoon supervisors, with the approval of the Watch Commander, may adjust the number of days worked in the police period, for purposes of evaluating the officer's monthly productivity rating, to account for unusually time consuming assignments (Ex: an elongated follow-up investigation conducted at the patrol division level).
 - i. Watch Commanders will ensure this process of adjustment is consistent and fair and only done based on unusual circumstances. Both the Watch Commander and the Platoon supervisor must ensure that their decision will hold up to scrutiny and is justified.
 - ii. Those days worked adjustments should only be made in unusual circumstances and when the time consuming assignments and/or investigation result in time away from field activities in excess of six (6) hours.
 - iii. In cases where working days are adjusted the Platoon supervisor will reduce to writing the justification for the adjustment and forward it to his Watch Commander for approval. That documentation will be kept on file in the officers watch file and a copy sent to the Assistant Deputy Supt. of Patrol and the Deputy of Patrol. These days worked adjustments should be made by the platoon supervisor at the end of the police period during the performance tabulation.
 - iv. The Deputy Supt of Patrol can rescind the days worked adjustment approved by the watch commander but will note why in writing and inform the affected watch commander, platoon Sergeant and officer of the rescinding.
 - e) Platoon supervisors will be responsible for the preparation of all counseling sessions, Performance Notes, CANs, PIPs, carried out but will be supported

and assisted as outlined by the Watch Commander or Asst. Watch Commander (Captain)

- 5) The following scale illustrates the range of Daily Averages and the associated Monthly Productivity Ratings:
 - a) 5.00 or greater =Outstanding/Top Performer
 - b) 4.00-4.99 =Exceeds Expectations
 - c) 3.00-3.99 =Fully Meets Expectations
 - d) 2.00-2.99 =Does Not Meet Expectations
 - e) Below 2.00 =Unacceptable
- 6) An overall rating of 3.00 is the minimum standard accepted by the Department.
- 7) If an Officer's Monthly Productivity Rating is in the "Fully Meets Expectations" range, no single Productivity Factor may account for more than 50% of the total points***. Should this occur, the quantity of that Productivity Factor will be adjusted to make its subtotal 50% of the total points. The Daily Average is then recalculated to determine the Monthly Productivity Rating. If the adjusted Monthly Productivity Rating remains in the "Fully Meets Expectations" range, the original unadjusted numbers will be used. Once it reaches the 50% mark no further credit for that productivity effect will be given.
***This 50% rule does not apply to arrests made in the self-initiated (non-traffic) misdemeanor and felony arrest categories.

6. PRODUCTIVITY REVIEW:

The productivity of each officer deployed to field activity will be reviewed by his platoon supervisor on a regular basis, using the prescribed productivity standards. At the end of each police period, the department statistician will enter the data into the productivity tables for each officer on the designated Department computer drive, as well as printing hard copies for the Supt of Police, the First Deputy Superintendent, the Deputy Superintendent of Patrol, the Asst. Deputy Supt of Patrol, and each patrol Division watch commander. The Watch Commander and Platoon Sergeant will review the productivity of each officer under their command.

The Platoon Sergeant will review the period's final productivity statistics, for conformity to Department standards, with each officer under their command within one (1) week of the end of the police period, unless vacations or other off duty time creates impossibility. In this case the review will be done as soon as the employee returns.

The Watch Commander will conduct periodic quality and accuracy checks of the statistical self-reporting (officers) and approval process (Platoon Sergeant's) to insure accuracy.

The Assistant Deputy Supt of Patrol will perform independent and separate periodic quality and accuracy checks of the statistical self-reporting (officers) and approval process (Platoon Sergeant's and Watch Commanders) to insure overall accuracy of the Division's statistics and performance ratings.

- 1) Outstanding performance and performance in excess of expectations should be acknowledged and celebrated. A review of exemplary performance should be made to determine if an act or acts was/were worthy of Department recognition.

- 2) The Watch Commander/Watch Captain and Platoon supervisor will confer and review the performance of each officer assigned to them at the conclusion of each police period, at minimum. They will in turn address any substandard performance immediately and develop associated corrective action plans, as warranted.
- 3) Watch Commanders and Platoon supervisors will be mindful that the performance of each officer can vary for a multitude of reasons. However, they will also be equally mindful of patterns of sub-standard performance and the need for all applicable employees to meet Department Performance Standards.
- 4) In the event an officer assigned to field duties fails to meet standards on two police periods (or 2 periods out of any 13 consecutive police periods) the platoon supervisor, with guidance from the Watch Commander, will initiate a formal counseling session with the officer and identify the areas in need of improvement. This counseling session will be reduced to writing and all parties involved will affix their signature to the counseling session document. The receiving officer's signature will solely represent their receipt of the document.
- 5) If the pattern continues to a 3rd police period (or 3 periods out of any 13 consecutive police periods) of sub-standard performance (does not meet expectations or lower), a formal corrective action plan, to include a corrective action notice (CAN) and performance improvement plan (PIP), will be developed by the Watch Commander (or watch Captain) and platoon supervisor. The formal CAN and PIP will document the substandard performance, based on the production standards, and will have all signatures of those involved in the corrective action plan. The Patrol Division Asst. Deputy Superintendent (ADS) and Deputy Superintendent will be provided a copy of the corrective action plan and briefed by the Watch Commander or Watch Captain, of the affected officer.
 - a) While on a PIP, the Officer will be removed from his/her ability to work secondary employment. The suspension of secondary employment will be noted in the PIP.
- 6) If a 4th police period (or 4 periods out of any 13 consecutive police periods) passes with substandard performance, disciplinary action will be sought for failure to obey orders and failure to maintain proper competency and others, as appropriate. The recommended disciplinary action may be up to a 5 day suspension.
- 7) If continued substandard performance continues to a 5th police period (or 5 periods out of any 13 consecutive police periods) discipline, in excess of 5 days suspension up to and including termination, may be sought.
- 8) If continued substandard performance continues to a 6th police period (or 6 periods out of 13 consecutive police periods) discipline seeking termination will be sought.
- 9) If patterns of consistent substandard performance are attributed to an officer wherein he alternates between meeting standards and not meeting standards 50 percent or more during any combination of police periods over a 26 period cycle discipline seeking separation will be sought.

By order of:


Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-01



EFFECTIVE DATE: September 2011

REVIEW DATE: December 2012

SUBJECT: **DISCIPLINARY PROCEDURES**

1. POLICY:

The Cicero Police Department will utilize a positive disciplinary system that includes procedures for counseling employees when corrective measures are necessary, providing reward and recognition when appropriate and for taking progressive punitive action when required.

2. PROCEDURES:

a. Disciplinary procedure system

- 1) The Cicero Police Department employs a positive disciplinary system which includes, in addition to this directive, the following components:
 - a) Rules of Conduct, General Order 26-01-03,
 - b) Sexual Harassment, General Order 26-01-05
 - c) Department Awards Program, General Order 26-01-06,
 - d) Personal Appearance, General Order 26-01-07.

b. Department disciplinary system

- 1) The Department disciplinary system consists of the following functions:
 - a) Awards and recognition.
 - b) Training.
 - c) Counseling.
 - d) Punitive actions.
- 2) Any function of the department disciplinary system, as listed above, may be employed either by itself or in conjunction with one or more of the other components of the disciplinary system. However, anytime punitive actions are employed, the counseling component will also be employed.
- 3) The training function
 - a) The training function of the disciplinary system is, when employed, intended to strengthen an employee's performance by improving the employee's productivity and effectiveness using positive and constructive methods.

- i. All employees are expected to strive to maintain an acceptable level of competence in the performance of their duties.
- ii. Acts or violations of procedures or rules and regulations that are committed by employees, because of a misunderstanding or because employees were never made aware of the correct method or action, are indicators of training needs.

b) Remedial training

- i. When training needs are indicated as stated above a remedial training plan will be developed.
- ii. A remedial training plan is training specifically intended to correct a noted deficiency and personalized as much as possible to the employee identified.
- iii. Employees may be assigned to remedial training when their supervisor(s) recommend the process as a means of correcting noted deficiencies.
- iv. The identified employee's supervisor that indicated the noted deficiency will be responsible for the development of specific training recommendations. These recommendations will be forwarded, by use of a Cicero Police Department training request form, to the training officer who will arrange and schedule the necessary training as outlined in the training plan.

4) The counseling function

- a) The use of the counseling function within the disciplinary system is intended to provide the supervisor with an opportunity to bring noted deficiencies to the employee's attention.
 - b) The supervisor should employ the counseling function to firmly advise the employee of the need to improve their performance, work habits, behavior or attitude.
 - c) The counseling of the employee should serve as a firm warning to the employee against further repetition of the conduct in question.
 - d) Supervisors should use the occasion to identify and define the area needing improvement and inform the employee as to how much improvement is expected to be realistically achieved.
- i. If the counseling efforts of the employee's supervisor fail to bring about a remedy to the perceived problem, and the employee's unsatisfactory performance continues, one of the following steps may need to be considered:
- A. Remedial training.
 - B. Punitive action, or if appropriate.
 - C. A referral to outside counselors, as appropriate.
- ii. Supervisors will, in all cases, document all employee-counseling sessions, (including the results) on a Cicero Police Department Letter of Counseling Form.
- e) Positive counseling sessions will be documented by written memorandum or letter to the employee, with a copy to the employee's personnel file.

5) Punitive action:

- a) Punitive discipline is a component of the disciplinary system that is generally imposed in a progressive manner from minimum to maximum, but when appropriate, may be imposed to the maximum limit without progression.

- b) The appropriate level of disciplinary action is determined by the consideration of criteria that includes, but is not limited to the following:
- i. The seriousness of the incident.
 - ii. The circumstances surrounding the incident.
 - iii. The employee's disciplinary record.
 - iv. The employee's overall work performance.
 - v. The overall negative impact on the Department caused by the impact.
 - vi. The probability that future similar problems will occur.
 - vii. The employee's longevity.
 - viii. The involvement, if any, of other employees and/or members of the public.
- c) The following categories of punitive action may be imposed when appropriate:
- i. Oral reprimand
 - A. An oral reprimand is a verbal warning issued by a supervisor that some action, or lack of action or performance is unacceptable and will result in further disciplinary action if the action is repeated.
 - B. An oral reprimand is considered to be the first step in the department's progressive punitive component of the disciplinary system.
 - C. When issued, all oral reprimands will be documented in writing by the issuing supervisor and forwarded to the Division of Administration through the chain of command. All oral reprimands will be placed in the employee's personnel file, and retained for a period of two years.
 - ii. Written reprimand
 - A. A written reprimand is a written warning from a supervisor that an employee's action, or lack of action, or performance is unacceptable and will result in further disciplinary action if such action is repeated.
 - B. When issued ~~all written reprimands~~ will be documented in writing by the issuing supervisor and forwarded to the Division of Administration through the chain of command.
 - C. All written reprimands will be placed in the employee's personnel file, and retained for a period of two years.
 - iii. Written documentation
 - A. Written documentation of oral and written reprimands will be placed on a memorandum to the employee.
 - B. Written documentation and written reprimands will include the date of the reprimand, the name of the employee and the supervisor issuing the reprimand, the date(s) of the behavior for which the reprimand is issued, specific details of the behavior, and the specific corrective actions for the employee to implement that are recommended by the supervisor.
 - C. The employee will acknowledge the counseling session and receipt of the written documentation by signing and dating a copy of the written documentation, and returning it to the supervisor.
 - D. The supervisor will place the signed copy of the written documentation in the employee's file.

iv. Suspension

- A. A suspension is a serious disciplinary action in which the employee is suspended from duty and may forfeit their salary for misconduct considered to be serious or part of a continuing pattern of behavior involving repeated instances of misconduct.
- B. The superintendent of police may suspend a sworn officer for up to five days.
- C. The Board of Police, Fire and Public Safety may suspend officers beyond five days.
- D. Suspension notices will remain in an employee's personnel file and will not be removed.

v. Dismissal

- A. A dismissal is the act of discharge from employment and the permanent loss of all privileges of employment.
- B. Records of all dismissals will remain in the employee's personnel file and are not subject to being removed.
- C. Officers may only be dismissed by the Board of Police, Fire and Public Safety.

6) The use of punitive actions as a component of the disciplinary process is subject to the provisions of the following documents and/or statutes:

- a) Applicable collective bargaining agreements negotiated between an employee bargaining units and the Town of Cicero.
- b) Rules and Regulations of the Board of Police, Fire and Public Safety of the town of Cicero.
- c) Uniform Peace Officer's Disciplinary Act, 50 ILCS 725/1 et seq.
- d) Town of Cicero Employee Handbook.

7) Internal Review Board

- a) An Internal Review Board may be convened at the request of the Superintendent of Police to review sustained personnel investigations.
- b) Sustained cases for charges that are clearly defined, and those requiring Board of Police, Fire and Public Safety action, are excluded from Internal Board Review.
- c) When cases are to be submitted to the Board of Police, Fire and Public Safety, copies of the charges will be disseminated to the employee's chain of command.
- d) The Internal Review Board consists of the following personnel:
 - i. Superintendent.
 - ii. Division Deputy Superintendent of the employee;
 - iii. Shift Commander of the affected employee.
 - iv. Sergeant/platoon leader of the affected employee.
 - v. Deputy Inspector General, Internal affairs commander, or designee.
- e) The superintendent or the first deputy superintendent will act as chairperson. The first deputy superintendent will be responsible for assembling members to a board and notifying the board members of meeting dates and times.
- f) The internal affairs commander/designee will present the report to the board.

- g) The board will review all statements, written or oral, and all findings of fact.
- h) The board members, after review and based on facts, will orally provide input for their individual recommendation.
- i) The board's recommendation is not binding on the superintendent.
- j) The superintendent will render a final decision within five days of the board's review and recommendation, unless extended by exigent circumstances.
- k) The following are guidelines for the board:
 - i. Evaluate all appropriate department rules and policies to see if they are reasonable and related to the sustained offense(s);
 - ii. Conduct a fair and objective review;
 - iii. Fully review and evaluate any defenses or explanations that are offered by the affected employee;
 - iv. Apply rules and policies with fairness;
 - v. Recommend discipline which is corrective rather than punitive, and which bears a rational relationship to the seriousness of the offense (s).
 - vi. Take into consideration the affected employee's prior performance and disciplinary record.

c. Role of supervisory staff

- 1) Supervisory staff at all levels of the Department holds the basic responsibility for the maintenance of a positive disciplinary system that is fairly and evenly applied to all employees of the department.
- 2) Any supervisor who substantiates employee conduct that may be subject to the provisions of the disciplinary process has the authority and the responsibility to take appropriate action in response to such instances.
 - a) All supervisors have the following authority:
 - i. Issue verbal and written reprimands and verbal commendations to employees under their supervision.
 - ii. Immediately relieve an employee from their duty or work site, when necessary, pending follow-up investigation and concurrence of the superintendent.
 - iii. Issue letters of appreciation to employees under their supervision.
 - iv. Make recommendations involving any aspect of the disciplinary process.
 - b) The Superintendent of Police has the authority granted to all supervisors as well as the authority to:
 - i. Suspend a sworn officer for a period not to exceed five days.
 - ii. Bring charges against an officer before the Board of Police, Fire and Public Safety when seeking punitive actions greater than a five day suspension pursuant to the rules and regulations
 - iii. Issue written letters of commendation.

d. Disciplinary action appeal process

- 1) Any employee who is a member of a collective bargaining unit may use the appeal procedure established by the agreement between their bargaining unit and the Town of Cicero.

- 2) Officers may appeal applicable disciplinary actions to the Board of Police, Fire and Public Safety pursuant to the rules and regulations of the Board of Police, Fire and Public Safety.
- 3) Employees who are not members of a collective bargaining unit may appeal the issuance of a punitive disciplinary action pursuant to the Town of Cicero Employee Handbook.

e. Dismissal notifications:

If an internal investigation of employee misconduct results in discharge of the employee, the employee will receive written notification which will contain the following information:

- 1) The reason for the dismissal.
- 2) The effective date of the dismissal.
- 3) The status of fringe and retirement benefits after dismissal.
- 4) A statement as to the content of the employee's personnel file relating to the dismissal.

f. Maintenance of records

- 1) Records of all actions taken under disciplinary procedures will be forwarded in writing to the division of administration through the chain of command and will be maintained as follows:
 - a) All actions taken, for which an Internal Affairs Division file has been opened will be maintained by the Internal Affairs Division.
 - b) A record of all actions taken resulting in written reprimands, suspensions, demotions, and dismissals will be maintained in the employee's permanent personnel file as set forth in this directive.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 26-01-02-B



EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017

SUBJECT: **EMPLOYEE CONDUCT, ETHICS AND MISSION STATEMENT**

CODE OF ETHICS

As an officer of the Cicero Police Department, my fundamental duty is to serve humankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice.

I will keep my private and professional life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

Employee Signature

Date Signed

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 25-01-01**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: GRIEVANCE PROCEDURE

1. POLICY

- a. The Cicero Police Department will give individual employees an opportunity to discuss their grievances with their supervisors in order to find mutually satisfactory solutions as rapidly as possible. The filing of a grievance will not result in any restraint, interference, discrimination, or reprisal.

2. DEFINITIONS

Grievance: A grievance is a disagreement relating to working conditions, personnel rules and regulations, and working conditions or relationships between an employee and his supervisor or other employees. It does not apply to discharge or suspension.

3. PROCEDURES

- a. Grievance procedures are detailed in the collective bargaining agreements for employees in collective bargaining units.
- b. For other employees, the procedure established by the Town of Cicero for non-collective bargaining unit employees will be followed. Questions regarding this procedure may be directed to the employee's supervisor or the Human Resources Director for the Town of Cicero.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-11



EFFECTIVE DATE: **May 01, 2014**

REVIEW DATE: **May 2016**

SUBJECT: **ON-DUTY INJURIES**

1. POLICY:

- a. The Cicero Police Department establishes this policy for officers who are unable, either physically or mentally, to perform their duties as a result of a service connected injury or illness.

2. PROCEDURES:

- A. If an officer is injured on duty or an officer requests to document an injury that had occurred on duty, a General Report Form (GRF) must be completed. (Established procedures for injuries occurred in a motor vehicle crash will be observed).

- B. An "Employee's Report of Injury Form" along with the "First Injury Report" located in the "P" drive in the administrative folder, will be completed and submitted to the Human Resources Department via Fax (708/656-0379) or email with Cc: to chain of command by the affected officer's immediate supervisor before the end of the affected officer's tour of duty.

- C. A Major Incident Log will be completed and submitted to the Superintendent of Police and command officers.

- D. The affected officer is to be transported to Oak Park Hospital 520 S. Maple Ave Oak Park, IL 60304 (708) 383-9300, for any needed treatment. In the event of an emergency, the Cicero Fire Department will exercise discretion on hospital selection

- E. The affected officer will remain at the hospital until treated or released by the treating physician, he will not leave without a written release.

- F. Immediately upon release from the hospital, the affected officer is to immediately report to US Healthworks, located at:

2615 W. Harrison
Bellwood, IL 60104
Phone: (708) 493-0299

Hours of Operation: Monday-Friday 7am-Midnight/Saturday 8am-Noon
Closed Sunday

- G. If the US Healthworks Office is closed, the affected officer must immediately report to the US Healthworks Office at their next earliest hour of operation. (No appointment is necessary, the affected member will report directly to US Healthworks, and inform the Office Staff of the purpose of their visit).

If the affected Department member is unable to immediately report to US Healthworks for any reason, they are to inform the on-duty Watch Commander, who will document the matter in their Daily Activity Report, and inform the affected member's Division Deputy Superintendent as soon as possible.

It is the affected Department member's responsibility to inform their respective Division Deputy Superintendent via the chain of command of their medical status and fitness for duty. If the officer is off duty due to an on duty injury is his responsibility to make periodic status reports of his condition and prognosis to his division supervisor. These reports will be due by telephone communication every third day.

- H. The department is to adhere to the recommendation provided by US Healthworks
- I. Copies of all forms are to be submitted to Dep. Supt of Administration.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-06**

EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: DEPARTMENT AWARDS PROGRAM



1. POLICY

The Cicero Police Department will establish a formal process whereby the department, through the superintendent of police, acknowledges individual, unit, or department acts or work performance worthy of recognition.

2. DEFINITIONS

- a. **Above and beyond the call of duty:** An act performed which is not required by the nature of the employee's position.
- b. **Combat:** Physically fighting with a suspect who is armed with a deadly weapon.
- c. **Imminent personal hazard:** A condition that is highly likely to produce imminent death or serious bodily harm.
- d. **Saving of life:** An action that, if not performed, would beyond a reasonable doubt have resulted in the death of a person(s).

3. PROCEDURES

- a. Recommendations for the Medal of Honor, Medal of Valor, Purple Heart, Lifesaving Award, Unit Citation and the Commendation Award shall be processed in the following manner:

1) The commanding officer of the watch/unit

- a) Complete a *Department Award Form* (See Addendum "A"), checking the box that indicates the particular award under recommendation and clearly describing the act(s) or performance to be cited and/or injuries sustained. Unless circumstances dictate otherwise all award recommendations will be submitted no later than six (6) months from the date the act/performance/injury occurred.
- b) Obtain a copy of the completed physician medical report in cases wherein the Purple Heart Award is being recommended.
- c) Forward the completed Department Award Form with copies of all other relevant documents, (i.e. case reports, arrest reports, injury on-duty reports, medical reports) through the chain of command, to the affected Deputy Superintendent for the initial consideration process.

2) The affected Deputy Superintendent will:

- a) Review the recommendation and determine if the act(s) performed and/or injury sustained meet the criteria for such award being recommended. Each recommendation, along with all relevant information shall then be forwarded to the awards committee, through the 1st Deputy Superintendent of Police.

- 3) The Awards Committee will review recommendations for the commendation award and upon approval forward the Department Award Form to the Superintendent of Police for final approval.
- 4) The Superintendent of Police will forward the form and all related documents to the Deputy Superintendent of Administration who will perform the following:
 - a) A personnel order is drafted and issued.
 - b) A copy of this order is sent to the member receiving the award.
 - c) A copy is placed in the member's personnel file.
 - d) A copy is posted inside the glass cabinet designated as the commendation board.
- 5) A commanding officer of the watch/unit may award the Certificate of Honorable Mention to a member **without** referral to higher authority.
 - a) The commanding officer who decides to award a Certificate of Honorable Mention to a member of his watch/unit will prepare two (2) copies of the Honorable Mention Certificate articulating the exceptional performance in writing form onto the Honorable Mention narrative lines.
 - b) The original certificate will be given to the member with a copy placed into the members personnel file and a second copy forwarded to the training coordinator for department display inside the designated recognition board.
 - c) The supervisor who wishes to award an Honorable Mention to a member not assigned to his/her command will prepare the Certificate of Honorable Mention articulating the exceptional performance and then forward it to the member's commanding officer for signature and presentation.
 - d) The Administrative Assistant to the Superintendent will enter the number of Honorable Mentions received by each member on the summary form into the individual's award file. Upon completion the summary form will be marked "Entered" and returned to the members personnel file.

b. Awards Committee:

- 1) The Department Awards Committee will consist of the following personnel or their designee:
 - a) 1st Deputy Supt of Police [Chairman]
 - b) Deputy Superintendent of Patrol [Vice Chairman]
 - c) Deputy Superintendent of Investigations [Secretary]
 - d) Deputy Superintendent of the Gang Crimes Tactical/Narcotics Unit
 - e) Commander of the Internal Affairs Division
- 2) Committee affairs will be conducted only when a quorum of the membership is present or contacted for a vote. A quorum will consist of The Chairman or Vice Chairman and two (2) other members of the committee.
- 3) The Awards Committee will meet at least quarterly or as soon thereafter as needed to review recommendations for the Medal of Honor, Medal of Valor, Purple Heart, Lifesaving Award, Merit Award, Meritorious Conduct Award, Community Service Award, Unit Citation and the Commendation Award. In connection with such recommendations the committee members will take the following actions:

- a) Approve those submitted recommendations for the Medal of Honor Medal of Valor, Community Service Award, Unit Citation and the Commendation Award (**Excluding the Purple Heart Award**), and forward their recommendation(s) to the officer of the Superintendent for final approval and the appropriate ceremonial arrangements.
- b) In consideration for authorization for the Purple Heart Award the committee will:
 1. Consult, when appropriate, with the physician as to the extent of the injury sustained by the officer or which has been averted because of wearing of body armor.
 2. Approve the recommendation and forward same to the officer of the Superintendent for final approval and to initiate arrangements for the ceremonial presentation of the award.
 3. Disapprove the recommendation and return same to the recommending supervisor.
- 4) The awards committee may disapprove the recommendation for the Medal of Honor Medal of Valor, Purple Heart, Community Service Award, Unit Citation and the Commendation Award and return same to the recommending supervisor with instructions that the individual be considered for another appropriate for of recognition (i.g. Certificate for Honorable Dentition).

c. Awards Procedure:

- 1) Service Award Designations:
 - a) **Medal of Honor:** The Medal of Honor is awarded to employees of the department for an act of heroism at the risk of their own lives which is considered **beyond** the call of duty
 - b) **Medal of Valor:** The Medal of Valor is awarded to employees of the department for an act of heroism at the risk of their own lives in the line of duty.
 - c) **Purple Heart:** The Purple Heart is awarded to employees of the department who have received a line of duty wound, inflicted intentionally by an armed adversary, resulting in a severe puncture wound, laceration, fracture, or contusion being suffered by the officer or employee.
 - d) **Life Saving:** The Life Saving Medal is awarded for an act performed by employees of the department whose prompt and alert actions resulted in the saving of a human life.
 - e) **Superintendents Award:** An award designated and given at the sole discretion of the Superintendent of Police and is exempt from the Award Committee process.
 - f) **Merit Award:** The Merit Award is presented to employees of the department for a highly credible accomplishment bringing public acclaim to themselves, the department or to the police profession, as a result of training, devotion to duty or service to the public.
 - g) **Meritorious Service:** The Meritorious Service Award is presented to employees of the department for a highly unusual accomplishment in the law enforcement field reflecting their devotion to duty or service to the public.
 - h) **Community Service:** The Community Service Award is presented to employees of the department for acts of humanity beyond the call of duty, which provided aid and comfort to those in need.
 - i) **Unit Citation:** The Unit Citation Award is presented to employees within a unit who have exhibited exceptional professional skill and conduct during a coordinated action or who have displayed consistent excellence in carrying out the unit's mission.
 - j) **Department Commendation:** The Department Commendation is awarded by the Superintendent of Police to employees of the department to acknowledge

exceptional performance or the receipt of praise from a citizen. These awards are issued at the discretion of the Superintendent of Police, but often at the recommendation of any supervisor.

All of the above awards will be presented with a corresponding colored bar to be worn on the uniform.

- k) **Honorable Mention:** A service award to any member for exceptional performance or involves exceeded performance as required by a member's basic assignments, or the receipt of praise from a citizen and in the opinion of the members supervisor or commanding officer is deserving of this award. This award will be presented in the form of a certificate and can be presented without higher authority.
- 2) Designated Ribbons and /or medals for the aforementioned awards
(See addendum B of this order for the designated ribbon and/or medal for corresponding to the above stated awards.)
- d. An award presented to an employee subsequent to an earlier presentation of the same award to the same employee will be recognized by certificate. An additional colored bar will not be presented.
- e. It will be the duty of each employee's immediate ranking supervisor to review and inspect all awards presented to employees and ensure that the award is being appropriately worn in accordance with the guidelines set forth in this directive.
- f. Citizen recognition and presentation
 - 1) Any department employee may nominate a citizen for department recognition to the superintendent of police via the chain of command.
 - 2) The nominating procedure for citizen awards will follow the same format as that for employee nomination.
 - 3) Any citizen ~~may be nominated for award and/or recognition consideration.~~
 - 4) All citizen awards will be presented by the Superintendent of police at the Annual Awards Program, unless otherwise directed by the superintendent of police.
- g. Presentation and recording
 - 1) Awards
 - a) At the discretion of the Superintendent of Police, certain awards may be presented at a Cicero Town Board meeting by the Superintendent of Police.
 - b) An annual Police Recognition and Award Ceremony will also be conducted on the 1st Thursday of each November, where a formal presentation of awards will be made to each Department member receiving any of the designated awards with the exception of Honorable Mentions.
 - c) All awards will be accompanied by written documentation that details the action resulting in the presentation of the award. The original of such documentation will be given to the recipient of the award and a copy of the documentation will be placed into the employees personnel file permanently.

2) Letters of Honorable Mention

- a) All Letters of Honorable Mention will be mailed to the recipient's home and will be posted on the department recognition board.
 - b) Letters of Honorable Mention will be placed in an officer's Department personnel file.
- 3) See addendum "B" of this order for the designated ribbon and/or medal corresponding to the aforementioned awards

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 26-01-06 Addendum A

SUBJECT: DEPARTMENT AWARDS PROGRAM/Cicero Police Department Award Ribbons

EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

CALEA REF: 26.1.1

CICERO POLICE DEPARTMENT AWARDS



Medal of Honor
(A100)



Medal of Valor
(B101)



Purple Heart
(L111)



Life Saving
(E104)



Superintendent's Award
(P315)



Merit Award
(C102)



Meritorious Conduct
(F205)



Community Service
(D103)



Unit Citation
(K210)



Department Commendation
(P115)



F.T.O.
(H107)



Officer of the Month
(G106)



Officer of the Year
(I108)

**GO 26-01-06 Addendum A
DEPARTMENT AWARDS PROGRAM
Department Award Ribbons**

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 26-01-05

EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: SEXUAL HARASSMENT COMPLAINTS



1. POLICY

The Cicero Police Department prohibits sexual harassment in the work environment.

2. DEFINITIONS

- a. **Quid Pro Quo Harassment:** When a supervisor or manager, with authority to affect an employee's working conditions makes unwelcome sexual advances, and submission to the advances is an expressed or implied condition for receiving job benefits, or refusal to the demands results in the loss of a job benefit or in discharge, e.g., a supervisor states "go out to dinner with me if you want to keep your job."
- b. **Hostile Work Environment Harassment:** As it pertains to sexual harassment, it is unwelcome sexual conduct that has the purpose or effect of reasonably interfering with an employee's work performance or creates an intimidating, hostile, abusive or offensive work environment, e.g.,
 - 1) Derogatory statements (you're nothing more than a glorified secretary, referring to women as honey, baby, sweetie, girls, etc.),
 - 2) Intimidating remarks (if you know what's good for you, you'll keep your mouth shut),
 - 3) Any jokes that make reference to sexual activity, or parts of a person's anatomy, e.g., **breasts, buttocks, genitals, etc.**,
 - 4) Posters or calendars depicting nude or scantily clad individuals, or
 - 5) Any other offensive behavior.
 - a) The examples provided are offered to assist in understanding the types of behavior included in the definition.
 - b) These specific examples can, but do not necessarily or automatically, establish hostile work environment harassment.
 - c) While normally the effect that the conduct has on the work environment depends upon its pervasiveness over a period of time, a single incident of unwanted sexual conduct may be sufficiently severe to create a hostile working environment.
- c. **Third Party Harassment Theory:**
 - 1) When an employee witnesses unwelcome sexual conduct in their workplace, and finds the conduct to be offensive, even if the conduct was not directed towards the employee, he or she can allege sexual harassment, because their exposure to the conduct creates a "hostile work environment" for that employee; e.g., two individuals are engaged in a sexually suggestive conversation, a third party overhears their conversation and finds it to be offensive.
 - 2) Employers can be held liable for sexual harassment of third party employee(s) if the employer has knowledge and some degree of control to stop the improper behavior, e.g.,

a vendor (delivery person, service person, etc.) is directly harassing a department employee or, the vendor is engaged in a sexually suggestive conversation with a department employee, and another department employee finds the conversation to be offensive, thereby creating a "hostile work environment" for the employee.

d. **Unwelcome Sexual Conduct:** An employee does not solicit or initiate the conduct/advances and the employee regards the conduct/advances as undesirable or offensive.

e. **Reasonable/Reasonably:**

- 1) Refers to the standard established by the courts described as the "reasonable theory" or "reasonable woman's" theory.
- 2) Reasonableness in determining the severity and pervasiveness of sexual harassment is gender specific and will be determined from the perspective of the victim.

Note: The aforementioned examples of sexual harassment are NOT all inclusive or exclusive of what constitutes sexual harassment.

3. PROCEDURES:

a. People who believe they have been victims of sexual harassment should immediately commit the incident to writing, noting any witnesses or other evidence, and then forward to their supervisor (and make verbal notification to the supervisor, as well.)

b. Employees who believe they are the victims of quid pro quo harassment or hostile work environment harassment are encouraged to tell the initiating party that their actions are unwelcome and offensive.

- 1) Where this is not practical, the employee should notify their immediate supervisor.
- 2) If the alleged harasser is the employee's immediate supervisor, the employee may bypass the supervisor and notify the next level of management.
- 3) Employees may choose to notify the Town of Cicero, Human Resources Director.

c. Supervisors and managers will refuse to tolerate any form of sexual harassment and will take immediate action against any employee or vendor who engages in such actions.

- 1) Supervisors and managers will confer with the Internal Affairs Division (IAD) commanding officer prior to initiating an investigation of all sexual harassment claims.
- 2) This mandate also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.
- 3) The fact situation will determine whether Internal Affairs will investigate or refer the matter to the originating division.

d. If the sexual harassment does not cease, the employee should file a formal complaint with Internal Affairs Division and/or the Town of Cicero, Human Resources Director, who in turn will notify the Superintendent of Police

e. All employees with respect to sexual harassment incidents and complaints will observe strict confidentiality.

- 1) Information will be shared with only those who specifically need to have knowledge of the incident and/or complaint in order to achieve the objectives of this directive.
- 2) This information may also be used in the context of any related administrative or judicial proceeding.

- f. Supervisors and managers who receive an allegation of sexual harassment or sex discrimination are responsible for accurate documentation of such complaints. Documentation will include:
 - 1) The complaint.
 - 2) The investigation that was completed.
 - 3) The corrective action taken (when appropriate) to remedy the situation.
- g. Records of all sexual harassment complaints will be:
 - 1) Maintained by the internal affairs commander,
 - 2) Kept in strict confidence and
 - 3) Secured and kept separate from general administrative files.
- h. Any reprisal, coercion or intimidation (directly or indirectly) against a complainant, his/her representative or other witness (es) is prohibited and will serve as the basis for disciplinary action up to and including termination.
- i. Employees who have been found in violation of this policy will, in addition to other disciplinary actions, be required to attend sexual harassment training. (It is the responsibility of the immediate supervisor of the harasser to ensure the training is scheduled and completed).
- j. Discipline
 - 1) Anyone who is determined after an investigation to have engaged in sexual harassment in violation of this order will be subject to disciplinary action up to and including termination.
 - 2) In addition, because false accusations regarding sexual harassment can have serious effects on the person or persons accused, any false accusation will likewise result in disciplinary action up to and including termination.
- k. Employees desiring information, referrals or clarification concerning issues of sexual harassment are encouraged to call any one of the following:
 - 1) Town of Cicero, Human Resources Director.
 - 2) Illinois Department of Human Rights (312) 814-6200 (Request to speak with the "Counselor of the Day" or an "Intake Worker").
 - 3) The 9 to 5 National Association of Working Women Sexual Harassment Hot Line - 1-800-522-0925.
 - 4) Cicero Police Department, Internal Affairs Division.
 - 5) Town of Cicero, Office of the Inspector General.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-05



EFFECTIVE DATE: August 1, 2018 (revised)

SUBJECT: **Duties and Responsibilities of Captain-Patrol Division**

1. PURPOSE

This order outlines the authority, duties, and responsibilities for the rank of Captain.

2. AUTHORITY

The Captain is responsible for assisting the Watch Commander with all patrol functions during their tour of duty. Captains are considered assistant watch commanders and will report directly to the Watch Commander. They will have authority over all subordinate members, including Lieutenants, Sergeants, Police Officers, and civilians who are assigned to the Patrol Division. Captains will direct or assist in directing police functions within the Patrol Division during their duty hours. Captains are accountable for their own actions as well as the performance and productivity of their subordinates. The Captains are responsible for assisting the Watch Commander with maintaining accountability, consistency, and uniformity regarding their assigned Watch.

3. GENERAL RESPONSIBILITIES

A. The Captains will:

- 1) Assist the Watch Commander in operational and administrative oversight of personnel assigned to their respective watch.
- 2) Assist the Watch Commander in personnel matters, including grievances, brought to his/her attention, as well as Human Resources related matters.
- 3) Assist the Watch Commander in the maintenance of discipline and the processing of disciplinary matters
- 4) In the absence of the Watch Commander act as the Watch Commander, with full authority and responsibility of that position
- 5) Assign and supervise the work of police officers, Sergeants, and Lieutenants on an assigned watch
- 6) Assist in or conduct roll calls which consist of inspecting personnel, issuing instructions regarding day to day police operations, providing information on crime and crime patterns, participating in the preparation and presentation of roll call training, as well as other duties related to roll calls

- 7) Assist in the dissemination of administrative policy and directives to subordinate members of the Department
- 8) Direct or assist in the direction of enforcement activities during an assigned tour of duty
- 9) Monitor field supervisors to ensure proper supervision of field personnel to maximize efficiency and effectiveness of field personnel under the direction of said field supervisors
- 10) Consult with field supervisors to ensure that crime related and community policing strategies are implemented by beat officers and supervisors
- 11) Receive complaints from individuals and provides general direction to assist in mediating that complaint or when necessary referring the matter to another Division, as appropriate
- 12) Prepare or assist in preparing schedules, attendance records, Watch Commander's Logs, or other reports as necessary or directed
- 13) Ensure that correct criminal charges are placed against suspects taken into custody during their respective watch
- 14) Monitor, assist in the monitoring and authorize, as necessary, all instances of overtime on their assigned watch during their tour of duty
- 15) Inform superiors of noteworthy conditions on their assigned watch
- 16) Monitor on a regular basis the productivity of subordinates to ensure the goals and objectives of the watch and Division are achieved
- 17) In cooperation with the Watch Commander, conduct and/or coordinate performance evaluations of personnel assigned to the Watch, as appropriate.
- 18) Review or prepare recommendations for awards and forwards said awards to the Watch Commander for further review and processing
- 19) Assist the Watch Commander in other administrative tasks as directed
- 20) Mentor subordinate supervisors and police officers
- 21) Promote excellence in all facets of providing professional law enforcement services
- 22) Provide leadership to all Division personnel with particular attention to Lieutenants and Sergeants.
- 23) Directly and indirectly oversee and supervise the work of Lieutenants, Sergeants, and police officers assigned to their Division.
- 24) Indirectly oversee and supervise all subordinate Department personnel, when necessary.
- 25) Consult with the Watch Commander as needed to ensure the goals and objectives of the assigned watch are reached
- 26) Assume field command responsibilities and duties when the Watch Commander is also on duty.
- 27) Perform other such duties as directed by the Watch Commander, Assistant Deputy Supt. of Patrol, and Patrol Division Deputy Superintendent, as applicable.

4. SPECIFIC RESPONSIBILITIES

The Captains will be responsible for, but not limited to the following functions:

A. Attend Command meeting as necessary

- B. Deploy patrol personnel in a manner which will provide the optimum level of performance within the directed patrol strategy.
- C. Respond to and assume command of major incidents, that occur during their tour of duty, directing the performance of their subordinates and coordinating the operation of all department units on scene unless or until relieved by the Watch Commander or a higher ranking officer. NOTE: The mere presence of a higher ranking officer does not relieve the Captain or the Watch Commander from command of the scene. They must be officially and specifically relieved of command responsibility by that higher ranking officer.
- D. In the absence of the Watch Commander, personally direct investigations of the following cases which involve on or off duty department personnel until relieved by the Watch Commander or a superior officer.
 - 1. Incidents involving the discharge of any weapon by department members.
 - 2. Incidents in which gunfire is directed at the police.
 - 3. Incidents in which police officers are gunshot victims or seriously injured.
 - 4. Incidents wherein person(s) are shot or injured by police officers.
 - 5. Alleged criminal or otherwise improper conduct committed by department members, whether on duty or off duty.
 - 6. Incidents wherein a charge of resisting arrest, interfering with a police officer or assault and/or battery of a police officer is placed.

NOTE: The on-duty Captain will assist the Watch Commander and have a secondary responsibility in these matters. Their responsibility will terminate upon being relieved by the on-duty Watch Commander. If they are acting as the Watch Commander, for that tour of duty, their responsibility will end upon the completion of the investigation, regardless of the hour. The responsibility will not be delegated to a subordinate or turned over to another Captain or Watch Commander unless directed to do so by a higher authority.

- E. Review, as necessary, arrest situations to determine the propriety of the charges. Informing and consulting with the Watch Commander in reviewing certain instances where charging persons with minor law violations would be counterproductive to the goals of the department and the Criminal Justice System. If an alternative to arrest (i.e., release or referral to an appropriate social service agency, etc.) better serves the department's goal, that course of action will be taken, the Captain will inform the on-duty Watch Commander and a decision will be made on the best course of action. If he/she is the Watch Commander for the day, they will make this decision. If an alternative to arrest is determined to be the best course of action the Watch Commander and/or the Captain will inform the arresting officers of the alternative course of action taken and the considerations involved in his rendering that judgment.
- F. Assist the Watch Commander in ensuring that department issued equipment, radios, vehicles etc. is properly maintained and accounted for.
- G. Conduct or assist in conducting daily informal inspections, thereby ensuring that station facilities and equipment are kept in good order and the security of the station is maintained.

- H. Assist the Watch Commander in ensuring that over time is not abused and that all overtime has prior approval.
- I. Assist the Watch Commander in conforming to all collective bargaining agreements, general orders and department directives regarding complaints, discipline and summary punishment procedures.
- J. Assist the Watch Commander in ensuring compliance with arrestee proceedings and bail bond procedures set forth in department directives.
- K. Assist the Watch Commander in or preparation of (if the Watch Commander for that tour of duty) the Watch Commander's log summary for each shift worked. This log should include (but is not limited to the following) any person(s) brought into lockup, any charges filed against any person(s), any personnel calling in sick, and any other pertinent information that occurs during their tour of duty, to include a synopsis of any major incidents.
- L. Reviewing reports, radio dispatch, and daily activity reports (CPD/PAT038 & ADM 005), after review by their immediate supervisor, to ensure excessive time is not being spent on calls or reports and that errors are minimized. Upon review of same addressing any patterns of deficiency with the respective reviewing field supervisor to ensure that the matter is immediately addressed with the officer.
- M. Keeping the Watch Commander regularly informed on all matters related to the effective and efficient operation of the watch.
- N. Assuming field command responsibilities and duties when the Watch Commander is also on duty.
- O. Any other job-related duties, as assigned by the Watch Commander or higher authority, to increase the effectiveness of watch operations.
- P. Participate in neighborhood watch meetings as assigned by the Superintendent of Police or his/her designee.

By Order of:

[REDACTED] Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-05



EFFECTIVE DATE: August 1, 2018 (revised)

SUBJECT: **Duties and Responsibilities of Captain-Patrol Division**

1. PURPOSE

This order outlines the authority, duties, and responsibilities for the rank of Captain.

2. AUTHORITY

The Captain is responsible for assisting the Watch Commander with all patrol functions during their tour of duty. Captains are considered assistant watch commanders and will report directly to the Watch Commander. They will have authority over all subordinate members, including Lieutenants, Sergeants, Police Officers, and civilians who are assigned to the Patrol Division. Captains will direct or assist in directing police functions within the Patrol Division during their duty hours. Captains are accountable for their own actions as well as the performance and productivity of their subordinates. The Captains are responsible for assisting the Watch Commander with maintaining accountability, consistency, and uniformity regarding their assigned Watch.

3. GENERAL RESPONSIBILITIES

A. The Captains will:

- 1) Assist the Watch Commander in operational and administrative oversight of personnel assigned to their respective watch.
- 2) Assist the Watch Commander in personnel matters, including grievances, brought to his/her attention, as well as Human Resources related matters.
- 3) Assist the Watch Commander in the maintenance of discipline and the processing of disciplinary matters
- 4) In the absence of the Watch Commander act as the Watch Commander, with full authority and responsibility of that position
- 5) Assign and supervise the work of police officers, Sergeants, and Lieutenants on an assigned watch
- 6) Assist in or conduct roll calls which consist of inspecting personnel, issuing instructions regarding day to day police operations, providing information on crime and crime patterns, participating in the preparation and presentation of roll call training, as well as other duties related to roll calls

- 7) Assist in the dissemination of administrative policy and directives to subordinate members of the Department
- 8) Direct or assist in the direction of enforcement activities during an assigned tour of duty
- 9) Monitor field supervisors to ensure proper supervision of field personnel to maximize efficiency and effectiveness of field personnel under the direction of said field supervisors
- 10) Consult with field supervisors to ensure that crime related and community policing strategies are implemented by beat officers and supervisors
- 11) Receive complaints from individuals and provides general direction to assist in mediating that complaint or when necessary referring the matter to another Division, as appropriate
- 12) Prepare or assist in preparing schedules, attendance records, Watch Commander's Logs, or other reports as necessary or directed
- 13) Ensure that correct criminal charges are placed against suspects taken into custody during their respective watch
- 14) Monitor, assist in the monitoring and authorize, as necessary, all instances of overtime on their assigned watch during their tour of duty
- 15) Inform superiors of noteworthy conditions on their assigned watch
- 16) Monitor on a regular basis the productivity of subordinates to ensure the goals and objectives of the watch and Division are achieved
- 17) In cooperation with the Watch Commander, conduct and/or coordinate performance evaluations of personnel assigned to the Watch, as appropriate.
- 18) Review or prepare recommendations for awards and forwards said awards to the Watch Commander for further review and processing
- 19) Assist the Watch Commander in other administrative tasks as directed
- 20) Mentor subordinate supervisors and police officers
- 21) Promote excellence in all facets of providing professional law enforcement services
- 22) Provide leadership to all Division personnel with particular attention to Lieutenants and Sergeants.
- 23) Directly and indirectly oversee and supervise the work of Lieutenants, Sergeants, and police officers assigned to their Division.
- 24) Indirectly oversee and supervise all subordinate Department personnel, when necessary.
- 25) Consult with the Watch Commander as needed to ensure the goals and objectives of the assigned watch are reached
- 26) Assume field command responsibilities and duties when the Watch Commander is also on duty
- 27) Perform other such duties as directed by the Watch Commander, Assistant Deputy Supt. of Patrol, and Patrol Division Deputy Superintendent, as applicable.

4. SPECIFIC RESPONSIBILITIES

The Captains will be responsible for, but not limited to the following functions:

- A. Attend Command meeting as necessary

- B. Deploy patrol personnel in a manner which will provide the optimum level of performance within the directed patrol strategy.
- C. Respond to and assume command of major incidents, that occur during their tour of duty, directing the performance of their subordinates and coordinating the operation of all department units on scene unless or until relieved by the Watch Commander or a higher ranking officer. NOTE: The mere presence of a higher ranking officer does not relieve the Captain or the Watch Commander from command of the scene. They must be officially and specifically relieved of command responsibility by that higher ranking officer.
- D. In the absence of the Watch Commander, personally direct investigations of the following cases which involve on or off duty department personnel until relieved by the Watch Commander or a superior officer.
 - 1. Incidents involving the discharge of any weapon by department members.
 - 2. Incidents in which gunfire is directed at the police.
 - 3. Incidents in which police officers are gunshot victims or seriously injured.
 - 4. Incidents wherein person(s) are shot or injured by police officers.
 - 5. Alleged criminal or otherwise improper conduct committed by department members, whether on duty or off duty.
 - 6. Incidents wherein a charge of resisting arrest, interfering with a police officer or assault and/or battery of a police officer is placed.

NOTE: The on-duty Captain will assist the Watch Commander and have a secondary responsibility in these matters. Their responsibility will terminate upon being relieved by the on-duty Watch Commander. If they are acting as the Watch Commander, for that tour of duty, their responsibility will end upon the completion of the investigation, regardless of the hour. The responsibility will not be delegated to a subordinate or turned over to another Captain or Watch Commander unless directed to do so by a higher authority.

- E. Review, as necessary, arrest situations to determine the propriety of the charges. Informing and consulting with the Watch Commander in reviewing certain instances where charging persons with minor law violations would be counterproductive to the goals of the department and the Criminal Justice System. If an alternative to arrest (i.e., release or referral to an appropriate social service agency, etc.) better serves the department's goal, that course of action will be taken, the Captain will inform the on-duty Watch Commander and a decision will be made on the best course of action. If he/she is the Watch Commander for the day, they will make this decision. If an alternative to arrest is determined to be the best course of action the Watch Commander and/or the Captain will inform the arresting officers of the alternative course of action taken and the considerations involved in his rendering that judgment.
- F. Assist the Watch Commander in ensuring that department issued equipment, radios, vehicles etc. is properly maintained and accounted for.
- G. Conduct or assist in conducting daily informal inspections, thereby ensuring that station facilities and equipment are kept in good order and the security of the station is maintained.

- H. Assist the Watch Commander in ensuring that overtime is not abused and that all overtime has prior approval.
- I. Assist the Watch Commander in conforming to all collective bargaining agreements, general orders and department directives regarding complaints, discipline and summary punishment procedures.
- J. Assist the Watch Commander in ensuring compliance with arrestee proceedings and bail bond procedures set forth in department directives.
- K. Assist the Watch Commander in or preparation of (if the Watch Commander for that tour of duty) the Watch Commander's log summary for each shift worked. This log should include (but is not limited to the following) any person(s) brought into lockup, any charges filed against any person(s), any personnel calling in sick, and any other pertinent information that occurs during their tour of duty, to include a synopsis of any major incidents.
- L. Reviewing reports, radio dispatch, and daily activity reports (CPD/PAT038 & ADM 005), after review by their immediate supervisor, to ensure excessive time is not being spent on calls or reports and that errors are minimized. Upon review of same addressing any patterns of deficiency with the respective reviewing field supervisor to ensure that the matter is immediately addressed with the officer.
- M. Keeping the Watch Commander regularly informed on all matters related to the effective and efficient operation of the watch.
- N. Assuming field command responsibilities and duties when the Watch Commander is also on duty.
- O. Any other job-related duties, as assigned by the Watch Commander or higher authority, to increase the effectiveness of watch operations.
- P. Participate in neighborhood watch meetings as assigned by the Superintendent of Police or his/her designee.

By Order of:


Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-04

EFFECTIVE DATE: **August 1, 2018 (revised)**



SUBJECT: **Duties and Responsibilities of Watch Commander**

1. PURPOSE

This order outlines the authority, duties, and responsibilities for the rank of Watch Commander.

2. AUTHORITY

The Watch Commander is responsible for all patrol functions during their tour of duty. The Watch Commander will have authority over all officers, including, Sergeants and Lieutenants who are assigned to the Patrol Division, who will report directly to the Deputy Superintendent of Patrol. The Watch Commander will direct all police functions within the town during their duty hours. The Watch Commander is accountable for their own actions as well as the performance and productivity of their subordinates. The Watch Commander will be responsible for bringing accountability to the Patrol Division.

3. GENERAL RESPONSIBILITIES

The Watch Commander will:

- A. Direct the enforcement of all laws and ordinances within the town during their tour of duty.
- B. Apply effective management principles which will maintain a unified, efficient, enthusiastic and informed patrol force.
- C. Develop and refine the leadership potential for all Sergeants and Lieutenants under their command.
- D. Properly deal with personnel matters brought to their attention.
- E. Ensure proper appearance, conduct, and performance of duty by all of their subordinates and initiating corrective action when warranted.
- F. Enhance overall job satisfaction by striving to achieve and maintain a high level of morale.
- G. Acknowledge consistently good performance and cause appropriate recognition to be extended for outstanding achievements.

4. SPECIFIC RESPONSIBILITIES

The Watch Commander will be responsible for, but not limited to the following functions:

- A. Attendance at the Weekly Command meeting.
- B. Conducting all roll calls, unless emergencies or other police functions demand his presence elsewhere. In such instance, the next officer in command will perform this function. The roll call procedure will consist of:

1. Ensuring that roll call is conducted in a positive nature, free from any and all negativity.
 2. Inspecting personnel, noting deficiencies and taking appropriate corrective action.
 3. Issuing cogent instructions regarding day-to-day police operations.
 4. Participating in all roll call training.
- C. Deploying patrol personnel in a manner which will provide the optimum level of performance within the directed patrol strategy.
- D. Responding to and assume command of major incidents that occur during their tour of duty, directing the performance of their subordinates and coordinating the operation of all department units on scene unless relieved by a higher ranking officer.
- E. Personally directing investigations of the following cases which involve on or off duty department personnel until relieved by a superior officer.
1. Incidents involving the discharge of any weapon by department members.
 2. Incidents in which gunfire is directed at the police.
 3. Incidents in which police officers are gunshot victims.
 4. Incidents wherein person(s) are shot or injured by police officers.
 5. Alleged criminal or otherwise improper conduct committed by department members.
 6. Incidents wherein a charge of resisting arrest, interfering with a police officer or assault and/or battery of a police officer is placed.

NOTE: The on-duty Watch Commander's responsibility in these matters will terminate upon completion of the investigation, regardless of the hour. The responsibility will not be delegated to a subordinate or turned over to another Watch Commander unless directed to do so by a higher authority.

- F. Reviewing each arrest situation to determine the propriety of the charges. Certain instances of charging persons with minor law violations can be counterproductive to the goals of the department and the Criminal Justice System. If an alternative to arrest (i.e., release or referral to an appropriate social service agency, etc.) better serves the department's goal, that course of action will be taken. The Watch Commander will inform the arresting officers of the alternative course of action taken and the considerations involved in his rendering that judgment.
- G. Ensuring that department issued equipment, radios, vehicles etc. are properly maintained and accounted for.
- H. Conducting daily informal inspections, thereby ensuring that station facilities and equipment are kept in good order and the security of the station is maintained.
- I. Ensuring that overtime is not abused and that all overtime has prior approval.

- J. Conform to all collective bargaining agreements, general orders and department directives regarding complaints, disciplinary and summary punishment procedures.
- K. Ensuring compliance with arrestee proceedings, bail bond procedures set forth in department directives.
- L. Preparation of the Watch Commander's log summary for each shift worked. This log should include (but is not limited to the following) any person(s) brought into lockup, any charges filed against any person(s), any personnel calling in sick, and any other pertinent information that occurs during your tour of duty.
- M. Reviewing reports, radio dispatch, and daily activity reports (CPD/PAT038 & ADM 005) to ensure that excessive time is not being spent on calls or reports and that errors are minimized.
- N. Participate in neighborhood watch meetings as assigned by the Superintendent of Police or his/her designee.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-03

EFFECTIVE DATE: August 1, 2018 (revised)



SUBJECT: **Duties and Responsibilities of Patrol Lieutenant
Assigned to Field Duty**

1. PURPOSE

This order outlines the duties and responsibilities of Lieutenants assigned to patrol Division field duty.

2. BASIC RESPONSIBILITIES AND DUTIES OF FIELD LIEUTENANT

A. The effectiveness of first-line supervision is reflected in the performance of subordinates. Lieutenants assigned to field duty will remain cognizant of district crime experience and specific problem areas. They will coordinate field activities by direction of supervisory personnel toward resolving these problems and they will ensure the development and maintenance of an aggressive patrol force.

B. In addition, they will:

1. Develop in subordinates the knowledge, ability, and confidence to make decisions in conformance with policies.
2. Train and direct their subordinates, ensuring the achievement of basic and directed patrols.
3. Take appropriate action through sergeants when deficiencies in performance and/or equipment are observed.

3. DUTIES

A. The Field Lieutenant has the following duties:

1. Ensuring that action is taken by subordinates against crime, vice conditions and that the Watch Commander is informed of the action taken.
2. Developing aggressive preventive patrol, ensuring that sergeants monitor their subordinates' daily activity and that they are available when their assistance is required.
3. Observing responses to radio assignments by officers and sergeants and the conduct of personnel in handling assignments. Field lieutenants will ensure that sergeants respond to assignments to properly evaluate, guide and instruct their subordinates.
4. Reviewing reports, radio dispatch, and Sergeant's street supervisor daily activity report (CPD/ADM005) to ensure that excessive time is not being spent on calls or reports and those errors are minimized.

5. Submitting a daily supervisors' daily activity report (CPD/ADM005) (when not assigned as Watch Commander) recording responses to all calls you responded to and the action taken in connection with each incident.
6. Ensuring that any district which is not covered due to an unanticipated shortage of officers receives adequate coverage.
7. Participating in roll call activity with emphasis on training of subordinates. (at the Watch Commander's discretion)
8. Ensuring that supervising sergeants have checked that vehicles have been properly maintained before they are turned over to the oncoming relief.
9. Responding to incidents involving licensed premises, and ensure that the incident is handled according to existing policy and procedure.
10. Responding to all major incidents and felony in-progress calls as frequently as possible, giving special attention to the protection and processing of the crime scene.
11. Responding to any multiple arrest situations, designating arresting officers and assume responsibility for making notification to the Watch Commander as quickly as possible.
12. Take command of all subordinate personnel when he is the ranking officer at any incident to ensure coordination of activities and cooperation among units.
13. Completing Major Incident Notification Log as quickly as possible whenever any major incident occurs.
14. Personally conduct the preliminary investigation, until relieved by a commanding officer whenever a police officer is involved in a shooting incident.
15. Monitoring the progress of any internal investigation being conducted by a sergeant assigned to the watch in order to ensure a thorough, objective and expeditious completion.
16. Performing station duties quickly and efficiently and keeping time spent in the station to a minimum.

4. COOPERATION WITH OTHER DIVISIONS

Field Lieutenants will develop awareness in their personnel of available resources and will promote cooperation among members of their command with those of other units.

By Order of:



Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-02**

EFFECTIVE DATE: August 1, 2018 (revised)



SUBJECT: **Duties and Responsibilities of Patrol Sergeants
Assigned to Field Duty**

1. PURPOSE:

- A. This order outlines the duties and responsibilities of Sergeants assigned to field duty.
- B. This order does not relieve other superior officers of responsibility in the same area.

2. RESPONSIBILITIES AND DUTIES OF FIELD SERGEANTS:

- A. The effectiveness of first-line supervision is reflected in the performance of subordinates. Sergeants assigned to field duty will remain cognizant of district crime experience and specific problem areas. They will coordinate field activities by direction of patrol officer personnel toward resolving these problems and they will ensure the development and maintenance of an aggressive patrol force.
- B. Sergeants Assigned To Field Duty Have Responsibility For The Following Functions:
 - 1) Personnel Management
 - 2) Patrol Activity
 - 3) Discipline
 - 4) Administrative

3. PERSONNEL MANAGEMENT FUNCTIONS INCLUDE:

- B. Observing the appearance and actions of all subordinate department personnel who come under their scrutiny, regardless of whether they are specifically assigned to their supervision.
- C. Evaluating subordinate activities on a day to day basis, keeping in mind that they must give an honest, non-biased and fair performance evaluation on each subordinate on a semi-annual basis.
- D. Attend and participate in roll call as directed by the field Lieutenant, Watch Commander or other Commanding Officers. They will report for duty in time to observe subordinates as they report for roll call, prepare them for roll call, and assure that all assignments are filled. They will ensure that subordinates are adequately equipped and in proper condition as specified by department rules, regulations and directives.
- E. Acquainting themselves with the capabilities of all department personnel under their supervision. Uphold members who are properly performing their duty and immediately address any member who is deficient in their performance. They will deal fairly and equitably with all members and when necessary, correct a member in a dignified manner. They will acknowledge the outstanding performance of subordinates by making the appropriate recommendation for department awards.
- F. Familiarizing themselves with all subjects pertaining to the duties of a patrol officer and assist and instruct subordinates in the proper discharge of their duties.
- G. Requiring subordinates to maintain and show at all times to the public, fellow officers and supervisors, the proper decorum, respect, and dignity befitting the standards of the department.

- H. Recognizing that when flagrant failures in police operations or continuing misconduct by subordinates are discovered, that they will not seek refuge in the excuse that they were not aware of such conduct.
- I. Ensuring that subordinates respond immediately to all assignments, handle each assignment as expeditiously as possible and return to "in-service" status without delay.
- J. Ensuring that subordinates devote themselves fully to the attainment of the letter and spirit of department policy and goals and conduct themselves at all times in a manner which reflects favorably upon the department, with emphasis on personal integrity and professional devotion to law enforcement.
- K. Promoting efforts to achieve the department's goals and adhering to the department's rules and regulations, orders, and procedures.
- L. Training and guidance of their subordinates, maintaining discipline and providing leadership and supervision to ensure the efficiency of unit operations. They will give constant attention to the achievement of a high level of discipline and increasingly effective performance on the part of department personnel.

4. PATROL ACTIVITY FUNCTIONS INCLUDE:

- A. Immediately responding to all felony calls and to as many other incidents as possible, supervising any investigations. Evaluating the scene and if necessary, request any additional units that may be needed. Once the scenes are secure, evaluating personnel and direct any unassigned personnel back to an "in-service" status as soon as possible.
- B. Responding immediately to the scene of any emergency, disaster or other major incident which occurs *in their area of responsibility*.
- C. Being alert to the need for summoning specialist (detectives, evidence technicians, etc.) to crime scenes and ensuring the proper protection of crime scenes.
- D. Giving special instructions to subordinates to ensure that they take appropriate action on problems that are developing on their district/beat.
- E. Ensuring that officers do not limit their activities to handling radio assignments, but that they are actually engaged in preventive patrol, both foot and vehicular. Attention will be given to the proper performance of such on-view activities as locating stolen vehicles, curfew violations, street stops, school absentees, and making arrests for offenses committed in their presence, etc.
- F. Requiring officers to inspect licensed premises and other suspect locations frequently. When a violation is found, the supervising sergeant will ensure compliance with the existing directives on reporting violations of the law affecting town licenses.
- G. Ensuring that subordinates participate fully in traffic enforcement when it is part of their duties.
- H. Ensuring that a thorough preliminary investigation is conducted in missing children and incapacitated person incidents, precluding the need to conduct an intensive search.

5. DISCIPLINE FUNCTIONS INCLUDE:

- A. Observing the appearance, conduct, efficiency, productivity and discipline of subordinates. They will be deemed guilty of neglect of duty and inefficiency if those under their supervision are habitually lax and indifferent in the performance of their duties. They will set an example to all subordinates in integrity, sobriety, dignity, civility, discretion, skill, diligence and observation of proper conduct, and will appear neatly attired, clean in person and equipment at all times.

- B. Recommending remedial or disciplinary action for inefficient or incompetent performance. They will impose discipline according to the established procedures for less serious transgressions. Sergeants who fail to take action on transgressions they observe or which are brought to their attention will be held accountable for this failure.

6. ADMINISTRATIVE FUNCTIONS INCLUDE

- A. Keeping their Commanding officer or supervisor constantly informed, through channels, of conditions in their area of assignment. Conditions will include but not be limited to crime conditions, youth conditions, vice conditions and gang conditions, the adequacy of department vehicles and equipment and achievements or deficiencies of personnel.
- B. Collecting, reviewing and examining reports submitted by persons under their supervision to ensure proper preparation, incident classification, legibility and completeness of such report. Ensuring that all reports contain sufficient facts of the investigation including the required notifications. They will have reporting officers correct any deficiencies and then sign satisfactory reports on the space provided.
- C. Reviewing all citations issued by their subordinates paying close attention to accuracy and completeness.
- D. Preparing a street supervisor's report (CPD/ADM005) according to instructions and submitting it to the Watch Commander at the end of their tour of duty. Preparing all other documents required by department General Orders.

7. ANCILLARY RESPONSIBILITIES

- A. Sergeants assigned to field activities will perform any other duties established for them by department directives or as directed by a superior officer or their commanding officer.

By Order of:

Superintendent of Patrol

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 21-01-01**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **JOB TASK ANALYSIS AND CLASSIFICATION**

1. POLICY

- a. The Cicero Police Department is committed to a fair, impartial and validated hiring and promotion system.
- b. Job Task Analysis provides the foundation for a wide variety of personnel, administration, and management functions.
- c. The Cicero Board of Police, Fire and Public Safety Commissioners (board) is responsible for testing, employing, discharging and promoting Cicero police officers.
- d. The department will assist the board, including any persons or organizations it may contract with to assist in job task analysis, in developing and maintaining a written job analysis and classification plan encompassing each sworn position in the department.
- e. The department will assist the Town of Cicero Human Resources Director in maintaining position descriptions for non-sworn employees.

2. PROCEDURES

a. **Task analysis**

- 1) The comprehensive, objective data generated by task analysis provides strong evidence in legal and judicial proceedings concerning the town hiring and promotion programs.
- 2) The Deputy Superintendent of Administration will have the overall responsibility for coordinating task analysis related department activities with those of the board.
- 3) The Deputy Superintendent of Administration will maintain copies of the analysis.
- 4) These analyses generally include, but may not be limited to:
 - a) The work behaviors (duties, responsibilities, functions, tasks, etc.).
 - b) The frequency with which the work behavior occurs.
 - c) The criticality of the job-related skills, knowledge and abilities.

b. **Classification**

1) The job classification plan includes at least the following:

- a) Categorizing jobs by class on the basis of similarities in duties, responsibilities, and qualification requirements (normally, each sworn rank will be a class);
- b) Class specifications for every job within a class;
- c) Provisions for relating compensation to class; and
- d) Provisions for reclassification (promotion).

- 2) Class specifications for sworn officers will be based upon the job task analysis.
- c. Job descriptions
- 1) Each member of the department will be provided a copy of their job description when starting their position and whenever it changes.
 - 2) Each supervisor will be issued job descriptions for personnel under their control, and their immediate supervisor, in addition to their own.

By order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-01-01**



EFFECTIVE DATE: April 1, 2019 (revised)

SUBJECT: **COMPENSATION**

1. POLICY

- a. The Cicero Police Department follows established Town rules and guidelines and/or applicable collective bargaining agreements, regarding compensating employees of the department.

2. PROCEDURES

- a. All Sworn personnel compensation decisions relating to the following areas will be in accordance with the appropriate labor agreements.
 - 1) Salary level upon completion of probationary period.
 - 2) Salary differential within ranks.
 - 3) Salary differential between ranks.
- b. The compensation policy for sworn members not represented by a bargaining unit and non-sworn members of the police department is on file with the Town of Cicero, Human Resources Department.
- c. The overtime policy for members covered by labor agreements can be found in a current copy of that document.

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-09

EFFECTIVE DATE: August 1, 2018



SUBJECT: **Duties and Responsibilities of
First Deputy Superintendent**

1. PURPOSE

This order outlines the authority, duties, and responsibilities for the First Deputy Superintendent.

2. AUTHORITY

The First Deputy Superintendent is part of the Office of the Superintendent of Police and he reports directly to the Superintendent. In the absence or incapacitation of the Superintendent of Police, the 1st Deputy Superintendent of Police will act as the Superintendent in all matters and responsibilities. The First Deputy Superintendent is responsible for assisting the Superintendent of Police in any matters the Superintendent deems necessary.

3. GENERAL RESPONSIBILITIES

The First Deputy Superintendent will:

- A. Oversee and manage, together with the Superintendent of Police, all shift and police personnel.
- B. Assist the Superintendent of Police with administrative duties.
- C. Provide direction to the Deputy Superintendents.
- D. Establish and coordinate liaison activities and cooperative efforts with government officials, outside law enforcement agency administrators, civic groups, community organizations and entities, groups and/or individuals and represent the Department before individuals, groups, and outside government officials.
- E. Coordinate assignments within the Department to ensure that efficient and effective utilization of personnel and resources and review the same with the Superintendent of Police.

4. SPECIFIC RESPONSIBILITIES

The First Deputy Superintendent will be responsible for:

- A. Represent the Superintendent of Police in his or her absent or as otherwise required by the Superintendent of Police.
- B. Attend Weekly Command meeting.
- C. Oversee the Department's accident review board and the Town's civilian accident review board.

- D. Oversee and work closely with the chairman of all interdepartmental committees.
- E. Research and develop new programs, strategies, and policies to best suit the Department with the goals, objectives, and mission set forth by the Superintendent of Police.
- F. Supervise LEADS certified parking enforcement officers and LEADS certified violations clerks, which include providing them with orders and training.
- G. Review policies, practices, and procedures of the Department
- H. Assist in ensuring that decisions are made pursuant to policies and procedures of the police Department.
- I. Review and evaluation of all programs and services and prepare recommendations to the Superintendent of Police regarding the same.
- J. Monitor law enforcement activities within the Town to ensure compliance with the goals, objectives, and mission set forth by the Superintendent of Police.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 21-01-08

EFFECTIVE DATE: October 15, 2018

SUBJECT: Community Service Officers



1. PURPOSE:

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

2. POLICY:

- 1) The Community Service Officer Division is designed to assist the Cicero Police Department in performing all the tasks and services which are necessary to service the citizens and businesses of the Town of Cicero. Their assistance will provide relief to the Patrol Division in order that the Patrol Officer can better provide police services and functions to the residences of the Town of Cicero.
- 2) Personnel assigned to the Community Service Division are non-sworn, unarmed, paraprofessional, civilian employees. Community Service Employees DO NOT have the authority to carry firearms or have the powers of arrest.
- 3) The rank structure of the Community Service Officer Division will consist of the following:
 - a. Director
 - b. First Deputy Superintendent
 - c. Deputy Superintendent
 - d. Executive Officer of Community Service Division
- 4) No Community Service Officer, regardless of their rank, shall have authority over sworn police officers of the Cicero Police Department and they shall not be considered superior to any full-time or part-time fully sworn, certified Cicero Police Officer.
- 5) All Community Service Officers, regardless of their rank, will function under the command of the on-duty Watch Commander of the Cicero Police Department. They will obey, without delay, all orders or requests from any on-duty Police Officer. In the event that a Community Service Officer receives conflicting orders from a Community Service Supervisor and a fully sworn member of the Cicero Police Department, that Community Service Officer should respectfully inform the officer of the conflicting order, if the officer does not alter or retract the conflicting order, the Community Service Officer will obey the order from the fully sworn officer.
- 6) Community Service Officers are required to comply with the orders, policies, procedures, rules and regulations of the Cicero Police Department. They are required to conduct their duties in a courteous and professional manner in all dealings and interactions with the public and department personnel.
- 7) Community Service Officers will not work in excess of 24 hours in any seven (7) day work period.

- 8) Community Service Officers will wear the prescribed uniform as set forth by the Superintendent of Police. The prescribed uniform and insignia worn by the Community Service Officer shall be distinguished and different from those worn by members of the official Cicero Police Department. Under no circumstances, should any Community Service Officer, regardless of their rank, wear anything in their uniform that identifies them as an officially sworn Cicero Police Officer.
- 9) When instructed by Dispatch, or a Police Supervisor, Community Service Officers will initiate official Cicero Police Department reports for non-emergency incidents. These reports will be limited to reports that will not require immediate follow up criminal investigation or arrest processing.

3. LIMITS OF AUTHORITY:

- 1) Community Service Officers will not be assigned any calls involving the investigation of a criminal incident or issue. They will immediately call for a sworn police officer to take responsibility of any assignment they respond to if the circumstances indicate a sworn police officer is required. Community Service Officer's observations of any criminal or traffic incident are to be reported to the police officer responding to the scene or conducting the investigation.
- 2) Community Service Officers shall NOT be assigned to/or become involved in any assignment or investigation which requires the use of force.
- 3) Community Service Officers shall obey all traffic laws and shall NOT drive with emergency equipment in operation.
- 4) Community Service Officers shall NOT respond to crimes-in-progress calls.

4. DIVISION SUPERVISORS:

- 1) Community Service Division Supervisor's will consist of:
 - a. Director of the Community Service Division
 - b. First Deputy Superintendent of the Community Service Division
 - c. Deputy Superintendent of Community Service Division (two positions)
 - d. Executive Community Service Officer
- 2) These supervisory positions shall be full time, non-sworn positions.
- 3) The Director of Community Service shall report directly to the Superintendent of Police or his designee. The First Deputy Superintendent of Community Service shall report directly to the Director of Community Service and shall be subject to the direction and control of the Superintendent of Police or his designee.
- 4) The Director of Community Service, the First Deputy Superintendent of Community Service, the Deputy Superintendent of Community Service, and the Executive considered sworn members of the Cicero Police Department.
- 5) The Director of Community Service, the First Deputy Superintendent of Community Service, the Deputy Superintendents of Community Service, and the Executive Community Service Officer shall have the powers, duties, and obligations set forth in sections 3.1-30-20 and 3.1-15-25 of the Illinois Municipal Code (65 ILCS 5/3. 1-30-20; 65 ILCS 5/3. 1-15-25) and they shall be considered Auxiliary Police Officers without Conservators of the peace power.
- 6) Identification symbols worn by The Director of Community Service, the First Deputy Superintendent of the Community Service, the Deputy Superintendents of Community Service, and the Executive Community Service Officer shall be different and distinct from those used by sworn members of the Cicero Police Department. Said identification symbol shall be approved by the Superintendent of Police and must distinctly identify them as Auxiliary Police Officers. Under no circumstances, should any Community Service Officer, regardless of their rank, wear anything on their uniform that identifies them self as a fully sworn Cicero Police Officer.

5. SUPERVISORY RESPONSIBILITIES:

- 1) The Director of Community Service shall be classified as the commanding officer of the division. The Director of Community Service shall at all times provide command authority, and adhere to the highest standards of professionalism.
- 2) The Director of Community Service will delegate to the supervisory Community Service Officer's specific responsibilities, tasks and assignments to achieve the division's functions and objectives.
 - a. Promulgate orders for the Community Service personnel under their command and interpret the division's rules and regulations, including additional department policies, procedures or contractual bargaining agreements, relevant to operations of the Community Service Officer's.
 - b. Assure that proper scheduling and proper Community Service Officer coverage is provided at all times.
 - c. Monitor conditions of duty for personnel under unit command and take necessary steps to improve deficient operations.
 - d. Inspect officers under his command to determine if unit rules, regulations, and proper procedures are being followed.

6. SPECIFIC RESPONSIBILITIES OF COMMUNITY SERVICE OFFICER:

- 1) In addition to the general and individual responsibilities of all members and employees, the Community Service Officer is responsible for the following:
 - a. The Community Service Officer shall listen attentively to orders and instructions of the superior officer and read such material as are made available to them.
 - b. Prior to performing their duties, Community Service Officer's will sign in for duty on a "Daily Sign-In Sheet" provided at their duty briefings.
- 2) Inspect the assigned Community Service Officer vehicle or any other assigned equipment and report new or unreported damage prior to leaving the police headquarters. Any such discrepancies shall be noted and/or reported to the on-duty shift Watch Commander.
- 3) Complete assigned reports for incidents accurately utilizing the proper report forms.

7. GENERAL RESPONSIBILITIES:

- 1) Document and report suspected criminal/gang activity to the Cicero Police Department.
- 2) Aid and direct traffic within the Town and assist with school crossing and school dismissals when directed by a supervisor.
- 3) Assist in the management and/or training of Emergency Service and Disaster Agency personnel and aid in the control of natural or manmade disasters when directed by a supervisor.
- 4) Provide assistance in the event of a civil disorder occurs as directed by a supervisor.
- 5) Assist the regular Department of Police with clerical work, desk duties and bond hearings.
- 6) Enforce parking ordinances and local ordinances throughout the town, including ordinances regulating municipal parking lots, metered parking areas, permit parking lots, overnight parking and all other areas where signs are posted and require enforcement.
- 7) Install and remove locks from vehicles and perform initial and follow-up investigations on abandoned vehicles, including the proper reports and/or having the vehicles towed.
- 8) Transport town vehicles for repair and maintenance work
- 9) Perform special assignments as assigned by a supervisor.

- 10) Handle complaints regarding domestic and wild animals that require capture and transportation to the authorized animal shelter facility.
- 11) Document, photograph and remove and/or report vandalism and graffiti to Public Works Department.
- 12) Report defective town equipment, dangerous equipment, and public ways that are in need of repair, including street lights, traffic signals, streets and sidewalks, to the proper town department.
- 13) Patrol alleys and other public ways for the well-being and welfare of the town.
- 14) Investigate building permit violations and report the same to the Building Department.
- 15) Provide security at block parties to ensure that block parties are carried out in a safe and peaceful manner.
- 16) Enforce garage sale permits
- 17) Will initiate general report forms (GRF) per Department policy.

8. TRAINING AND EQUIPMENT:

- 1) Community Service Officers will be authorized to carry Oleoresin Capsicum Spray and Handcuffs in order to protect themselves or others from what is reasonably believed to be an imminent threat of physical injury.
- 2) Prior to being authorized to carry Oleoresin Capsicum Spray or Handcuffs, Community Service Officers must successfully complete a Department approved training course in the following areas:
 - a. Use of Force
 - b. Oleoresin Capsicum Spray
 - c. Emergency Handcuffing
 - d. Speed-Cuffing

Authorized By:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-06



EFFECTIVE DATE: November 1, 2014

REVIEW DATE: November 1, 2016

SUBJECT: **Duties and Responsibilities of Assistant Deputy Superintendent (ADS)-Patrol Division**

I. PURPOSE

This order outlines the authority, duties and responsibilities for the rank of Assistant Deputy Superintendent (ADS)- Patrol Division

II. AUTHORITY

The Assistant Deputy Superintendent is responsible for assisting the Deputy Superintendent of Patrol with all operational and administrative functions of the Division and other duties as directed by the Deputy Superintendent of Patrol. The ADS of Patrol will have direct authority over all subordinate members, including Commanders, Lieutenants, Sergeants, Police Officers, and civilians who are assigned to the Patrol Division, as well as indirect authority over all subordinate members of the Department from other Divisions in the absence of command personnel of that respective Division. The ADS of Patrol will direct or assist in directing police functions within the Patrol Division. The ADS of Patrol is accountable for their own actions as well as the performance and productivity of their subordinates. The ADS of Patrol reports directly to the Deputy Superintendent of the Patrol Division and is responsible with assisting the Deputy Superintendent of Patrol with maintaining accountability, consistency, and uniformity in the Patrol Division.

III. GENERAL RESPONSIBILITIES

The ADS of Patrol will:

1. Assist in the management of resources of the Patrol Division
2. Assist in the development of policy and practices that assists the Division in reaching compliance with Department goals and objectives.
3. Monitor all facets of Division activities and assist the Deputy Superintendent with oversight of those activities.
4. Regularly meet with the Deputy Superintendent to coordinate Division work objectives
5. Assist in the development of a unified, disciplined, and well informed Division through leadership, example, and direction.
6. Ensure that decisions are made pursuant to Department policies, orders, and procedures.

7. Review significant incidents occurring in the Town of Cicero and within the scope of the Division and briefs the Deputy Superintendent in a timely manner, when required.
8. Assist in the review and formulation of Department policy and procedures and makes recommendations for change within the Division, when needed, to increase the efficiency
9. Review Division disciplinary matters and other personnel matters and makes recommendations, as necessary, to the Deputy Superintendent.
10. Review reports of subordinate members, as they proceed through the chain of command and makes recommendations for corrections, as needed.
11. Review new programs and services to recommend for implementation to the Deputy Superintendent.
12. Represent the Department before groups, individuals, the media, or government officials, as directed by the Deputy Superintendent, to interpret and support Department policies and procedures
13. Oversee the Watch Commanders and all Department members assigned to those watches to assist the Deputy Superintendent in ensuring consistency, accountability, and continuity of operations.
14. Mentor subordinate supervisors and police officers
15. Promote excellence in all facets of providing professional law enforcement services
16. Provide leadership to all Division personnel with particular attention to Watch Commanders and Captains
17. In the absence of the Deputy Superintendent he/she will command overall operations of the Division, with full authority and responsibility of that position
18. Directly oversee and supervises the work of Watch Commanders, Captains, Lieutenants, Sergeants, and police officers assigned to their Division.
19. Indirectly oversee and supervise all subordinate Department personnel, when necessary.
20. Attend roll calls, as needed, to ensure proper adherence to Department policy and directives and to oversee roll call related matters.
21. Assist the Deputy Superintendent with development of mechanisms to ensure accountability for and proper use of Division resources
22. Perform other duties as directed by the Deputy Superintendent (or the Supt of Police if assigned to the Office of the Supt of Police)

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02**

EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017



SUBJECT: Uniforms (Vest Police Identification-Rear) Addendum B



Exempt Rank Officers

Sergeant & Lieutenant

Police Officers
Detectives
Tactical Officers

To be displayed on rear panel of Protective Vest

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 Addendum C**

EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017

SUBJECT: Vest Police Stars



**Dep. Superintendent/Asst. Deputy Supt
Commander/Captain**



Superintendent/First Dep. Superintendent



Patrol Officer/Detective/Tactical Officer



Lieutenant/Sergeant

CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 Addendum A



EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017

SUBJECT: Department Uniform/Equipment Configurations

Purpose: This addendum sets forth seasonal uniform requirements for Department personnel while in uniform.

Uniformed Sworn Personnel Abbreviation Identifier:	Spring/Summer	Fall/Winter	Dress
R= Required			
O=Optional(1)			
A=Alternate (may be used in place of required item) (1)			
Item Description: (see G.O. 22-02-02 for specifications)			
Ammunition (extra magazines and rounds as specified in General Order 01-03-02)	R	R	O
Awards	O	O	O
Ball Point Pen: Black ink	R	R	R
Body Armor	R	R	O
Coats:			
Blouse (black)			R/O (2)
Field Coat/Jacket (black)		R	
Rain Coat (black)	R	R	O
Leather Jacket (black)		A	
Caps:			
Round Five Star (black)	R	R	R
"Watch cap" - as specified by Dept.			
Cap rain cover (inclement weather only- worn with Five Star cap only)	R	R	O
Ear Warmers: (black) - as specified by Dept.		O	
Firearm: as specified in General Order 01-03-02	R	R	R
Footwear:			
Shoes-black leather/plain toe/lace	R	R	R
"Gym shoe style"- (black) as specified by Dept.	O	O	
Overshoes- quarter/half/ full (black) – inclement weather only	O	O	O
Boots (Half and full)- black leather with laces or side zipper only	O	O	
Gloves:			
Leather (black)		O	O
White cloth (Funeral or memorial service only)			O
Identification Card: Department issued	R	R	R
Spring/Summer	Fall/Winter	Dress	
Valid Illinois FOID Card	R	R	R
Valid Illinois Driver's License	R	R	R
Insignia:			
Star	R	R	R
Department & Town Shoulder Patch	R	R	R
Name plate- outer garment-(wearer's correct last name)	R	R	R
Service bars and stars (Field coat/jacket and dress blouse only)		R	R

Mourning band for star – (worn during a period of remembrance only- as specified by Dept.)	O	O	O
Leather Gear: (Black Basket-Weave-leather)			
Trouser Belt	R	R	R
Duty Belt (Sam Brown style)	R	R	O
Patrol Silver Belt Buckle/Field			
Supervisors Brass Belt Buckle			
Holster (level 1, 2 or 3 retention)	R	R	R
Double Magazine/speed loader case	R	R	O
Handcuff case	R	R	O
Key Strap/Ring	O	O	O
OC Spray carrier/OC Spray (only if certified)	R	R	O
Expandable baton	R	R	O
Four belt keepers	R	R	O
Radio microphone strap	R	R	O
Radio case	R	R	O
Radio (Department Issued)	R	R	O
Taser	R	R	R
Neckties: Black			
Men: (full length- clip on)		R	R
Women (full length- clip on)		R	R
Women- crisscross style		A	A
Shirts: as specified by department			
Police Officer (blue)- Polyester long/short sleeve	R	R	R
Sergeant rank & above (white)- same as P.O.	R	R	R
Socks: (calf length, plain black or white if under boots)	R	R	R
Sweaters: Black- as specified by the Dept.			
As an outer garment			
Unexposed		O	
Tie Clip: When a tie is worn		O	O
Trousers: Black polyester	R	R	R
Black Class B/Six Pocket/Cargo Style (as prescribed)	A	A	
Turtleneck/Mock Turtleneck or "Dickie": (not to be worn with tie)			
Police Officers- as specified by Dept.		A	
Sergeants/above- as specified by Dept.		A	

(1) Alternate and Optional Items are not covered under initial issue agreement in CBA's

(2) Exempt members: Required Lieutenants and below: Optional

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 22-02-01

EFFECTIVE DATE: April 1, 2019 (revised)



SUBJECT: **BENEFITS**

1. POLICY

The Cicero Police Department provides and describes benefits offered to employees.

2. PROCEDURE:

a. The leave program includes, but may not be limited to, the following leaves:

1) Leave:

a) The leave program for sworn officers represented by the collective bargaining units is described in the current collective bargaining contract, and may include, and/or not be limited to, the following.

- 1) Leaves of absence
 - i. Funeral leave.
 - ii. Military leave.
 - iii. Educational leave.
- 2) Sick leave
 - i. Illness
 - ii. Work related injury
 - iii. Family and medical leave
 - iv. Disability leave
 - v. Maternity leave.
- 3) Holiday
- 4) Personal days
- 5) Vacation

b) Leave for all other employees is governed by the provisions found in the Town of Cicero Employee Handbook, and will be consistent with all applicable state and federal law.

2) Sick Leave:

- a) Sick leave is not considered a privilege that employees may use at their discretion, but shall be allowed only in case of medical necessity or actual sickness of the employee.
- b) An employee is not permitted to work supplemental employment during the same time period/shift that sick leave is taken.
- c) Employees on extended medical leave are not permitted to work supplemental employment during the leave period.
- d) Employees on light duty are not permitted to supplemental employment.

e) The department may require physician statements for:

- i. Sick leave.
- ii. Light duty.
- iii. Disability leave.
- iv. Maternity leave.
- v. Family Medical Leave Act (FMLA)
- vi. Other medical related leave situations.

f) Employee responsibilities:

- i. Employees who are sick or injured will notify their supervisor or the on-duty shift commander as soon as they can, but in all circumstances, no less than at least one hour prior to their scheduled reporting time. When the supervisor is notified, he will notify the shift commander.
- ii. The supervisor/on-duty shift commander will document the call and forward that to the appropriate shift or unit supervisor.
- iii. Sick or injured employees scheduled to appear in court:
 - 1. The employee will notify the on-duty shift commander of their inability to attend no later than one hour prior to the scheduled court conference or any court appearance.
 - 2. The shift commander will document the call, and notify the court officer as soon as possible either in-person or by telephone, and log the notification.

3) Disability Leave:

- a) Disability leave may be granted to an employee who requires an extended time period to recuperate, in accord with collective bargaining agreements or town policies and procedures, and applicable law.
- b) A request for disability leave will be in writing, and be accompanied by a written doctor's statement that indicates the nature of the injury/ailment and an estimated date to return to active duty.
- c) When the employee's absence may affect court activities or case follow-up, the employee's supervisor will advise the court officer and will ensure another officer assumes the employee's case responsibilities.

b. Retirement benefits

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

c. Health and insurance benefits

- 1) The Town of Cicero provides medical and dental insurance programs covering all regular full-time employees and their dependents.
- 2) Information on employee health and dental insurance benefits can be found in the applicable collective bargaining agreement or Town of Cicero Employee Handbook.

d. Disability and death benefits:

- 1) Disability and death benefits for department employees are governed by the provisions of the Town of Cicero Employee Handbook, the pension fund to which the employee belongs, and, if applicable, a labor agreement with the Town of Cicero.

e. Personnel support services

- 1) The Town of Cicero offers an Employee Assistance Program.
- 2) Information on the program can be found in the Employee Handbook or through direct contact with the Town of Cicero Human Resource Coordinator.
- 3) See Department General Order 26-01-09 entitled *Employee Assistance Program, Professional-Counseling Services*.
- 4) Peer Support Program

f. Liability protections

- 1) Department employees are indemnified, provided certain conditions are met, from liability in accordance with as required by the provisions of the Illinois Compiled Statutes which include:
 - a) 65 ILCS 5/1-4-6, Indemnification from injuries caused by police officer - - Notice - - Liability for injuries incurred while assisting police officer.
 - b) 65 ILCS 5/, 1-4-8, Riots or civil disturbances-Assistance from other municipalities - - Liability of requesting municipality - - Powers of officers - - Liability insurance.
 - c) 745 ILCS 10/2-101 et seq., Immunity of Public Employees.
 - d) 745 ILCS 10/2-302, Indemnification of Public Employees.745 ILCS 10/4-102 et seq., Police Protection.
 - e) 745 ILCS 10/9-102 et seq. Payment of judgments or settlements.
- 2) Employees will notify the superintendent, through the chain of command, any time they are notified of a civil suit pending against them, which arose out of actions taken as a town employee. A copy of the notice of process will be forwarded to the superintendent and the employee involved will keep the original.
- 3) The superintendent's office will notify the town legal department of the action.

g. Educational benefits

- 1) The Town of Cicero provides educational benefits in the form of tuition reimbursement.
- 2) Provisions for the tuition reimbursement can be found in the applicable collective bargaining agreement or the Town of Cicero Employee Handbook.
- 3) The Town of Cicero may provide additional educational incentives through payment of an educational cash bonus for advanced education. Employees should direct inquiries regarding this program to the deputy superintendent of administration.

h. Death or serious injury

- 1) The department will establish a standard operating procedure for guidance when an employee is killed or seriously injured in the line of duty.
- 2) The superintendent will appoint such liaisons to the family as may be necessary to assist with various arrangements, benefits, etc.

- i. Uniforms - See GO 22-02-02 "Uniforms" for information regarding the provision of sworn uniform items.

By Order of:

[Redacted]
Superintendent of Police [Redacted]

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-01-01**

EFFECTIVE DATE: April 1, 2019 (revised)



SUBJECT: COMPENSATION

1. POLICY

- a. The Cicero Police Department follows established Town rules and guidelines, and/or applicable collective bargaining agreements, regarding compensating employees of the department.

2. PROCEDURES

- a. All Sworn personnel compensation decisions relating to the following areas will be in accordance with the appropriate labor agreements.
 - 1) Salary level upon completion of probationary period.
 - 2) Salary differential within ranks.
 - 3) Salary differential between ranks.
- b. The compensation policy for sworn members not represented by a bargaining unit and non-sworn members of the police department is on file with the Town of Cicero, Human Resources Department.
- c. The overtime policy for members covered by labor agreements can be found in a current copy of that document.

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 21-01-09

EFFECTIVE DATE: August 1, 2018



SUBJECT: **Duties and Responsibilities of
First Deputy Superintendent**

1. PURPOSE

This order outlines the authority, duties, and responsibilities for the First Deputy Superintendent.

2. AUTHORITY

The First Deputy Superintendent is part of the Office of the Superintendent of Police and he reports directly to the Superintendent. In the absence or incapacitation of the Superintendent of Police, the 1st Deputy Superintendent of Police will act as the Superintendent in all matters and responsibilities. The First Deputy Superintendent is responsible for assisting the Superintendent of Police in any matters the Superintendent deems necessary.

3. GENERAL RESPONSIBILITIES

The First Deputy Superintendent will:

- A. Oversee and manage, together with the Superintendent of Police, all shift and police personnel.
- B. Assist the Superintendent of Police with administrative duties.
- C. Provide direction to the Deputy Superintendents.
- D. Establish and coordinate liaison activities and cooperative efforts with government officials, outside law enforcement agency administrators, civic groups, community organizations and entities, groups and/or individuals and represent the Department before individuals, groups, and outside government officials.
- E. Coordinate assignments within the Department to ensure that efficient and effective utilization of personnel and resources and review the same with the Superintendent of Police.

4. SPECIFIC RESPONSIBILITIES

The First Deputy Superintendent will be responsible for:

- A. Represent the Superintendent of Police in his or her absent or as otherwise required by the Superintendent of Police.
- B. Attend Weekly Command meeting.
- C. Oversee the Department's accident review board and the Town's civilian accident review board.

- D. Oversee and work closely with the chairman of all interdepartmental committees.
- E. Research and develop new programs, strategies, and policies to best suit the Department with the goals, objectives, and mission set forth by the Superintendent of Police.
- F. Supervise LEADS certified parking enforcement officers and LEADS certified violations clerks, which include providing them with orders and training.
- G. Review policies, practices, and procedures of the Department
- H. Assist in ensuring that decisions are made pursuant to policies and procedures of the police Department.
- I. Review and evaluation of all programs and services and prepare recommendations to the Superintendent of Police regarding the same.
- J. Monitor law enforcement activities within the Town to ensure compliance with the goals, objectives, and mission set forth by the Superintendent of Police.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 21-01-08

EFFECTIVE DATE: October 15, 2018

SUBJECT: Community Service Officers



1. PURPOSE:

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

2. POLICY:

- 1) The Community Service Officer Division is designed to assist the Cicero Police Department in performing all the tasks and services which are necessary to service the citizens and businesses of the Town of Cicero. Their assistance will provide relief to the Patrol Division in order that the Patrol Officer can better provide police services and functions to the residences of the Town of Cicero.
- 2) Personnel assigned to the Community Service Division are non-sworn, unarmed, paraprofessional, civilian employees. Community Service Employees DO NOT have the authority to carry firearms or have the powers of arrest.
- 3) The rank structure of the Community Service Officer Division will consist of the following:
 - a. Director
 - b. First Deputy Superintendent
 - c. Deputy Superintendent
 - d. Executive Officer of Community Service Division
- 4) No Community Service Officer, regardless of their rank, shall have authority over sworn police officers of the Cicero Police Department and they shall not be considered superior to any full-time or part-time fully sworn, certified Cicero Police Officer.
- 5) All Community Service Officers, regardless of their rank, will function under the command of the on-duty Watch Commander of the Cicero Police Department. They will obey, without delay, all orders or requests from any on-duty Police Officer. In the event that a Community Service Officer receives conflicting orders from a Community Service Supervisor and a fully sworn member of the Cicero Police Department, that Community Service Officer should respectfully inform the officer of the conflicting order, if the officer does not alter or retract the conflicting order, the Community Service Officer will obey the order from the fully sworn officer.
- 6) Community Service Officers are required to comply with the orders, policies, procedures, rules and regulations of the Cicero Police Department. They are required to conduct their duties in a courteous and professional manner in all dealings and interactions with the public and department personnel.
- 7) Community Service Officers will not work in excess of 24 hours in any seven (7) day work period.

- 8) Community Service Officers will wear the prescribed uniform as set forth by the Superintendent of Police. The prescribed uniform and insignia worn by the Community Service Officer shall be distinguished and different from those worn by members of the official Cicero Police Department. Under no circumstances, should any Community Service Officer, regardless of their rank, wear anything in their uniform that identifies them as an officially sworn Cicero Police Officer.
- 9) When instructed by Dispatch, or a Police Supervisor, Community Service Officers will initiate official Cicero Police Department reports for non-emergency incidents. These reports will be limited to reports that will not require immediate follow up criminal investigation or arrest processing.

3. LIMITS OF AUTHORITY:

- 1) Community Service Officers will not be assigned any calls involving the investigation of a criminal incident or issue. They will immediately call for a sworn police officer to take responsibility of any assignment they respond to if the circumstances indicate a sworn police officer is required. Community Service Officer's observations of any criminal or traffic incident are to be reported to the police officer responding to the scene or conducting the investigation.
- 2) Community Service Officers shall NOT be assigned to/or become involved in any assignment or investigation which requires the use of force.
- 3) Community Service Officers shall obey all traffic laws and shall NOT drive with emergency equipment in operation.
- 4) Community Service Officers shall NOT respond to crimes-in-progress calls.

4. DIVISION SUPERVISORS:

- 1) Community Service Division Supervisor's will consist of:
 - a. Director of the Community Service Division
 - b. First Deputy Superintendent of the Community Service Division
 - c. Deputy Superintendent of Community Service Division (two positions)
 - d. Executive Community Service Officer
- 2) These supervisory positions shall be full time, non-sworn positions.
- 3) The Director of Community Service shall report directly to the Superintendent of Police or his designee. The First Deputy Superintendent of Community Service shall report directly to the Director of Community Service and shall be subject to the direction and control of the Superintendent of Police or his designee.
- 4) The Director of Community Service, the First Deputy Superintendent of Community Service, the Deputy Superintendent of Community Service, and the Executive considered sworn members of the Cicero Police Department.
- 5) The Director of Community Service, the First Deputy Superintendent of Community Service, the Deputy Superintendents of Community Service, and the Executive Community Service Officer shall have the powers, duties, and obligations set forth in sections 3.1-30-20 and 3.1-15-25 of the Illinois Municipal Code (65 ILCS 5/3. 1-30-20; 65 ILCS 5/3. 1-15-25) and they shall be considered Auxiliary Police Officers without Conservators of the peace power.
- 6) Identification symbols worn by The Director of Community Service, the First Deputy Superintendent of the Community Service, the Deputy Superintendents of Community Service, and the Executive Community Service Officer shall be different and distinct from those used by sworn members of the Cicero Police Department. Said identification symbol shall be approved by the Superintendent of Police and must distinctly identify them as Auxiliary Police Officers. Under no circumstances, should any Community Service Officer, regardless of their rank, wear anything on their uniform that identifies them self as a fully sworn Cicero Police Officer.

5. SUPERVISORY RESPONSIBILITIES:

- 1) The Director of Community Service shall be classified as the commanding officer of the division. The Director of Community Service shall at all times provide command authority, and adhere to the highest standards of professionalism.
- 2) The Director of Community Service will delegate to the supervisory Community Service Officer's specific responsibilities, tasks and assignments to achieve the division's functions and objectives.
 - a. Promulgate orders for the Community Service personnel under their command and interpret the division's rules and regulations, including additional department policies, procedures or contractual bargaining agreements, relevant to operations of the Community Service Officer's.
 - b. Assure that proper scheduling and proper Community Service Officer coverage is provided at all times.
 - c. Monitor conditions of duty for personnel under unit command and take necessary steps to improve deficient operations.
 - d. Inspect officers under his command to determine if unit rules, regulations, and proper procedures are being followed.

6. SPECIFIC RESPONSIBILITIES OF COMMUNITY SERVICE OFFICER:

- 1) In addition to the general and individual responsibilities of all members and employees, the Community Service Officer is responsible for the following:
 - a. The Community Service Officer shall listen attentively to orders and instructions of the superior officer and read such material as are made available to them.
 - b. Prior to performing their duties, Community Service Officer's will sign in for duty on a "Daily Sign-In Sheet" provided at their duty briefings.
- 2) Inspect the assigned Community Service Officer vehicle or any other assigned equipment and report new or unreported damage prior to leaving the police headquarters. Any such discrepancies shall be noted and/or reported to the on-duty shift Watch Commander.
- 3) Complete assigned reports for incidents accurately utilizing the proper report forms.

7. GENERAL RESPONSIBILITIES:

- 1) Document and report suspected criminal/gang activity to the Cicero Police Department.
- 2) Aid and direct traffic within the Town and assist with school crossing and school dismissals when directed by a supervisor.
- 3) Assist in the management and/or training of Emergency Service and Disaster Agency personnel and aid in the control of natural or manmade disasters when directed by a supervisor.
- 4) Provide assistance in the event of a civil disorder occurs as directed by a supervisor.
- 5) Assist the regular Department of Police with clerical work, desk duties and bond hearings.
- 6) Enforce parking ordinances and local ordinances throughout the town, including ordinances regulating municipal parking lots, metered parking areas, permit parking lots, overnight parking and all other areas where signs are posted and require enforcement.
- 7) Install and remove locks from vehicles and perform initial and follow-up investigations on abandoned vehicles, including the proper reports and/or having the vehicles towed.
- 8) Transport town vehicles for repair and maintenance work
- 9) Perform special assignments as assigned by a supervisor.

- 10) Handle complaints regarding domestic and wild animals that require capture and transportation to the authorized animal shelter facility.
- 11) Document, photograph and remove and/or report vandalism and graffiti to Public Works Department.
- 12) Report defective town equipment, dangerous equipment, and public ways that are in need of repair, including street lights, traffic signals, streets and sidewalks, to the proper town department.
- 13) Patrol alleys and other public ways for the well-being and welfare of the town.
- 14) Investigate building permit violations and report the same to the Building Department.
- 15) Provide security at block parties to ensure that block parties are carried out in a safe and peaceful manner.
- 16) Enforce garage sale permits
- 17) Will initiate general report forms (GRF) per Department policy.

8. TRAINING AND EQUIPMENT:

- 1) Community Service Officers will be authorized to carry Oleoresin Capsicum Spray and Handcuffs in order to protect themselves or others from what is reasonably believed to be an imminent threat of physical injury.
- 2) Prior to being authorized to carry Oleoresin Capsicum Spray or Handcuffs, Community Service Officers must successfully complete a Department approved training course in the following areas:
 - a. Use of Force
 - b. Oleoresin Capsicum Spray
 - c. Emergency Handcuffing
 - d. Speed-Cuffing

Authorized By:

Superintendent of Police 

CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 B



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: Body Armor- Mandatory use

1. POLICY

It is the policy of the Cicero Police Department that all sworn members, while on duty, will wear personal ballistic/body armor as issued by the department (or armor that meets the minimum department standard- on file with Division of Administration). The wearing of this armor is mandatory for all members except as specified below.

2. PROCEDURES

- a) All sworn members of the Cicero Police Department will wear personal ballistic/body armor while on duty, whether in uniform or plainclothes.
- b) The aforementioned armor may be worn under the uniform or civilian shirt/sweater or as an option the armor may be worn in an exterior black ballistic nylon (or like) carrier.
 - 1) If an exterior carrier is worn it must have the following:
 - a. An affixed issued star or as an option an authorized embroidered star with star number, if applicable. (requirements on file with the Division of Administration)
 - b. An approved metal name plate or as an option an embroidered name.
 - c. As an option a "POLICE" panel may be affixed to the front and/or or back of the exterior carrier.

3. EXCEPTIONS

- a) Sworn members involved in undercover activities where this requirement may endanger their personal safety
- b) Sworn members whose primary assignment is administrative in nature (exempt members, desk officers, officers assigned to station duties due to light duty status). **Watch Commanders ,when in the field conducting field activities, are not covered by this exemption.**
 - 1) Sworn members whose primary assignment is administrative in nature are encouraged to wear body armor but are not mandated to do so.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 Addendum F

EFFECTIVE DATE: August 29, 2019 (ammended) *

SUBJECT: Jacket /Outer Vest Cover



Exempt Members and Lieutenant(s): Name with rank designator underneath



**Sergeants/Detectives/Tactical Officers:
Name and Unit of assignment underneath**

* Order ammended 29 Aug 19 to correct error for Sergeants from previous order- photo and langauge edited/corrected

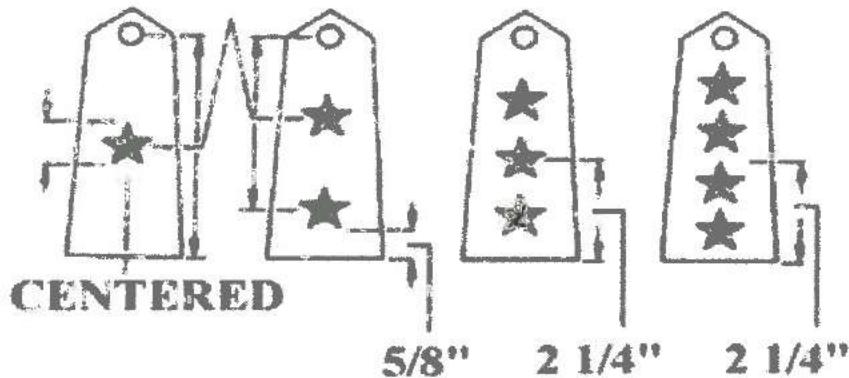
CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 Addendum E

EFFECTIVE DATE: **April 1, 2015**

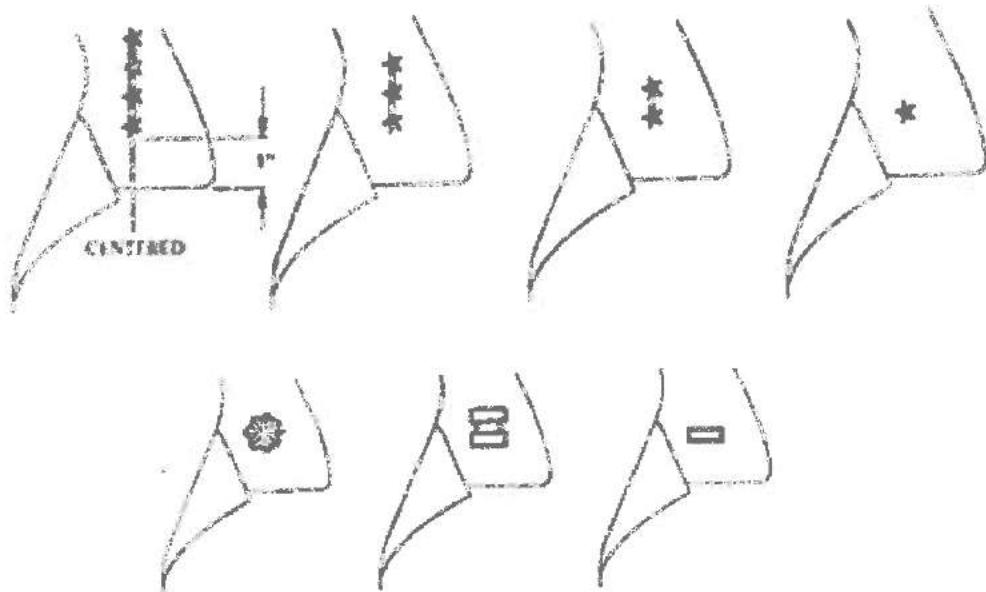


REVIEW DATE: **April 1, 2017**

SUBJECT: **Command Rank Insignias on Collar Epaulets – LT & Above**



Proper Placement of Insignia on Dress Field Jacket



Proper Placement of Command Insignia on Uniform Shirt

CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 Addendum E

EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017

SUBJECT: Command Rank Insignias-Lts. & Above



Superintendent of Police



First Deputy Superintendent of Police



Deputy Superintendent of Police



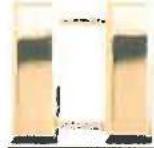
Assistant Deputy Superintendent of Police



Commander



Captain



Lieutenant



**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02 Addendum D**

EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017

SUBJECT: Uniform Hats



Sergeant

Lieutenant



Captain & Commander

Asst. Deputy Supt. & Deputy Superintendent



Metal Flex Band

**Superintendent of Police
First Deputy Superintendent**



Winter Wool Hats (Front & Back)

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 26-01-02



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **EMPLOYEE CONDUCT, ETHICS AND MISSION STATEMENT**

1. POLICY:

- a. The Cicero Police Department will:
 - 1) Encourage and recognize exemplary behavior,
 - 2) Promote adherence to professional standards of integrity and ethics,
 - 3) Create an environment that emphasizes productivity and develops employee commitment to professionalism.
 - 4) Establish pro-active procedures to:
 - a) Prevent impropriety,
 - b) Investigate complaints or allegations of impropriety,
 - c) Absolve employees who are innocent,
 - d) Administer appropriate administrative punishment or criminal prosecution where improper acts are confirmed.
- b. The employees of the Cicero Police Department will exhibit the highest commitment to their chosen profession in their professional and personal lives.

2. DEFINITIONS:

- a. **Impropriety:** An act or acts involving the misuse of authority by a department employee."
- b. **Supervisor:** Both sworn and civilian employees assigned to a position having day-to-day responsibility for management and oversight of subordinates, and/or those persons who are responsible for commanding a work element.

3. PROCEDURES

- a. Establishment and maintenance of professional standards
 - 1) Philosophy, goals, and values

The Cicero Police Department will maintain, periodically review, and update a department mission statement stating the department's goals, values, and general philosophic approach to policing.

- a) This statement appears as Addendum 1 (26-01-02-A) to this order.
- b) Supervisors will periodically review this statement of philosophy and values with subordinates.

2) Code of Ethics

- a) This agency will maintain, periodically review, and update a code of ethics.
- b) The code of ethics appears as Addendum 2 (26-01-02-B) to this order.
- c) Each employee (current and new hires) will be required to read and sign a copy of the code of ethics to signify that the standards of conduct set forth therein are understood and will be followed. The signed copy of the code of ethics will be maintained in the employee's personnel file.
- d) Failure to abide by the conditions and standards as set forth in the Code of Ethics will be considered a violation of the Rules of Conduct and may result in disciplinary action as provided in the Rules and Regulations of the department.

3) Rules of Conduct (ROC):

- a) The Rules of Conduct are included in the agency order manual to emphasize their significance.
- b) The Rules of Conduct will be reviewed annually by the Internal Affairs function for relevance, timeliness, adequacy, and completeness.
- c) New employees will be instructed in the ROC.

4) Pro-active prevention measures

- a) The internal affairs office will be appointed to manage measures to prevent impropriety. Responsibilities include the following:
 - i. Review of citizen and internal complaints for indicators of misuse of police powers.
 - ii. Review of the findings of internal affairs investigations for patterns that are indicative of improper police behavior.
 - iii. Review duty assignments to ensure that periodic rotations are occurring according to agency policy.
 - iv. Investigate any citizen complaint in which impropriety is suspected.
 - v. In April and October of each year, review the status of each employee's driver's license, firearm owner's identification card and criminal history, and provide a summary of this review to the superintendent.
 - vi. Review the findings of inspections reports to identify indicators of impropriety;
 - vii. Provide effective means for citizens and department employees to report behavior indicative of impropriety (Citizens and department employees are encouraged to report both commendatory behavior and suspicious behavior).
 - viii. Provide annual reports to the superintendent of police regarding the number and type of complaints investigated and the number sustained.
 - ix. Ensure that appropriate information regarding filing complaints against employees is available to the public and to employees.

b) Responsibilities of unit supervisors

- i. Supervisors will recognize employees whose performance exceeds expectation, both verbally and in writing. Documentation of such performance will be highlighted through the chain of command to the superintendent, who will determine any follow-up action.
- ii. Supervisors play a key role in preventing impropriety and therefore, to the degree reasonable and appropriate, will be held accountable for impropriety that occurs under their assigned area of supervision or command.

- iii. Supervisors are responsible for reporting any suspicious behaviors—which may include duty related, personal, or off-duty activities—that indicate impropriety.
- iv. Commanders are responsible for monitoring the activities of their subordinate supervisors and will be especially vigilant with regard to supervisors' concern for accountability and integrity within their respective units.
- v. The associated performance of supervisors and Commanders will also be reviewed when a subordinate is charged with improper behavior.
- vi. The inspections authority will ensure that a reasonable portion of inspections is directed towards discovering improper behavior and situations that are conducive to impropriety.
- vii. The internal affairs office is required to immediately notify the Superintendent when complaints involving impropriety are filed.

c) Training

- i. The training officer is responsible for providing ongoing training in ethics, integrity, prevention of impropriety, and professional standards for all levels of the department.

5) Responsibilities of all employees

- a) The code of ethics will be regarded as guiding principles for daily ethical living.
- b) Employees will provide information in a timely manner to their supervisor or a command-level officer when improper practices are suspected or known to have taken place.

6) Special Responsibilities

a) Managers

- i. This agency acknowledges the fact that command and supervisory behavior sets an example to subordinates.

A) Managers are responsible for being especially aware of the impression or image they present to subordinates by either word or deed.

B) Improper behavior on the part of managers will not be tolerated.

- ii. Managers will conduct recruitment, selection, and training processes with an acute awareness that integrity in the workplace correlates with the quality of the employee.
- iii. Managers will provide an award process to recognize those employees who maintain performance consistent with or that exemplifies the high ideals and integrity of police service and the professionalism of the agency.

b) Specific and critical policies and procedures: narcotics and/or drug enforcement

- i. Two or more officers should be present to affect any arrest resulting from a planned drug operation.
- ii. All confidential informants and drug buys will conform to control, bookkeeping, and accountability procedures detailed in this agency's policies and procedures.
- iii. All evidence will be processed strictly according to the policies and procedures governing the property and evidence functions.

7) Response to impropriety allegations

Whenever there is a suspicion that a complaint or an internal investigation will result in a charge of impropriety, the following procedures will be followed:

- i. The Superintendent will be notified and is responsible for notifying town officials as may be appropriate.
- ii. Information will be released to the public as determined by the Superintendent. If a complaint is prosecuted criminally, the Superintendent will authorize release of information appropriate to the public.
- iii. Any criminal investigation will receive the full cooperation of this agency and all employees, to the extent permitted by law.
- iv. An after-action review will be conducted to determine the cause(s) of impropriety and to recommend any system changes or modifications designed to prevent recurrence.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-01**

EFFECTIVE DATE: April 10, 2019



SUBJECT: DISCIPLINARY PROCEDURES

1. POLICY:

The Cicero Police Department will utilize a positive disciplinary system that includes procedures for counseling employees when corrective measures are necessary, providing reward and recognition when appropriate and for taking progressive punitive action when required. The Cicero Police Department reserves the right to accelerate and/or skip steps in the progressive disciplinary system based upon the nature and severity of the incident or deficiency, and the employee's prior history of the same or similar conduct.

2. PROCEDURES:

a. Disciplinary procedure system

- 1) The Cicero Police Department employs a positive disciplinary system which includes, in addition to this directive, the following components:
 - a) Rules of Conduct, General Order 26-01-03,
 - b) Sexual Harassment, General Order 26-01-05
 - c) Department Awards Program, General Order 26-01-06,
 - d) Personal Appearance, General Order 26-01-07.

b. Department disciplinary system

- 1) The Department disciplinary system consists of the following functions:
 - a) Awards and recognition.
 - b) Training.
 - c) Counseling.
 - d) Punitive actions.
- 2) Any function of the department disciplinary system, as listed above, may be employed either by itself or in conjunction with one or more of the other components of the disciplinary system. However, anytime punitive actions are employed, the counseling component will also be employed.
- 3) The training function
 - a) The training function of the disciplinary system is, when employed, intended to strengthen an employee's performance by improving the employee's productivity and effectiveness using positive and constructive methods.

- i. All employees are expected to strive to maintain an acceptable level of competence in the performance of their duties.
- ii. Acts or violations of procedures or rules and regulations that are committed by employees, because of a misunderstanding or because employees were never made aware of the correct method or action, are indicators of training needs.

b) Remedial training

- i. When training needs are indicated as stated above a remedial training plan will be developed.
- ii. A remedial training plan is training specifically intended to correct a noted deficiency and personalized as much as possible to the employee identified.
- iii. Employees may be assigned to remedial training when their supervisor(s) recommend the process as a means of correcting noted deficiencies.
- iv. The identified employee's supervisor that indicated the noted deficiency will be responsible for the development of specific training recommendations. These recommendations will be forwarded, by use of a Cicero Police Department training request form, to the training officer who will arrange and schedule the necessary training as outlined in the training plan.

4) The counseling function

- a) The use of the counseling function within the disciplinary system is intended to provide the supervisor with an opportunity to bring noted deficiencies to the employee's attention.
 - b) The supervisor should employ the counseling function to firmly advise the employee of the need to improve their performance, work habits, behavior or attitude.
 - c) The counseling of the employee should serve as a firm warning to the employee against further repetition of the conduct in question.
 - d) Supervisors should use the occasion to identify and define the area needing improvement and inform the employee as to how much improvement is expected to be realistically achieved
- i. If the counseling efforts of the employee's supervisor fail to bring about a remedy to the perceived problem, and the employee's unsatisfactory performance continues, one of the following steps may need to be considered:
- A. Remedial training.
 - B. Punitive action, or if appropriate.
 - C. A referral to outside counselors, as appropriate.
- ii. Supervisors will, in all cases, document all employee-counseling sessions, (including the results) on a Cicero Police Department Letter of Counseling Form.
- e) Positive counseling sessions will be documented by written memorandum or letter to the employee, with a copy to the employee's personnel file.

5) Punitive action:

- a) Punitive discipline is a component of the disciplinary system that is generally imposed in a progressive manner from minimum to maximum, but when appropriate, may be imposed to the maximum limit without progression.

- b) The appropriate level of disciplinary action is determined by the consideration of criteria that includes, but is not limited to the following:
- i. The seriousness of the incident.
 - ii. The circumstances surrounding the incident.
 - iii. The employee's disciplinary record.
 - iv. The employee's overall work performance.
 - v. The overall negative impact on the Department caused by the impact.
 - vi. The probability that future similar problems will occur.
 - vii. The employee's longevity.
 - viii. The involvement, if any, of other employees and/or members of the public.
- c) The following categories of punitive action may be imposed when appropriate:
- i. Oral reprimand
 - A. An oral reprimand is a verbal warning issued by a supervisor that some action, or lack of action or performance is unacceptable and will result in further disciplinary action if the action is repeated.
 - B. An oral reprimand is considered to be the first step in the department's progressive punitive component of the disciplinary system.
 - C. When issued, all oral reprimands will be documented in writing by the issuing supervisor and forwarded to the Division of Administration through the chain of command. All oral reprimands will be placed in the employee's personnel file, and retained for a period of two years.
 - ii. Written reprimand
 - A. A written reprimand is a written warning from a supervisor that an employee's action, or lack of action, or performance is unacceptable and will result in further disciplinary action if such action is repeated.
 - B. When issued, all written reprimands will be documented in writing by the issuing supervisor and forwarded to the Division of Administration through the chain of command.
 - C. All written reprimands will be placed in the employee's personnel file, and retained for a period of two years.
 - iii. Written documentation
 - A. Written documentation of oral and written reprimands will be placed on a memorandum to the employee.
 - B. Written documentation and written reprimands will include the date of the reprimand, the name of the employee and the supervisor issuing the reprimand, the date(s) of the behavior for which the reprimand is issued, specific details of the behavior, and the specific corrective actions for the employee to implement that are recommended by the supervisor.
 - C. The employee will acknowledge the counseling session and receipt of the written documentation by signing and dating a copy of the written documentation, and returning it to the supervisor.
 - D. The supervisor will place the signed copy of the written documentation in the employee's file.

iv. Suspension

- A. A suspension is a serious disciplinary action in which the employee is suspended from duty and may forfeit their salary for misconduct considered to be serious or part of a continuing pattern of behavior involving repeated instances of misconduct.
- B. The superintendent of police may suspend a sworn officer for up to five days.
- C. The Board of Police, Fire and Public Safety may suspend officers beyond five days.
- D. Suspension notices will remain in an employee's personnel file and will not be removed.

v. Dismissal

- A. A dismissal is the act of discharge from employment and the permanent loss of all privileges of employment.
- B. Records of all dismissals will remain in the employee's personnel file and are not subject to being removed.
- C. Officers may only be dismissed by the Board of Police, Fire and Public Safety.

6) The use of punitive actions as a component of the disciplinary process is subject to the provisions of the following documents and/or statutes:

- a) Applicable collective bargaining agreements negotiated between an employee bargaining units and the Town of Cicero.
- b) Rules and Regulations of the Board of Police, Fire and Public Safety of the town of Cicero.
- c) Uniform Peace Officer's Disciplinary Act, 50 ILCS 725/1 et seq.
- d) Town of Cicero Employee Handbook.

7) Internal Review Board

- a) An Internal Review Board may be convened at the request of the Superintendent of Police to review sustained personnel investigations.
- b) Sustained cases for charges that are clearly defined, and those requiring Board of Police, Fire and Public Safety action, are excluded from Internal Board Review.
- c) When cases are to be submitted to the Board of Police, Fire and Public Safety, copies of the charges will be disseminated to the employee's chain of command.
- d) The Internal Review Board consists of the following personnel:
 - i. Superintendent.
 - ii. Division Deputy Superintendent of the employee;
 - iii. Shift Commander of the affected employee.
 - iv. Sergeant/platoon leader of the affected employee.
 - v. Deputy Inspector General, Internal affairs commander, or designee.
- e) The superintendent or the first deputy superintendent will act as chairperson. The first deputy superintendent will be responsible for assembling members to a board and notifying the board members of meeting dates and times.
- f) The internal affairs commander/designee will present the report to the board.

- g) The board will review all statements, written or oral, and all findings of fact.
- h) The board members, after review and based on facts, will orally provide input for their individual recommendation.
- i) The board's recommendation is not binding on the superintendent.
- j) The superintendent will render a final decision within five days of the board's review and recommendation, unless extended by exigent circumstances.
- k) The following are guidelines for the board:
 - i. Evaluate all appropriate department rules and policies to see if they are reasonable and related to the sustained offense(s);
 - ii. Conduct a fair and objective review;
 - iii. Fully review and evaluate any defenses or explanations that are offered by the affected employee;
 - iv. Apply rules and policies with fairness;
 - v. Recommend discipline which is corrective rather than punitive, and which bears a rational relationship to the seriousness of the offense (s).
 - vi. Take into consideration the affected employee's prior performance and disciplinary record.

c. Role of supervisory staff

- 1) Supervisory staff at all levels of the Department holds the basic responsibility for the maintenance of a positive disciplinary system that is fairly and evenly applied to all employees of the department.
- 2) Any supervisor who substantiates employee conduct that may be subject to the provisions of the disciplinary process has the authority and the responsibility to take appropriate action in response to such instances.
 - a) All supervisors have the following authority:
 - i. Issue verbal and written reprimands and verbal commendations to employees under their supervision.
 - ii. Immediately relieve an employee from their duty or work site, when necessary, pending follow-up investigation and concurrence of the superintendent.
 - iii. Issue letters of appreciation to employees under their supervision.
 - iv. Make recommendations involving any aspect of the disciplinary process.
 - b) The Superintendent of Police has the authority granted to all supervisors as well as the authority to:
 - i. Suspend a sworn officer for a period not to exceed five days.
 - ii. Bring charges against an officer before the Board of Police, Fire and Public Safety when seeking punitive actions greater than a five day suspension pursuant to the rules and regulations
 - iii. Issue written letters of commendation.

d. Disciplinary action appeal process

- 1) Any employee who is a member of a collective bargaining unit may use the appeal procedure established by the agreement between their bargaining unit and the Town of Cicero.

- 2) Officers may appeal applicable disciplinary actions to the Board of Police, Fire and Public Safety pursuant to the rules and regulations of the Board of Police, Fire and Public Safety.
- 3) Employees who are not members of a collective bargaining unit may appeal the issuance of a punitive disciplinary action pursuant to the Town of Cicero Employee Handbook.

e. Dismissal notifications.

If an internal investigation of employee misconduct results in discharge of the employee, the employee will receive written notification which will contain the following information:

- 1) The reason for the dismissal.
- 2) The effective date of the dismissal.
- 3) The status of fringe and retirement benefits after dismissal.
- 4) A statement as to the content of the employee's personnel file relating to the dismissal.

f. Maintenance of records

- 1) Records of all actions taken under disciplinary procedures will be forwarded in writing to the division of administration through the chain of command and will be maintained as follows:
 - a) All actions taken, for which an Internal Affairs Division/Office of Professional Standards file has been opened will be maintained by the Internal Affairs Division/Office of Professional Standards.
 - b) A record of all actions taken resulting in written reprimands, suspensions, demotions, and dismissals will be maintained in the employee's permanent personnel file as set forth in this directive.

By Order of:


Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 24-01-01**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: COLLECTIVE BARGAINING

1) POLICY

- a. The Cicero Police Department will:
 - 1) Participate with the Town of Cicero elected and appointed officials in the collective bargaining process,
 - 2) Recognize bona fide bargaining units representing department employees and
 - 3) Declare a commitment to participate in the bargaining process in "good faith."

2) PROCEDURES

- a. Department role in collective bargaining - The Town of Cicero elected and appointed officials - is responsible for negotiating with collective bargaining units. The superintendent of police or his designee will represent the department in the bargaining process or when requested.
- b. The officially recognized bargaining unit representing department officers and sergeants is the Illinois Fraternal Order of Police Labor Council.
- c. "Good faith" commitment
 - 1) In accordance with the Illinois Public Labor Relations Act, 5 ILCS Act 315, the Town of Cicero Police Department, and the town representatives, participate in negotiations based on the principle of "good faith" bargaining.
 - 2) The principles of "good faith" bargaining will be reflected in written contractual language and carried out in future labor - management relations.
 - 3) The department, likewise, expects a commitment of "good faith" from the respective bargaining units.
- d. Commitment to Bargaining procedures
 - 1) Prior to the commencement of the collective bargaining process, the town and respective bargaining units will agree on the procedures and ground rules that each side will work under through the process.
 - 2) The department will abide by the procedures and ground rules that arise out of the collective bargaining process or labor arbitration.
- e. Commitment to abide - "letter and spirit"
 - 1) The department is committed to abide, in both "letter and spirit," by the collective bargaining agreement that is signed by representatives of the town and bargaining unit representatives and ratified by the bargaining unit and town board.
- f. Contract agreement: review and dissemination

- 1) When a negotiated labor agreement is ratified by all parties, the superintendent of police, or designee, will:
 - a) Obtain a written and signed copy of the agreement for review.
 - b) Cause a review of all written directives and procedures and amend them, if necessary, to coincide with the terms of the labor agreement.
 - c) Disseminate copies of the agreement and other information relative to the new labor agreement, to include any modifications to existing agreements, to all supervisory personnel of bargaining unit employees.

By Order of:

Signature of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-03-03-A**



EFFECTIVE DATE: January 10, 2020- revised prior form

SUBJECT: **SUPPLEMENTAL EMPLOYMENT FORM**

Officer/Star: _____ Supplemental
Employer: _____
Address: _____
Type of Employment: _____
Summary of Duties: _____

Telephone #: _____ Hours per week: _____ (not to exceed 20 hrs)

Self-Employed: YES NO Date of Employment: _____
Will Cicero Police Uniform be worn? YES NO
Will weapon be carried? YES NO

RENEWAL DATE: January of EACH year. Change of Employer or condition of employment requires a NEW form.

I am aware of and agree to the Town Ordinance, Department General Order and section of the Collective Bargaining agreement pertaining to supplemental employment.

Officer's Signature: _____

Sergeant Recommendation: YES NO Date _____

If No, Reason: _____ Sgt's Signature _____

Commander Recommendation: YES NO Date: _____

If No Reason: _____ Cmdr's Signature _____

Dep Supt Recommendation: YES NO Date: _____

If No, Reason: _____ Dep Supt's Signature _____

Superintendant's Approval: YES NO Date: _____
Superintendant's Signature _____

CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-03-03



EFFECTIVE DATE: August 21, 2014

REVIEW DATE: August 1st, 2015

SUBJECT: **SUPPLEMENTAL EMPLOYMENT**

1. POLICY

The Cicero Police Department will establish a standard operating procedure for requesting approval for supplemental employment, and for an annual review of each request.

2. DEFINITION

Supplemental Employment: Any employment entered into by an employee separate from their job duties for the Cicero Police Department.

3. PROCEDURES

a. Approval of supplemental employment

- 1) Employees desiring to engage in supplemental employment must obtain approval prior to engaging in supplemental employment.
- 2) Employees will complete a supplemental employment form (See GO 22-03-03-A) requesting approval for supplemental employment.
 - a) The form will be submitted through the chain of command to the Deputy Superintendent of the employee's division.
 - b) Each level in the chain of command will review the request and recommend approval or disapproval.
 - c) The request for approval will be forwarded to the Superintendent of Police who has **final authority to approve or disapprove the request.**
 - d) The Superintendent will notify the requesting employee by letter when the application is approved or refused.
 - e) The Superintendent will forward all documents to the Deputy Superintendent of Uniform, who is responsible for supervising the process.
 - f) Copies of the completed supplemental employment form will be disseminated in the following manner:
 - i. The original to the employee's personnel file.
 - ii. A copy to the appropriate Deputy Superintendent.
 - iii. A copy to the requesting officer.

b. Requests for supplemental employment:

- 1) No request for supplemental employment will be approved when the following conditions exists:
 - a) Alcohol sales and/or consumption are the primary function of the supplemental work environment (banquet halls, dance clubs, liquor establishments).

- b) Restaurants serving "after-hour" alcohol as a primary function of business (working off-duty inside a restaurant that turns into an after-hour entertainment club serving and/or selling alcoholic beverages)
 - c) Business entities commonly known as "Strip Clubs" or "Gentleman's Clubs", where employees remove clothing.
 - d) Working out of the State of Illinois.
 - e) Wearing department uniforms.
 - i. Exceptions shall be granted through written approval by the Superintendent of Police.
 - f) Working in excess of twenty (20) hours per week.
 - g) Any other employment that would otherwise bring about a negative image or damaging reputation onto the Cicero Police Department.
 - 2) Working for another law enforcement agency requires the approval of the Superintendent of Police.
- c. Annual review and renewal
- 1) The Deputy Superintendent of Patrol will maintain a file and a database of all submitted supplemental employment forms.
 - 2) Each year by December 30, the Deputy Superintendent of Patrol will forward to the division Supervisor a printout of employee engaged in supplemental employment with a memo for annual review/renewal by the listed employees.
 - 3) The appropriate supervisors will review with the listed employee(s) their possible need for renewal of the supplemental employment request.
 - a) Approval or non-approval will follow the procedures outlined in paragraph b.1.a thru g.
 - b) Employees will be notified by their supervisor if the renewal request is denied.
 - c) This process should be completed by January 15 each year.
 - d) Reasons to submit a new form include substantial changes in conditions of supplemental employment including, but are not limited to:
 - i. Change in supplemental work shifts.
 - ii. Change in job duties.
 - iii. Required out of area travel.
 - 4) Upon completion of the renewal process, the division supervisor will forward the database listing as well as a copy of the supplemental employment form(s) with renewal information noted to the Deputy Superintendent of Patrol.
 - 5) The Deputy Superintendent of Patrol will forward a summary listing of supplemental employment to the Superintendent of Police by January 31 of each year.
- d. An employee is not permitted to work secondary/supplemental employment if:
- 1) During same time period/shift that sick leave was taken.
 - 2) During period of extended medical leave.
 - 3) Employee is on light duty.
 - 4) On the eighteen (18) month probation period.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 22-03-01 A

EFFECTIVE DATE: July 15, 2019



SUBJECT: Cicero Police Department Employee Gym

1. PURPOSE:

To establish criteria by which all members may safely use the provided equipment while in a professional atmosphere and to outline the use, care, and cleanliness of the facility.

2. POLICY:

To provide the members of the Cicero Police Department with a Fitness Area for the benefit of Department Personnel.

3. PROCEDURES:

A. Duty status, waiver, and orientation:

1. The use of the Fitness Area is voluntary and will only be used while off duty.
2. All members, sworn and not sworn, of the Cicero Police Department intending to use the Fitness Area must make a written request to, and receive written permission from, the Superintendent of Police, or his/her designee, and then execute a Waiver/Release prior to using the Cicero Police Department's Fitness Area. Waiver/Release forms will be provided by the Office of the Superintendent. Completed Waiver/Releases will be returned to the Office of the Superintendent for approval. Approved Waiver/Releases will be maintained by the Cicero Police Department.

B. Fitness Area Rules:

1. The Fitness Area may be used 24 hours a day, 7 days a week.
2. All members/authorized users must comply with all posted rules in the Fitness Area.
3. Members/authorized users may not use the Fitness Area while on "light duty," or "IOD."
4. All members/authorized users are urged to use co-users as spotters and aids. If a member/authorized user chooses to work out without an additional member/authorized user present in the Fitness Area, the member MUST place the provided wireless emergency call transmitter on his/her person or within reach of him/herself while working out. If the wireless emergency call transmitter is not available, a second authorized member/user must be present in the Fitness Area.

5. The Fitness Area must not be used for physical rehabilitation purposes of any kind.
6. As recommended by the American Medical Association, it is recommended that anyone who is going to use the Fitness Area consult his or her physician before beginning any exercise program.
7. All members/authorized users exercise clothing shall present a professional and modest appearance. Acceptable clothing will include, but not be limited to, sweatshirts, sweat pants, shorts, T-shirt, and gym shoes. Clothing that may be viewed as offensive or suggestive will not be allowed. The determination of appropriate clothing is at the discretion of the Office of the Superintendent.
8. All members/authorized users shall wipe down equipment after each use with disinfectant solution and paper towels provided by the Department.
9. A logbook will be maintained in the facility. Each member/authorized user entering the facility must fill out the logbook with their name, badge or employee number, date, time in the facility, and time out of the facility.
10. The facility will be equipped with an Automated External Defibrillator (AED), directly outside the entry door to the facility. The AED shall only be used in an emergency, and only persons properly trained in its use are authorized to use the device.
11. Any defective equipment must be reported to the Office of the Superintendent as soon as the defect is noticed. Notices will be available in the facility for posting on the equipment to make others aware of equipment deficiencies.
12. Any unsafe or inappropriate behavior by any member/authorized user must be brought to the attention of the Office of the Superintendent or any supervisor. Users must maintain professional decorum while using the facility, and only headphones will be allowed for music in order to preserve the integrity of official police business being conducted in the station.
13. The Fitness Area will be cleaned at least weekly by Department cleaning staff. The Office of the Superintendent or his designee shall conduct monthly inspections of the facility to ensure safe equipment operation and cleanliness of the general area.

*** Failure to comply with the rules and procedures stated within this General Order may lead to a revocation of the privilege to use the Fitness Area by the Superintendent of Police.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

Fitness Area Liability Waiver



ACKNOWLEDGEMENT AND RELEASE OF LIABILITY

I request authorization for myself to use the fitness area located within the Cicero Police Department (hereafter referred to as the "Fitness Area"). I acknowledge that use of the Fitness Area is expressly conditioned on my agreement to each of the terms of this document. I acknowledge and agree as follows:

1. Use of the Fitness Area involves physical exercise, exertion and use of exercise equipment that may cause injury. I understand that there is an inherent risk in choosing to utilize the Fitness Area. My use of the Fitness Area is a voluntary activity in all respects and I assume all risks of injury and illness that may result from such use. I further understand that the Town of Cicero and the Cicero Police Department do not require me to use the Fitness Area as part of my job duties, to prepare for my job duties or to maintain my employment. My use of the Fitness Area shall be on my own non-compensable time, and any injury or illness arising from my use of the Fitness Area shall not be considered as job related, nor shall any such injury or illness be eligible for any worker related compensation.
2. As the participant, I recognize and acknowledge that there are risks of physical injury and I agree to assume the full risk of any injuries (including death), damages, or loss which I may sustain as a result of use of the Fitness Area.
3. I do hereby fully release and discharge the Town of Cicero, the Cicero Police Department, their elected officials, board members, insurers, agents, and employees (collectively, the "Released Parties") from any and all liability (including attorneys' fees and costs), claims and any causes of action from injuries or illness (including death), damages or loss which I may have or which may accrue to me on account of my utilization of the Fitness Area. This is a complete and irrevocable release and waiver of liability. Specifically, and without limitation, I hereby release the Released Parties from any liability, claim, or cause of action arising out of the Released Parties' negligence and/or arising out of any act or omission by me. I further agree to indemnify and hold harmless and defend the Released Parties with counsel of Released Parties' own choosing from any and all claims resulting from injuries or illness (including death), damages or loss, including, but not limited to attorneys' fees and costs, sustained by me, my legal heirs, devisees, agents and assigns arising out of, connected with or in any way associated with, the Fitness Area.
4. I agree that I shall defend with counsel of Released Parties' own choosing, indemnify and hold harmless Released Parties against all claims, damages and

losses by third parties (including attorneys' fees and expenses) to the extent that such claims, damages and losses arise out of any willful or negligent acts or omissions committed by me or any of my invitees in the Fitness Area. I agree to cooperate fully with Released Parties in the defense of said claim.

5. In the event of any emergency, I authorize the Released Parties to secure from any licensed hospital, physician and /or medical personnel any treatment deemed necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered.
6. I have been advised by the Town of Cicero and the Cicero Police Department to consult with a physician before I undertake any physical exercise program. I certify that I am in good health and sufficient physical condition to properly use the Fitness Area and that I am knowledgeable about the proper use of any equipment located in the Fitness Area.
7. The Released Parties are not responsible for any loss or theft of personal property brought to or left in the Fitness Area, and I hereby release the Released Parties from any liability for such loss or theft.
8. This Acknowledgment and Release of Liability shall be governed by and construed in accordance with the laws of the State of Illinois. Any provisions of this Acknowledgment and Release of Liability, which may be prohibited or held unenforceable in any court of competent jurisdiction, shall be ineffective to the extent of such prohibition or unenforceability in such jurisdiction only, and without invalidating the remaining provisions hereof in any other jurisdiction. Venue in all legal proceedings related to this Acknowledgment and Release of Liability shall be in the Circuit Court of Cook County, Illinois.
9. This Acknowledgment and Release of Liability represents the entire understanding between the parties hereto, and any modification or amendment hereof must be made in writing and executed by both parties hereto. This Acknowledgment and Release of Liability supersedes any prior written or oral agreements between the parties, and there are no other promises or conditions in any other agreement whether oral or written that pertains to my use of the Fitness Area.
10. This Acknowledgment and Release of Liability shall remain effective until I provide written notice of revocation by hand delivery or certified mail to the Cicero Police Department, 4901 W. Cermak Road, Cicero, Illinois 60804.
11. I have entered into and delivered this Acknowledgement and Release of Liability in consideration for the Cicero Police Department and Town of Cicero allowing me to use the Fitness Area.

I acknowledge that I am signing this Acknowledgment and Release of Liability voluntarily, and I intend my signature to be a complete and unconditional release of liability. I have

read and fully understand each and every provision of this Acknowledgement and Release of Liability set forth above, including permission to secure medical treatment and the release of all claims, including claims for the negligence of the Released Parties. I am 18 years old, or older. I understand that my signed waiver will be retained in my employee personnel file. This document is binding upon me and my heirs, devisees, children, wards, creditors, personal representatives, and anyone else entitled to act on my behalf.

Signed: _____ Date: _____

Printed Name: _____

Witness (HR representative) _____ Date: _____

Printed Name: _____

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-03-01**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: PHYSICAL FITNESS

1. POLICY:

- a. The Cicero Police Department strongly encourages physical fitness in all employees of the department.

2. PROCEDURES

a. Physical examinations

- 1) The Cicero Police Department encourages all employees to obtain a physical examination on a regular basis.
 - a) Entry-level physical examinations are required for all personnel. This is to ensure general fitness to perform the tasks of their assignment, not to identify employees with disabilities.
 - b) The department will pay for all physical examinations required by the department.

b. Criteria for physical fitness

- 1) Physical fitness will be a personal and professional goal of every member of the department.
 - a) Research and statistical evidence proves that physical fitness and a proper diet improve health and performance.
 - b) It is recognized that one single program will not meet the needs of all personnel.
 - c) Therefore, the department maintains a voluntary physical fitness program to assist all personnel.
- 2) The department recommends the standards adopted by the Illinois Law Enforcement Officers Training and Standards Board, which are identifiable, job-related, and achievable.
 - a) Police officers must meet standards set by the board to successfully complete basic training and become certified as a police officer.
 - b) All sworn police personnel are encouraged to meet and maintain these standards.
 - c) Prior to implementation of any personalized physical fitness program, the employee is encouraged to obtain a medical examination from their personal physician.
- 3) Physical fitness measurements

a) Sit and Reach Test

- i. This test measures flexibility of the lower back and upper leg area.
- ii. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems.
- iii. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position.
- iv. The score is in the inches reached on a yardstick.

b) 1 Minute Sit-up Test

- i. This test measures the muscular endurance of the abdominal muscles.
- ii. It is an important area for performing police tasks that may involve the use of force, and is an important area for maintaining good posture and minimizing lower back problems.
- iii. The score is the number of bent leg sit-ups performed in 1 minute.

c) 1 Repetition Maximum Bench Press

- i. This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate.
- ii. It is an important area for performing police tasks requiring upper body strength.
- iii. The score is a ratio of weight pushed divided by body weight.

d) 1.5 Mile Run

- i. This is a timed run to measure the heart and vascular systems' capability to transport oxygen.
- ii. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems.
- iii. The score is in minutes and seconds.

e) The minimum standards are as follows:

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit & Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

By Order of: _____
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 22-02-02



EFFECTIVE DATE: April 1, 2015

REVIEW DATE: April 1, 2017

SUBJECT: **UNIFORMS**

1. POLICY

- a. The Cicero Police Department will:
 - 1) Provide initial issuance uniforms and equipment necessary to perform assigned tasks to personnel assigned to a uniform function.
 - 2) Ensure uniformity in all items worn by personnel so they present a professional appearance. (see Addendum A : Uniform and Equipment Matrix)
 - 3) Ensure that uniforms and uniform accessories are kept clean, neat and in a proper state of repair.
 - 4) Use health, comfort, appearance and utility as the basis for design and issuance of uniforms and accessories.
 - 5) Provide a schedule on seasonal change of uniforms and an inspection schedule.

2. PROCEDURES

- a) The First Deputy Superintendent will provide the area's major uniform distributors (to include, but not limited to, J and G Uniforms and Ray O'Herron's Inc.) with the specifications for each uniform item addressed in this order.
- b) Department members may purchase their uniform items from any distributor they choose but the items must be in compliance with department specifications
- c) The following items are considered to be parts of the uniform of a Cicero Police Officer/Supervisor:
 - 1) Trousers:
 - a) Black in color, textured 100% polyester, (at least one for dress purposes required) or
 - b) Black in color, Class B six pocket/cargo style (Alternative).
(As of 2010 initial issue is two 100 % polyester and two Class B style)
 - 2) Shirts:
 - a) Blue for patrol officers, white for ranks of sergeant and above, or
 - b) As authorized by the Superintendent of police.
 - 3) Sweaters: (Optional)
 - a) Black commando-style pullover type or zip front sweater, 100% pure wool with badge holder, shoulder patches, and name plate (optional)
 - 4) Necktie:
 - a) Black in color, clip-on style
 - b) The necktie is optional for the winter field uniform if a turtleneck/"Dickie" (as described below) is worn in place of the necktie
 - c) A necktie is required with dress uniform

5) Tie Clip:

- a) When neckties are worn, the Cicero Police tie clip with the State of Illinois seal will also be worn.
- b) The tie clip will be positioned horizontally on a line consistent with the top of the shirt pockets. Silver for patrol officers and gold for the rank of sergeant and above.

6) Turtleneck/Dickie: (Alternative) (Effective Fall 2015 Uniform Schedule)

- a) May be worn with the winter uniform with the initials CPD in lieu of a tie.
- b) Black in color with white initials for police officer
- c) Black in color with gold initials for the rank of sergeant and above.

7) Field Jacket/Coat:

- a) Black in color Bomber style with full liner or
- b) Cruiser with Gortex liner or
- c) As authorized by the Superintendent, a prescribed fleece jacket with patch-embroidered star, nameplate/tag, (non-exempt members-division designators and police panel (on back). (See Addendum A & B & F)
 - i. Exempt members will have their rank embroidered in the unit designator position/format.

8) Leather Winter Jacket: (Alternative)

- a) Black in color, Thinsulate 3M, Cowhide Leather outer shell, 100% nylon lining and 100% polyester inner lining.
- b) As authorized by the Superintendent of Police.

9) Uniform hat:

- a) Black 5-star formal wear. (see Addendum D)
- b) Nylon or leather "Trooper" hat with attached police hat shield in winter.
- c) As authorized by the Supt of Police , a prescribed winter knit cap may be worn (optional-Fall/Winter uniform only)
- d) Baseball caps are not authorized

10) Dress Blouse: (Optional for Lieutenants, Sergeants, and Police Officers)

- a) Black in color 100% polyester with double pockets.
- b) Gold buttons will be worn by the ranks of Sergeants, and above
- c) Silver buttons to be worn by Patrol Officers, Detectives and Tactical Officers.
- d) Designated Cicero patches.

11) Body armor:

- a) Will be issued every 4 years or upon expiration.
- b) May be worn under the uniform shirt or in an approved black in color exterior carrier over the uniform shirt or uniform sweater. Effective issuance of this order (April 2015) any newly purchased exterior vest covers will be of the following configuration (see addendum C): embroidered name patch, star (with star # if assigned) patch and Division patches are to be affixed directly to the exterior cover and will not be attached by use of Velcro. The star, name tag, and Division patches will be the same configuration as described for the fleece jacket [Sect 2(c)(7)c.]

Note: The wearing of an exterior ballistic carrier is an optional item of equipment and not part of original issue. The approved carrier is made of black ballistic nylon type material (specifications on file with the approved local uniform

providers). Leather exterior carriers were deemed obsolete/not serviceable as of 01 Jan 12 and are no longer authorized.

- i. Exterior Vest Cover Specifications (See Addendum F)
 - a. Color: Black Cordura
 - b. Embroidered Unit Designators (for non-exempt members):
Patrol Division, Detective Division, Tactical Unit
 - c. Police Patch: sewn on permanently (No Velcro) (See Cap/Vest Police Stars Addendum C)
 - 1) Police Officers-Black border silver POLICE lettering
 - 2) Sergeants & Lieutenants Rank-Black Border gold POLICE lettering
 - 3) Captains and Above Ranks (Exempt) Gold Border with gold lettering
 - d. Star Patch- Left Chest-Star# & Rank
 - e. Last Name only on a name tape to match color of star (No Velcro)-Right Chest
 - f. Division Designation Patch-directly under name tape (exempt members will have their Rank in place of Division Designator)

12) Leather Gear/Equipment:

All Field Personnel (Supervisors and Patrol Officers) will wear a fully equipped duty belt to include:

- a) Trouser belt. Sam Browne duty belt. Duty Holster: Level 1, 2, or 3 retention. Patrol Officer's leather duty belt will have a silver metal buckle; Field Supervisor's Leather duty belt will be equipped with a brass belt buckle.
(Note: All police officers hired after 01 Jan 11 are required to use Level 2 holsters or above)
- b) Double magazine/speed loader case
- c) Handcuff case
- d) Key strap
- e) OC carrier
- f) Expandable baton carrier.
- h) Four (4) belt keepers
- i) Microphone strap.
- j) Deluxe key ring.
- k) Radio holder
- l) Prescribed expandable baton

13) Police credentials.

- a) Name plate(s) affixed to the outer garment.
- b) Department issued personal identification card.

14) Department issued badges (2): Uniformed members, while on duty, will wear their police star on the outer garment

- a) An authorized embroidered star may be affixed to an outside ballistic vest carrier or authorized fleece jacket as an alternative to the police star to include embroidered name plate and Unit Designation (See Addendum C & F)
- b) Embroidery- An embroidered star patch will be in compliance with specifications from the Superintendent on this order. All stars will include

a star # if so affixed to the physical star issued. No other versions of embroidery will be allowed. (See Addendum F)

15) Shoes/Boots/Socks:

- a) Black in color, leather or leather simulated material, lace-up and plain military plain toe type.
- b) Plain black gym shoes lace-up only. No graphics (logo's or insignia).
- c) Boots (optional) are lace-up similar in style to "Rocky Boot" style.
- d) The officer is responsible for purchasing shoes/boots.
- e) Uniform Socks will be black in color, calf length (no anklet or linear socks) with no designs except:
 - i. Sweat socks may be worn when boots are worn

16) Personal appearance:

- a) All Cicero Police Officers while dressed in departmental uniform, whether on or off duty (i.e. court, authorized supplemental employment), shall always be required to comply with the rules and regulations set forth within the General Order entitled *Personal Appearance* 26-01-07

17) Uniform purchase:

- a) As outlined within their collective bargaining agreement. Patrol Officers and Sergeants shall be required to purchase all prescribed uniform and equipment as outlined within this General Order.
- b) Exceptions to this order shall be:
 - i. Body Armor
 - ii. Initial issue of prescribe uniforms and equipment items for all full and part time sworn
 - iii. Officers upon hire as a probationary employee.
 - iv. Absent negligence, the replacement of damaged uniform items and/or equipment determined to have occurred in the performance of their duties.

18) Uniform replacement and repair:

- a) Any duty-related damage to a uniform and/or equipment will be reported through the chain of command to the First Deputy Superintendent or his designee. Through inspection and review the First Deputy Superintendent will make a determination for the authorization of any request for such claim.
- b) The officer will provide a written report giving details as to how the item(s) were damaged.
- c) If the damage is irreparable, a new item will be ordered from a designated supplier.
- d) If the damage is repairable, the item will be sent to a designated supplier for repairs.
- e) Any replacement or repair to uniform items damaged in the line of duty will involve no expense on the part of the officer, unless negligence is involved.

19) Uniform maintenance and upkeep:

- a) Officers are expected to maintain all uniform items in a presentable manner.
- b) Jacket and trousers will be clean and pressed.
- c) Hats will be brushed clean.

- d) Hat visors will be kept clean and shiny.
- e) Shirts will be neat and clean.
- f) Collar button must be closed when the necktie is worn.
- g) Sleeves must be buttoned and not rolled up.
- h) Neckties will be kept free from stains.
- i) Shoes will be kept clean and polished.
- j) Leather jackets, nylon jackets and leather goods will be kept clean.
- k) Nameplates and police badges will be kept shiny and free from tarnish or discoloration.

20) inspection:

- a) The Shift Commander will conduct a visual inspection of officers at Roll Call prior to each tour of duty and record any deficiencies, as appropriate, in the daily shift report.
- b) Supervisory personnel will observe/inspect officers continuously.
- c) The Cicero Police Department will conduct uniform and weapons inspections a minimum of two times each year.
- d) The Superintendent of Police or his/her designee will conduct the inspections.
- e) Seasonal uniform inspections will be on, or about May 1st and November 1st.
 - i. The supervisor conducting the inspection will utilize the Uniform Matrix (See Addendum A) as a guide and complete a uniform inspection form/report.

21) Seasonal Uniform changes:

- a) The Cicero Police Department will have seasonal uniform change twice a year.
- b) The summer uniform will be worn beginning on May 1st of each year and consist of:
 - i. Short sleeve shirt
 - ii. Black trousers
 - iii. White crew neck undershirt.
 - iv. Black socks
 - v. Black shoes.
 - vi. Nameplate and issued police stars and hat shield.
 - vii. "5-Star" Department police hat (optional for daily use).
 - viii. Specialty insignia, award ribbon and/or pins, organizational pins or medals (optional)
 - ix. Required leather gear
 - x. Valid Illinois Driver's License
 - xi. Valid Illinois Firearm Owners Identification Card (FOID)
- c) The winter uniform will be worn beginning on November 1st of each year and consist of:
 - i. Long sleeve shirt,
 - ii. Black clip-on tie with tie clip or a turtleneck/Dickie with described CPD Logo.
 - iii. Black trousers
 - iv. Black Socks.
 - v. Black shoes.
 - vi. Black Field Coat Jacket, Fleece Jacket, or leather jacket (worn as weather requires).

- vii. Black Gloves (leather or other suitable material)
 - viii. Scarfs/Wraps/Masks (no markings or logos): Officers will not wear partial face masks while operating a department vehicle or while performing routine police business such as taking reports, interviewing complainants and witnesses, etc. In addition no scarfs/wraps are permitted to be worn due to Officer Safety reasons. When the weather is below 32 degrees Fahrenheit, partial face masks/protection will be allowed on an outdoor fixed post assignment (directing traffic, protecting a crime scene) or while on an extended search of an area for evidence or contraband, etc. for an extended period of time. **FULL FACE MASKS ARE NOT PERMITTED.**
 - ix. Black wool knit Watch Cap with embroidered with Cicero PD Logo may be worn only during periods of inclement weather and when the temperature is below 32 degrees Fahrenheit. As of fall/winter 2015, the prescribed and authorized black knit cap is one with the authorized embroidered Cicero Police star (including star # if so assigned) on front and 3/4 " high CPD" embroidered in white or gold (based on rank) on the back. (See Addendum D of this order) **Effective 01 Nov 15, ALL OTHER PREVIOUS KNIT CAPS ARE OBSOLETE AND NO LONGER AUTHORIZED for wear in uniform.**
The knit cap is intended to be worn during periods of inclement weather. Effective upon issuance of this order (March 2015) and onward, optional knit caps will only be worn when a winter/fall outer garment (field jacket, fleece jacket, or wool sweater) is also worn. They will not be worn when a uniform shirt is the outer garment. Additionally, they will not be worn while inside the police facility or any other government facility.
 - x. Nameplate and issued police star/badge
 - xi. "5-Star" Department police hat and hat shield (optional for daily use)
 - xii. Specialty Insignia, award ribbon and/or pins, Organizational pins or medals, longevity bars/star (optional)
 - xiii. Required leather gear
 - xiv. Valid Illinois Driver's License
 - xv. Valid Illinois Firearm Owners Identification Card (FOID)
- d) Uniform personnel assigned to station duty may choose to wear short sleeve shirts year-round.

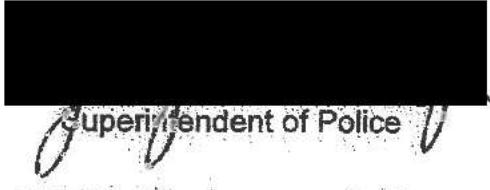
22) Specialty Insignia, Award Ribbons and/or Pins, and Organizational Pins or Medals.

- a) Specialty insignia and title plates:
 - i. Specialty insignia worn by officers who are assigned to a position to which the insignia or title plate refers and have completed applicable training are permitted.
 - ii. Specialty insignia will be worn on the outermost garment (shirt, field jacket or blouse) centered on the upper left pocket flap midway between the top seam and button of the flap.
- b) Award ribbons and/or pins:
 - i. Authorized award pins will be worn on the outer garment parallel to the top edge of the right pocket and centered laterally above the nameplate and touching the nameplate.

- ii. if authorized award pins are worn, they will be placed in the same manner as a single pin, but side-by-side and touching.
 - iii. Authorized award pins may be worn on a suit or sport coat lapel.
 - iv. Authorized pins and ribbons include Cicero Police Award pins, award pins/ribbons from another police agency, military pins/ribbons, or other pins/ribbons approved by the superintendent.
 - c) Organizational Pins or medals:
 - i. Organizational pins or medals include a military service pin, American Red Cross or American Heart Association Life Saver Pins, First Aid Instructor Pin, or other pins or medals approved by the Superintendent.
 - ii. The pin or medal will be worn in an upright position on the lower right corner of the left pocket flap of a uniform shirt, jacket or blouse. The edge of the pin or medal will be 1/4 inch above and to the left of the inside vertical and horizontal seams. A second pin will be worn, similarly, on the lower left corner.
 - iii. A maximum of two (2) organizational pins or medals may be worn
 - iv. The placement of awards, ribbons, pins or other items of insignia upon any other item of the uniform and/or equipment shall be prohibited.
- 23) Service Longevity bars/star:
- a) Cicero Police Officers will be authorized to wear service longevity bars/star (cloth patches) on the left forearm sleeve of the outer uniform garment.
 - b) The outer garment shall include leather jacket, nylon jacket or blouse.
 - c) Longevity bars will not be permitted on the uniform shirt.
 - d) Longevity bars/star will be silver with black backing will be worn by rank of Police Officer and Detective
 - e) Gold with black backing will be worn by rank of Sergeant and above.
 - f) Longevity bars/star will be issued in the following manner:
 - i. One (1) bar for completion of 5 years of police service
 - ii. Two (2) bars for completion of 10 years of police service
 - iii. Three (3) bars for completion of 15 years of police service
 - iv. One (1) star for completion of 20 years of police service
 - v. One (1) star and one (1) bar for completion of 25 years of police service
 - vi. One (1) star and two (2) bars for completion of 30 years of police service
 - vii. Additional police service will be issued in a similar format
- 24) Rank Insignia uniform display:
- a) FTOs and Sergeants-Rank Insignia worn on the shirt sleeve,
 - b) Lieutenants, Captains, Commanders, Asst. Deputy Superintendents, Deputy Superintendents, First Deputy Superintendent, and Superintendent –Rank Insignia are worn on epaulets and/or collars (See Addendum E for further)
- 25) Cicero Police Officers assigned to the Detective Division will be required to wear conservative business attire that includes the following:
- a) Male Members: Suit or sport coat with trousers, shirt necktie, shoes and socks.
 - b) A light waist length jacket is suitable in lieu of a sport coat or suit. Jacket will have no markings, sport team logos and conservative in color and design.

- c) When wearing a vest carrier, the prescribed star, name tag, unit designator and rank insignia will be in view of the public.
 - d) Female Members: A dress, suit or blazer-type jacket with blouse, and/or sweater in combination with slacks or skirt shoes and socks/hose.
 - e) Detectives will maintain a full complete seasonal uniform including riot helmet at the station in a designated area or in their locker.
 - f) While on duty, denim fabrics, leisure and exercise-styled apparel are prohibited unless otherwise authorized by an exempt officer.
 - g) Sworn Members assigned to field duties are prohibited from wearing sandals or shoes with a heel height higher than two inches.
 - h) Articles of clothing will be clean, well pressed and conservative in color or design.
 - i) Detectives must be equipped or have readily accessible double ammunition magazines/speed loader case
- 26) Officers assigned to the Gang/Narcotics Tactical Unit may wear attire suitable for their Field Investigations and are covert in nature. Uniforms for highly specialized units such as the Gang/Narcotics Tactical Unit may differ from provisions of this General Order with the approval of the Superintendent of Police.
- a) When wearing a vest carrier, the prescribed star, name tag, unit designator and rank insignia will be in view of the public.
 - b) Articles of clothing will be clean, pressed and conservative in color.
 - c) Casual outer shirts or T-shirts will be plain solid colors may be worn and will not display "distasteful" messages or images.
 - d) Tactical apparel (BDU's) is preferred; denim apparel in good & clean condition is acceptable.
 - e) Tactical Officers will maintain a full complete seasonal uniform including riot helmet at the station in a designated area or their locker room.
 - f) Tactical Officers must be equipped or have readily accessible double ammunition magazines/speed loader case.

By Order of:


Superintendent of Police

Pursuant to the written contractual agreement between the Town of Cicero and the Cicero Patrol Officers and Sergeants and the collective bargaining representatives the F.O.P this General Order shall rescind and abolish the former "Quarter Master" system. Officers shall now receive uniform and equipment allowance and therefore are required to purchase the prescribed uniform and equipment items at their own direction as specified within this directive. Modification, addition or deletion to any part therein of this order shall be at the discretion of the Superintendent of Police, or his designee.

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-06**

EFFECTIVE DATE: March 1st, 2018



SUBJECT: **DEPARTMENT AWARDS PROGRAM**

1. POLICY

The Cicero Police Department will establish a formal process whereby the department, through the Superintendent of Police, acknowledges individual, unit, or department acts or work performance worthy of recognition.

2. DEFINITIONS

- a. ***Above and beyond the call of duty:*** An act performed which is not required by the nature of the employee's position.
- b. ***Combat:*** Physically fighting with a suspect who is armed with a deadly weapon.
- c. ***Saving of life:*** An action that, if not performed, would beyond a reasonable doubt have resulted in the death of a person(s).

3. PROCEDURES

a. Recommendations for the Medal of Honor, Medal of Valor, Purple Heart, Lifesaving Award, Unit Citation and the Commendation Award shall be processed in the following manner:

- 1) The commanding officer of the watch/unit:
 - a) Complete a *Department Award Form* (See Addendum "A"), checking the box that indicates the particular award under recommendation and clearly describing the act(s) or performance to be cited and/or injuries sustained. Unless circumstances dictate otherwise all award recommendations will be submitted no later than six (6) months from the date the act/performance/injury occurred.
 - b) Obtain a copy of the completed physician medical report in cases wherein the Purple Heart Award is being recommended.
 - c) Forward the completed Department Award Form with copies of all other relevant documents, (i.e. case reports, arrest reports, injury on-duty reports, medical reports) through the chain of command, to the affected Deputy Superintendent for the initial consideration process.
- 2) The affected Deputy Superintendent will:
 - a) Review the recommendation and determine if the act(s) performed and/or injury sustained meet the criteria for such award being recommended. Each recommendation, along with all relevant information shall then be forwarded to the Awards Committee Chairman.
- 3) The Awards Committee will review recommendations for the commendation award and upon approval forward the Department Award Form to the 1st Deputy Superintendent of Police for review and sent to the Superintendent for final approval.
- 4) The Superintendent of Police will forward the form and all related documents to the Awards Committee Chairman who will perform the following: