

***PROCEDURE MANUAL***  
***CHAPTER 5***

**Chapter 5 / Support Services**

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## PALOS PARK POLICE DEPARTMENT

**Title:** *MEDIA RELATIONS AND PUBLIC INFORMATION*

**Procedure:** 5.000

**Date Issued:** MAY 01, 2002

**Revised:**

**Reviewed:** October 2014

### **PURPOSE:**

To establish guidelines for the release of information to the news media.

To provide the news media and public with timely and accurate information regarding Department activities.

To ensure that a police investigation is not jeopardized by the premature release of information.

the scene of incidents when so required;

Being available for on-call responses to the news media; Preparing and distributing formal news releases;

Arranging for, and assisting at news conferences;

Coordinating and authorizing the release of information about victims, witnesses, and suspects;

Assisting in crisis situations within the Department; and,

Coordinating and authorizing the release of information concerning confidential Department investigations and operations.

2. When the Chief of Police is unavailable the watch commander on duty at the time will provide any basic information for an initial press release that is appropriate and falls within the scope of their assignment.

3. Police Officers who are approached by members of the news media for information concerning official activities of the Department are to refer all such inquiries to their supervisor.

4. Department personnel authorized to release information to the news media under the following categories are:

### **PROCEDURE:**

#### **PUBLIC INFORMATION FUNCTION**

1. The Chief of Police is designated as the Public Information Officer and is responsible for the public information function of the Department. This function will include, but is not limited to:

Assisting news personnel in covering routine news stories, and at

**AT THE SCENE OF AN INCIDENT**

Chief of Police  
Watch Commander

**FROM AGENCY FILES**

Chief of Police or his designee

**ONGOING INVESTIGATION**

Chief of Police  
Person in charge of the investigation

**FORMAL NEWS RELEASE**

Chief of Police

**EMERGENCY NEWS RELEASE**

Chief of Police  
On Duty Watch Commander

**NEWS MEDIA / AT SCENE ACCESS**

1. The Department does not issue Press credentials. However, the Department will deny access to the scene of an incident or its reports to any news media member who cannot present positive identification as a representative of a public news service.

2. Police lines may be established to prevent persons from entering the area of a serious incident or crime scene. Dependent upon the tactical situation and the likelihood of jeopardizing police operations, members of the news media may or may not be allowed in such area.

3. While members of the media may be permitted in the area of a crime or serious police incident, they do not have the authority to be within a crime scene or area, which has been secured to preserve evidence or at any location where their presence jeopardizes a police operation.

4. Supervisors may allow access to news media representatives, including photographers, at the scene of major fires,

natural disasters, or other catastrophic events; and the perimeter of crime scenes depending on the need to preserve evidence and maintain order.

**NEWS RELEASES**

1. News releases are divided into three (3) categories. The frequency and content of the release depends upon the objective desired. Normally releases will be provided to those media agencies that have a direct relationship with the service community. The three types of news releases are:

**ONGOING INVESTIGATION**

Any information provided to the news media by a Watch Commander will be documented and provided to the Chief as soon as possible. It is important that all releases contain the same information. If possible a printed release will be prepared for distribution to the media. The Chief of Police, or the person in charge of the investigation, MAY RELEASE the following information:

The type of crime or nature of incident.

The location (certain restrictions apply), date, time, injuries sustained, damaged property and a brief description of the incident.

Amount and type of property taken, including value if known.

The name, age, and address of any adult charged with a crime.

The fact that a juvenile has been taken into custody, including sex, age, and general area of residence.

The nature, substance or text of the charge.

The facts time and place of arrest.

The next step in the judicial process.

Requests for aid in locating evidence, a complainant, or a suspect. The identity of a suspect before arrest will not be disclosed

except to the extent necessary to aid in the investigation, to assist in the apprehension of the suspect, or to warn the public of any danger. A person's race may be released as descriptive information in such cases.

Available photographs may be released only if they serve a valid law enforcement function such as the identity of the victim or to enlist public assistance in the apprehension of the offender.

In situations where multiple jurisdictions or agencies have participated in the case, all inquiries by the media should be directed to the Chief of police, or a Supervisor from these jurisdictions should be consulted to plan and authorize a joint release, if required.

## PUBLIC RELATIONS

The Chief of Police or his designee shall be responsible for issuing public relation news releases. Information should be provided on a regular basis to all media agencies that have contact within the Department's service area. The content of the news releases may include:

- Department accomplishments.
- New program announcements.
- Crime prevention information.
- Relevant crime problems and statistics.
- Appointments and promotions.

## EMERGENCY NEWS RELEASE

Whenever there is an immediate need to inform the general public concerning an emergency, any supervisor on duty may contact the news media and issue a press release. The need for such release will depend upon the severity of the situation and the need for the public to be informed. In special situations of public concern such as natural disaster (tornadoes, severe wind or rain storms, etc.), a major fire or a chemical

spill, any supervisor on duty may issue a press release at his discretion. Comments to reporters should be comprised only of factual, on-the-record information. In general, comments to the news media concerning investigations, indictments, arrests and criminal incidents should be minimal, consistent with the responsibility of keeping the public informed without jeopardizing the rights of individuals.

## WITHHOLDING INFORMATION

### 1. The following information WILL NOT be released:

Any victim, complainant, or witness information such as identity, address, phone number, age, etc., in the following instances:

The information is contained in an on-going investigation whereby release of such information may jeopardize successful resolution and/or prosecution of the case.

The information is contained in any sex offense or sex related investigation which, if divulged, would tend to lead to the victim's identification.

Law enforcement officers may not disclose the identity of any juvenile in releasing information to the general public as to the arrest, investigation or disposition of any case involving a juvenile;

The identity of any critically injured or deceased person prior to notification of next of kin;

The specific cause of death, until determined by the Medical Examiner;

Exact information concerning an on-going investigation, whether it be a crime or traffic accident, will not be released if the information would jeopardize the investigation or prosecution of a subject;

The existence or contents of any confession, admission, or statement

given by the accused, or the refusal or failure of the accused to make any statement;

The performance of any examination or tests, or the refusal or failure to submit to an examination or test by the accused;

Any prior criminal records, including arrests, indictments, and other charges of crime, or the character or reputation of the accused;

Statements concerning the testimony or credibility of a prospective witness;

Any reference to the possibility of a plea of guilty or the possibility of a plea to a lesser offense;

Personal opinions as to the accused guilt or innocence, or to the evidence or merits of the case;

The identity of suspects that are interviewed but not charged will not be released;

The identity of any informant;

Confidential intelligence or operations will not be disclosed except by express permission of the Chief of Police;

Sensitive or investigative information concerning internal investigations except by express permission of the Chief of Police. Public statements must conform to the labor agreement;

Any information strictly prohibited by federal or state law.

#### **MEDIA REVIEW**

1. This department will involve the news media in the development of changes in policies and procedures relating to the public information function by allowing them to review and comment on this procedure.

## PALOS PARK POLICE DEPARTMENT

**Title:** *PRISONER DETENTION  
AND LOCKUP FACILITY*

**Procedure:** *5.100*

**Date Issued:** *OCTOBER 15, 2002*

**Revised:**

**Reviewed:** *October 2014*

### **PURPOSE:**

To provide for the administration, processing, supervision, security, and inspection of prisoners and the lockup facility.

### **POLICY:**

It is the policy of the Police Department that any person incarcerated in the lockup facility will be afforded their rights under the law, will be treated humanely, and will be provided with proper food, shelter, and if required, medical treatment. Procedures will comply with State law and the Department of Corrections Municipal Jail and Lockup Standards.

### **PROCEDURE:**

#### ***MANAGEMENT AND ADMINISTRATION***

1. The Chief of police is responsible for the management and operation of the lockup facility. Quarterly prisoner population reports will be filed with the Department of Corrections, and full cooperation will be afforded the detention consultant during the inspection of the lockup facility.
2. The Support Services Commander is responsible for ensuring that arrest records are stored in a secure area, and will ensure that records are only released in accordance with the Freedom of Information Act, laws of privacy and confidentiality of records.

3. The Administrative Services Commander is responsible for the maintenance and inspections of the lockup facility.

4. The on duty watch commander is responsible for the direct supervision and care of prisoners detained in the lockup facility.

5. No unauthorized or nonessential persons will be allowed access to the lockup facility. Maintenance workers or outside contractors required to work in the cell areas will be checked, by the Administrative Services Commander or the on duty watch commander, to ensure that no tools are left behind in the cell area.

6. All supervisors will ensure that all reports, records and documents pertaining to an arrestee are maintained in a secure area, and checked for accuracy and completeness before forwarding them to the Records unit.

#### ***TRAINING***

1. All Department personnel will receive the appropriate level of training in lockup operation procedures. The following training will be provided at a minimum:

All sworn personnel will receive instructions in prisoner processing and lockup facility operation;

Non sworn members of the Department who provide matron duties will be trained in the correct techniques, when dealing with and searching prisoners;

Communications operators will receive instructions on monitoring

prisoners with the audio visual equipment and their responsibilities for prisoner inspections; and,

Employees who do not work, or come into direct contact with prisoners, will receive an orientation on the functions of the lockup facility.

### **PRISONER PROCESSING**

1. The maximum period of detention should not normally exceed 48 hours, except when detention occurs at the beginning of a holiday or with permission of the Prosecutor.

2. When a prisoner is not confined to a locked cell, the officer will activate the red warning lights to alert other officers that a prisoner is being processed.

3. All prisoners will be properly searched before entering the lockup facility. A search will be conducted of the prisoner and his property at the start of the booking process. The department's metal detector will be used whenever possible on all prisoners before the prisoner is placed into a cell.

4. Strip searches must conform to State law.

5. Property taken from the prisoner will be inventoried on a Lockup Record form. Special attention will be given to removing and inventorying the following items:

- belts and drawstrings;
- ties and scarves;
- shoes and shoelaces;
- jewelry, keys;
- matches, lighters, smoking materials;
- personal property;
- medication;
- coin, currency, checks, credit cards;
- and,
- any article determined to be potentially dangerous to the detainee or a Department member, or that may compromise the security of the lockup facility.

6. Prisoner property will be secured in a locker for safekeeping until release or transfer. The officer inventorying the property and the detainee will sign the Lockup Record form to acknowledge items that were inventoried.

7. Persons arrested and booked by members of this Department for intake to the lockup facility will be processed and the following reports will be completed, when required:

- General Offense Report
- Juvenile Contact Report/ Juveniles
- Arrest Fingerprint Card if applicable
- Lockup Record form
- Lockup log book

Other forms or reports may be applicable depending on the specific circumstances of the arrest, i.e., DUI.

8. If a prisoner refuses to cooperate with the booking process, i.e., fingerprinting and photographing, or the prisoner's physical or mental condition inhibits processing, allow the prisoner a reasonable period of time to calm down, become sober or rest. If the prisoner still refuses to be processed, the prisoner will be taken before a judge and ordered to submit to processing.

9. All persons charged with a criminal offense will be photographed. If unable to use the mug camera because of a malfunction, or because of the offenders' condition, officers will use the Polaroid camera. The position of the Polaroid camera should approximate that of the mug camera. If the photograph is taken with a background other than that of the arrest number placard and height chart, record the date and sequential arrest booking number on the front bottom of the Polaroid. Those individuals detained for investigation of a specific offense, (burglary, auto theft, theft, etc.), and not charged may be fingerprinted and photographed, for Department records, for later comparisons and investigations. Major case prints will be taken from offenders arrested for burglary and related offenses.

10. The apparent physical condition of all prisoners placed into the lockup facility

will be indicated on the Lockup Record Form. Apparent physical condition of the prisoner will include such comments as; violent, suicidal, injured (describe injury), addict, normal, or other conditions as, determined by the booking officer.

11. All prisoners placed in the lockup facility will be logged in the Department Lockup Book. Separate books for adults and juveniles are provided. All requested information is to be completed by the primary officer. The releasing officer will complete that part of the lockup book concerning release information.

12. When placing a prisoner into the lockup facility or detention room the officer will start a Lockup Record form. When filling out this form the officer will indicate the cell number or room where the prisoner was placed.

13. A Lockup Record form will be completed whenever:

an adult detainee is held over 30 minutes in the lockup facility or temporary detention room;

a delinquent juvenile detainee is held over 15 minutes in the juvenile cell or temporary detention room.

14. Adult male prisoners will be segregated from females.

15. Juvenile prisoners will be held in a room separated by sight and sound from adults and without bars.

16. The officer placing the prisoner into a cell is responsible for notifying the Communications operator to begin audio and video monitoring of the prisoner in the cell. The officer will also notify the watch commander that a prisoner is in the cell.

17. Prisoners who are under the extreme influence of alcohol or drugs, or who appear to be suicidal, violent, or prone to acts of self abuse may pose special security problems. Physical restraints will not be placed upon a prisoner to confine his movements other than for the specific purpose of preventing the prisoner from injuring himself or others, or from damaging

property. A notation on the Lockup Record form will be made whenever a restraint device is used. The following guidelines are established for these special situations:

**ARRESTEE UNDER EXTREME INFLUENCE OF ALCOHOL OR DRUGS** - A prisoner who appears highly intoxicated, disoriented or appears to be suffering some form of physical or medical problem should be examined by a Fire Department paramedic and, if necessary, transferred to a medical facility.

**PRISONERS WHO APPEAR SUICIDAL OR SELF DESTRUCTIVE** - The communications operator will be notified of the potential problem with the prisoner to ensure closer monitoring with the audio and video equipment. If necessary, leg and hand restraints may be used for the protection of the prisoner and the officer. Information regarding the prisoner's tendencies will be documented and provided to other agencies that will later take custody of the prisoner. The supervisor will instruct the officer assigned to check on the prisoner to make more frequent inspections.

**PRISONERS WITH MENTAL DISORDERS** - Prisoners with a known history of mental disorder or mental defect, or who show evidence of such condition, will be detained only temporarily in the lockup and will be transferred as soon as possible. In the event such a prisoner is detained he will be afforded protective custody and constant supervision until transferred.

**VIOLENT PRISONERS** - Violent prisoners will be placed in a cell immediately after their personal property has been removed. Leg and hand restraints may be used for the protection of the officer. Arrest processing should be completed only when it can be done safely. Sufficient personnel should be

available in these situations. The nature of the prisoners' actions will be transmitted to any receiving agency upon transferring the prisoner.

18. Before releasing a prisoner from custody the releasing officer must positively identify the prisoner as the one authorized to be released. Officers will verify prisoner identification by examining the Arrest Report, Arrest Fingerprint Card, identification in the personal property of the prisoner, or if necessary speak with the arresting officer if there is any question to the identity of the prisoner.

19. The officer releasing or transferring the prisoner shall instruct the prisoner to flush the cell toilet, deposit all garbage from the cell including the disposable blanket into the waste basket in the processing room. The releasing officer will inspect the cell for damage. Any damage done by the prisoner will be reported to the watch commander who will ensure that an additional offense report covering the damage is completed and charges filed, if necessary.

20. Prisoner property, except those items being held as evidence, will be returned to the prisoner upon his release. The prisoner and officer are required to sign the Lockup Report form. The property of a prisoner who is released to another jurisdiction shall accompany that prisoner. The appropriate jurisdictional personnel shall sign the Lockup Record form.

21. If there is an arrest that exceeds the maximum capacity of our lockup facility the watch commander will contact a neighboring department and request assistance in housing the excess prisoners. Whenever possible, prisoners should be processed at the Police station before being transported. Arrangements should be made by the watch commander and the watch commander from the other agency to handle the feeding, bonding or other necessary requirements of our prisoners.

#### **SECURITY AND CONTROL**

1. Officers will secure their firearm in the gun lockers provided before entering the lockup facility. Firearms will also be secured

in the gun lockers while processing the prisoner and before entering the cell area. Exceptions for entering the cell area with a weapon are warranted under the following conditions:

building fire and evacuation is necessary;

weather related hazard;

suicide attempt;

other life threatening emergencies; and,

at the direction of a supervisor.

2. Entering an occupied cell is sometimes a dangerous situation. In an emergency it may be necessary for an officer to enter the cell alone to evacuate the prisoner. Depending on the circumstances, and considering why the prisoner is in custody, an officer may enter the cell to check the well being of the prisoner. However, before entering the lockup facility, the officer should request the communication center monitor, both visually and audibly. When dealing with a prisoner being held for a serious offense, or who is considered dangerous, an officer should not enter an occupied cell without the assistance of another officer.

3. The lockup facility doors will remain closed and locked always. The doors will never be propped open, or in any other way compromise the doors proper functions. Cell block and cell doors will be left open when the cells are unoccupied.

4. A security check including searching for weapons and contraband will be made of each unoccupied cell before its use by the officer who will secure the prisoner in the cell. The releasing officer will also check the cell for weapons and contraband upon releasing the prisoner.

5. Officers will inform the communications operator whenever they enter the station, booking room or lockup facility with a prisoner. The communications operator will then activate the audio system, video monitors and video recorder. Audio and video surveillance of the prisoner, and observing the contact between the prisoner

and an officer is the responsibility of the communication operator.

6. Whenever an officer enters the lockup facility he should have his portable radio with him. Whenever an officer enters the lockup facility, he should check the audio system to ensure its proper operation.

7. Prior to leaving the lockup area, and after placing a prisoner in a cell, the officer should request that the communications operator check that the audio, video monitoring and video recording equipment in the cell that the prisoner is occupying is turned on and operating properly.

8. Due to the temporary nature of the detention, personal items such as mail, money, checks, food, smoking materials, or other personal items will not be accepted for delivery to the prisoner. The watch commander should accept fresh clothing for the prisoner, if needed. These items will be properly searched and logged on the Lockup Report form.

#### **PRISONER SUPERVISION**

1. Prisoners detained at the Police station lockup facility will be under constant twenty-four (24) hour supervision. The on duty watch commander is responsible for ensuring that communications operators are informed that a prisoner is being held in the lockup and that the operator monitor the audio and video activity of the prisoner. Supervisors are also responsible to see that the proper security checks are conducted.

2. Watch Commanders will conduct a prisoner count check when starting their tour of duty. The number of prisoners in the lockup facility will be logged.

3. Juveniles accused of status offenses, i.e., running away, underage drinking, truancy, etc., under State or Federal law, or municipal ordinances, and non-offenders cannot be securely detained in a cell or detention room. Juveniles, 10 years of age or older, accused of delinquent acts may be securely detained for a maximum of six hours in a juvenile cell, locked detention room, or handcuffed to a stationary object. Juveniles must be under

continuous supervision when placed in a locked room, cell or handcuffed to a stationary object. If housing over 6 hours is required for a juvenile prisoner, he will be transported to the Juvenile Detention Center.

4. A personal inspection of each adult prisoner will be conducted every 30 minutes. High risk prisoners may require more frequent observation. A personal inspection of each juvenile prisoner will be made every 15 minutes. The following responsibilities apply to the inspection of prisoners:

**PATROL** - Officers that place a prisoner into the holding facility will initiate a Lockup Report form. This check list will be completed every time an officer does an inspection of the prisoner, or in some other way encounters the prisoner, i.e., feeding, telephone calls made or attempted, contact with attorney or family member, processing, etc. The watch commander is responsible for ensuring that each prisoner is checked at the required time intervals. This observation will be noted on the Lockup Report form, i.e., sleeping, eating, awake. Whenever possible members of the same sex will conduct prisoner inspections.

**COMMUNICATIONS** - In the event the communications operator must conduct a prisoner check, the communications operator will use the video and audio monitor. If the communication operator is of the opposite sex of the prisoner, the operator shall make an announcement on the audio speaker stating that the check is going to be made. In the case of an emergency the communications operator will notify the watch commander.

5. Video cameras and audio speakers may be used to monitor the activity of prisoners in the lockup facility. When in use, these electronic devices will not be used in a way that will violate the personal privacy and dignity of the prisoner.

6. Whenever possible, Department members charged with the visual inspection

of prisoners will be of the same sex as the prisoner. When this is not possible, Department members will take the necessary precautions to ensure the privacy of the prisoner. Video monitors will be temporarily turned off when a prisoner of a different sex needs to use the washroom facilities. The audio speaker can warn the prisoner when a member of the opposite sex needs to enter the cell area. Supervisors will ensure the privacy and dignity of the prisoner.

#### **FIRE PREVENTION, INSPECTIONS, AND SANITATION**

1. Fire prevention practices will include the following, at a minimum:

- no smoking in the cell area by prisoners or officers;
- flame retardant mattresses and blankets for each cell;
- all lighters and matches are confiscated from prisoners during search procedures;
- officers will be familiar with the location and use of fire extinguisher near the holding facility; and,
- exits clearly indicated.

2. Fire extinguishers are located in easily accessible locations that afford the least opportunity for tampering. The location and type of fire extinguisher used in the holding facility meets applicable state and local standards. To ensure reliability, each fire extinguisher is equipped with a charge gauge and inspection tag.

3. Daily inspections of the lockup facility's automatic fire detection and alarm system will be done by the day shift watch commander, or his designee. Each heat/smoke detector is equipped with a red light to indicate that electrical power is supplied and the system is on line. If the red light is flashing, the system is working. Evidence of tampering, vandalism or an apparent lack of power should be documented on a memo and brought to the immediate attention of the Administrative Service Commander.

4. Weekly inspections of the lockup facility's fire equipment, first aid kit, sanitary condition, and security conditions will be conducted every Monday by the Administrative Service Commander. The fire extinguisher will be inspected for tampering and damage. The charge gauge will be checked to ensure proper operation. The first aid kit will be inspected to ensure it is properly stocked. The inspection will also include the overall cleanliness and general sanitation of the lockup facility for control of vermin and pests, and a check for weapons and contraband in each cell. The results of the inspection will be documented on the lockup facility inspection report.

5. Monthly testing of the automatic fire, detection devices and alarm system will be conducted by the Administrative Service Commander.

6. The Administrative Service Commander will conduct semi-annual inspections, during January and July, of the lockup facility's fire equipment and sanitary conditions. The fire equipment will be tested and results of these tests will be documented and placed in the master file for the lockup facility. Arrangements will be made with a pest control company to fumigate the lockup should any breeding insects or rodents be discovered. Preventive checks by a pest control company will be arranged, as needed.

#### **PRISONER ESCAPE**

1. If there is an escape by a prisoner being held in custody by this Department immediate efforts will be made for recapture. The following steps will be initiated after an escape:

The officer discovering the escape will immediately notify communications and the watch commander;

Determine the number of escapees and if there is a risk of additional prisoners escaping custody. Sufficient personnel will be dispatched to secure the lockup and search the building, if necessary;

Complete description and identity of the escapee and offenses will be

provided to police departments on the main police radio frequency.

Make emergency notification to the Chief of Police through the chain of command;

Contact additional personnel, oncoming patrol personnel and on-call investigator, to assist in searching for the escapee;

Check to see that all security doors and cell doors are functioning properly. Steps should be made to repair malfunctioning doors or locks as soon as possible.

The watch commander will initiate an investigation into the circumstances surrounding the escape and make a full report and recommendation to the Chief of Police through the chain of command.

2. All extraordinary or unusual occurrences which involve or endanger the lives or physical welfare of officers or detainees shall be reported to the Division of Support Services, Jail and Detention Standards Unit of the Department of Corrections by the Support Services Commander within 72 hours of the occurrence or its discovery. The Department of Corrections form, Report of Extraordinary or Unusual Occurrences, will be used. Extraordinary or unusual occurrences include:

deaths, regardless of cause;

attempt suicides, if hospitalized or medical treatment is required;

serious injuries;

escapes or attempted escape;

serious fire resulting in property damage, personal injury or evacuation;

riots;

battery on an officer, visitor or volunteer by a detainee;

battery on detainee by an officer;

battery on detainee by another detainee if hospitalization or extensive medical treatment is required;

sexual assaults;

occurrences of contagious or infectious disease or illness within the holding facility;

use of chemical agents; and,

major property damage.

#### **HEALTH/MEDICAL SCREENING REPORT AND HEALTH CARE SERVICES**

1. Before being confined in a cell, each prisoner will undergo a health/medical screening interview. The purpose of this interview is to obtain information about the prisoner's health, medical status and parental responsibility. The screening interview is the responsibility of the arresting officer and will be conducted during the booking process. Information will be completed on the Lockup Record form, and will include:

Current physical and mental health of the arrestee including communicable diseases;

Medication taken by the arrestee;

Behavior, including state of consciousness and mental status;

Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.;

Suicide attempts or recent traumatic experiences; and,

If the arrestee has any children under the age of 18 that live with them who may be neglected as a result of the arrest.

2. Obtaining a current health assessment of female arrestee should take into account the special needs of women. Specific conditions such as pregnancy should be identified.

3. The following are guidelines to be followed in the event a prisoner is in need of medical assistance:

Prisoners who are ill or injured, should be treated by Fire Department paramedics. The paramedics will examine the prisoner and determine whether his condition warrants transportation to a medical facility.

If the prisoner needs to be transported to a medical facility the on duty watch commander will determine if an officer should accompany the paramedics or, if the hospital will be informed of the need to place a "hold" on the prisoner.

Whenever there is a doubt about the health or medical condition of a prisoner the officer should summon the paramedics. The final decision to transport to a medical facility rests with the paramedics.

4. If medication is needed by a prisoner, the following guidelines will be followed:

If the prisoner has prescription medicine on his person at the time of booking, the prescription should be verified prior to administering;

Medication prescribed by a physician is to be administered as prescribed. The watch commander, or his designee, will witness the prisoner actually taking the medication and will properly record on the Lockup Record form the time and the medication administered. Refusals will also be noted; Officers should use the Physicians Desk Reference book to check on questionable pills. A pharmacist should be consulted if the officer is unsure or has a question regarding the medication.

#### **USE OF FACILITIES BY OUTSIDE AGENCIES**

1. The Police lockup will not normally be used by officers from other law

enforcement agencies. The use of the lockup may be granted due to exceptional circumstances by the watch commander. Lockup procedures for exceptional circumstances are as follows:

Communications personnel will obtain approval from the watch commander before making any arrangements for use of the lockup facility by another agency.

If the watch commander authorizes the use of the lockup, an officer will be assigned to assist in the safe intake of the prisoner. The officer will verify the position and authority of the person presenting the prisoner for detention. If the presenter is in civilian clothes positive identification will be required. A telephone call may be necessary to verify the identity and authority of the presenting person.

The assisting officer will document on the Lockup Record form the required information concerning the prisoner and the arresting agency, and indicate on the Lockup Record form the prisoner's name and the name of the transporting officer, identification number, Department name, and a telephone number where a person familiar with the prisoner can be contacted.

The agency requesting to use the lockup facility is responsible for the medical attention, feeding, contact with attorney, and release or bonding out of the prisoner.

#### **PRISONER RIGHTS**

1. Persons held in custody at the Police Department will be granted all rights and privileges provided for by Federal Law, State law, and in judicial orders originating from the Courts.

2. Detainees' constitutional rights of access to the courts will not be inhibited. Persons arrested, with or without a warrant, will be taken without unnecessary delay before the nearest and most accessible judge.

3. Persons held in custody will be given every opportunity to make bail and members of this Department will not impede this right. The following is applicable for the bonding of prisoners:

Persons detained and charged with a misdemeanor or violation of a local ordinance will be permitted to post bond.

Persons detained for reasons identified above, who cannot post the required bail, will be evaluated for the qualifications for an I bond.

Persons detained for felony charges and domestic violence will be taken before a judge without unnecessary delay for a bond hearing.

During weekends, holidays, or after normal work hours, special bond procedures apply.

4. A reasonable number of phone calls will be allowed at the first practical opportunity beginning with the booking process and continuing throughout the term of detainment until the prisoner has communicated with a family member or an attorney. If the prisoner is physically or emotionally unable to complete a call, a department member may provide necessary assistance. Officers will record on the Lockup Record form all phone calls made or attempted by a prisoner.

5. Prisoners have the right to communicate with an attorney and family members by making a reasonable number of telephone calls or in any other reasonable manner.

6. Prisoners have the right to consult with an attorney except in cases of imminent danger of escape. The prisoner and attorney will consult alone and in private, as many times and for such period each time as is reasonable. The watch commander will determine whether the meeting between the prisoner and attorney will take place in the cell, interview room or in the security corridor of the lockup facility. The watch commander will ensure the right of the prisoner to have confidential access to his attorney.

#### **PRISONER MEALS**

1. When an adult prisoner is held in the lockup facility food will be provided. Feeding times will conform to normal eating times; morning breakfast, noontime lunch; evening dinner.

2. Juvenile detainees will be provided with a meal when they are detained during the normal meal period.

3. The watch commander will ensure that prisoners are fed. Feeding times will be logged on the Lockup Record form by the officer feeding the prisoner. A prisoner has the right to refuse a meal, refusals will be entered on the Lockup Report form. The form will be included with the prisoner's other reports to be submitted to the Records unit.

4. Food must be of sufficient nutritional value and provide a daily minimum of 1,800 to 2,000 calories for adults and 2,500 to 3,000 calories for juveniles. Food quantity must be sufficient to satisfy, within reason, the detainee's needs. A drink other than water shall be served with each meal. Of the three daily meals provided, at least one shall be a balanced and complete hot meal.

5. No eating utensils will be provided to prisoners.

6. The officer will ensure that the garbage is cleaned up from the cell area, as soon as possible, and deposited in a waste basket.

#### **VISITATION RIGHTS**

1. Persons arrested have the right to communicate with an attorney or family member, and they have the right to consult with an attorney. Generally, family members will not be allowed to visit with a prisoner. However, the watch commander may, under special conditions, allow a family member to visit with a prisoner. Visitors must provide full identification and register their name, address, birth date, and relationship with the prisoner, and give permission to be searched before any visit.

2. Attorneys will be allowed to consult, alone and in private, with their client.

However, attorneys are subject to a search before any meeting with a prisoner. A refusal to be searched is grounds to deny the visit.

3. Visits will be recorded on the Lockup Record form, noting the name, relationship, date, time, and officer's initials.

#### **LOCKUP FACILITY DEATHS**

1. Upon discovery that a person confined in the lockup facility has apparently died, the officer will notify the communications operator and request an ambulance and the watch commander.

2. The officer will check for vital signs of life and, if applicable, provide emergency first aid.

3. Every effort will be made to protect the scene for investigative purposes.

4. If the paramedic determines that the prisoner is dead, the body will not be moved. The Medical Examiner's Office will be immediately notified. Cell deaths are under the jurisdiction of the Medical Examiner's Office and an investigator will respond to the scene and take command of the investigation.

5. The watch commander will contact the Chief of Police through the chain of command and brief him on the circumstances surrounding the death.

6. Care will be exercised in removing an individual who has apparently died of hanging to avoid any additional injuries to the body, or destroying physical evidence.

7. The Support Services Commander will immediately initiate a Department investigation to include the following, at a minimum:

name, address, and birth date of victim;

reason for detention;

time placed in detention;

time of last visual and personal check;

property taken from prisoner;

apparent cause of death;

any individuals present immediately prior to or following finding the victim;

names of individuals who were detained in the lockup facility with or adjacent to the victim;

any notification made to other agencies or family, time of notification;

findings and recommendations for avoiding future occurrences; and,

save the video tape and enter it into evidence.

8. The victim will be transported to the Medical Examiner's Office. Care should be made to avoid post mortem injuries during removal.

9. The Support Services Commander will complete the Report of Extraordinary Occurrences form required by the Department of Corrections.

#### **EMERGENCY EVACUATION OF PRISONERS**

1. If there is an emergency, prisoners will be evacuated from the cells through the closest and safest exit. Emergency situations that may require evacuation of prisoners include, but are not limited to:

fire;

natural disaster, building damaged by weather;

a major electrical or plumbing malfunction;

riot; or

any other serious emergency or condition which would endanger the prisoner.

2. The communications operator will immediately notify the watch commander in the event of any emergency and the watch

commander will determine the level of response required.

3. Notification to other occupants in the building, if the emergency is one that threatens their safety, and requests to the various emergency services will be made as soon as possible.

4. The nearest available sworn officer will be ordered to remove the prisoner from the cell area and secure the prisoner in a safe location. Prisoners may be temporarily secured in a marked police squad car, depending on the circumstances, until arrangements can be made for more permanent facilities. If necessary, the watch commander will post an officer to guard a prisoner placed in a temporary detention facility.

5. In the event of an emergency, which requires the evacuation of a prisoner(s), the following evacuation procedure will be followed:

The watch commander will assign an officer to respond to the lockup facility and, if necessary, evacuate the prisoner(s). The watch commander will also respond to the station and supervise the evacuation.

An evacuation route is posted in the main corridor of the Lockup facility. Officers should follow the planned route depending on the location of the emergency. Alternate routes are provided should an exit be impassable. The closest and safest exit should be considered first.

The offense or reason the person is detained will be considered when evacuating the cell. The following guidelines should be considered when evacuating prisoners:

A person considered dangerous, or alleged to have committed a forcible felony will be moved after he has been handcuffed. Two officers should be present for this type of prisoner.

A person detained for a minor offense or violation of traffic laws, quasi-criminal

offenses, or one known to be of good character who does not pose a potential danger or threat to the officer or the community may be evacuated from the cell without the use of handcuffs.

Juveniles will not be transported with adult prisoners.

The prisoner should be immediately secured in a marked police squad car, with protective cage, or other secured temporary location.

The watch commander will contact a nearby police department and request the use of their lockup facility.

Prisoner property will remain at the Police station. Arrangements for the release or transfer, if necessary, will be made by the watch commander later.

All rules, regulations, policies and procedures at the other police department's lockup facility will be followed upon transfer of the prisoner.

Injured prisoners will be examined by Fire Department paramedics who will determine whether the prisoner should be transferred to a medical facility.

Prisoners being detained for a serious felony, or considered dangerous, will be accompanied to the medical facility by a police officer.

The safety and well being of the general public, police Department employees, and the prisoners will be the primary consideration.

#### **PHYSICAL CONDITIONS OF THE HOLDING FACILITY**

1. The following minimum conditions are provided for detainees housed in the holding facility:

Lighting of at least 20 foot candles in the detention area;

Circulation of fresh or purified air that is in accordance with local public health standards;

Access to a toilet, wash basin or shower, and drinking water;

A bed and blanket for any detainee who is held for more than eight (8) hours;

A heating and cooling system that can provide temperatures within the normal comfort zone range of 67 to 85 degrees; and,

Temporary clothing is provided for those prisoners who need an immediate change of clothing. The watch commander will have the prisoner arrange to have clothing brought to the station before the prisoner is transported to court. The Department's temporary clothing is not to be worn to court, unless there is no other alternative. Temporary clothing worn by a prisoner will be disposed after use.

#### **TEMPORARY DETENTION**

1. The primary purpose of the interview room is for conducting interviews. However, due to the unpredictable nature of daily police operations this room may be used for the temporary holding of detainees.

2. When the interview room is being used as a temporary detention room, the following provisions shall apply:

The arresting officer will supervise and be accountable for the detainee.

Authorization to use the interview room for temporary detention will be approved by the watch commander.

When left unattended, detainees will not be handcuffed to any movable object. If necessary, the detainee will be handcuffed to the retaining ring.

Adults will be kept separate from juveniles and males kept separate from females.

The temperature and lighting in the room shall be consistent with other areas of the station. Access to water and restroom facilities will be made available to the detainee.

Detainees shall not be held for more than 2 hours.

A lockup record form will be completed if an adult detainee is held for more than 30 minutes and a juvenile more than 15 minutes.

3. The temporary detention room is equipped with an automatic heat/smoke detector. A fire extinguisher is located immediately outside the detention room. For the evacuation of a detainee the safest and quickest route will be taken.

4. The following safety and security precautions will be followed by officers using the temporary detention room.

Officers will be cognizant of their weapon.

Officers will use their portable personal radio's emergency alarm if needed to summon assistance.

Communications operators will be notified when the detention room is occupied.

Access to the detention room and detainee will not be blocked.

Detainees will be searched for weapons or contraband.

Detainees will be secured to prevent escape.

Security inspections of the room will be made before and after placing a detainee in the room.

A visual check of the detainee will be conducted at least every 30 minutes for an adult and 15 minutes for a juvenile.

5. All department personnel who may be in a position to be responsible for a detainee will receive appropriate training in temporary detention procedures.

# PALOS PARK POLICE DEPARTMENT

**Title:** PROCESSING ARRESTEES (CABS)

**Procedure:** 5.101

**Date Issued:** August 20, 2010

**Review Date:** August 20, 2014

**Reviewed:** October 2014

## **PURPOSE:**

The purpose of this order is to set forth policy and the guidelines for employees of the Palos Park Police Department in the participation of the Cook County CABS Network. The order defines terms that pertain to the processing of arrestees utilizing the CABS Network and provides the procedures for the processing of arrestees utilizing the Cook County CABS Network.

The Purpose of the Cook County CABS program is to process, identify, and clear arrestees for court in an efficient and professional manner in order to return police officers to street duties in a timely fashion.

In addition, the CABS program will seek to ensure that the police, the courts, and corrections have accurate and complete fingerprint verified criminal history information for all arrestees including conviction, failure to appear, and parole and probation status.

## **POLICY:**

### **DEFINITIONS**

**Adult:** A person 17 years of age or older.

**Arrestee:** A person taken into custody for the commission of an offense requiring fingerprinting under Illinois Law

**Arresting Agency:** The police agency that actually arrests the offender and prepares the court complaints.

**B. of I.:** The Illinois State Police Bureau of Identification in Joliet, Illinois.

**Booking:** The process involved in handling an arrested person prior to final charging.

**CABS:** Criminal Apprehension and Booking System.

**CB#:** Central Booking Number.

**CHRI:** The criminal History Record Information system maintained by the Illinois State Police.

**CHRIS:** The criminal History Record Information system maintained by the Chicago Police Department.

**CPD:** The Chicago Police Department.

**Detention Facility:** The location where the arrestee is fingerprinted and held for court.

**ISP:** Illinois State Police.

**Juvenile:** A person under 17 years of age.

**LEADS:** Law Enforcement Agencies Data System,

**SMT's:** Scars, marks, and tattoos.

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### **INTERGOVERNMENTAL RESPONSIBILITIES**

A. The Cook County Sheriff's Office is responsible for administering the CABS Program. Participation in the CABS Program is voluntary and governed by an intergovernmental agreement between the Cook County Sheriff and the Palos Park Police Department, among other agencies.

B. Responsibility for maintaining CABS equipment resides with the participating agencies.

C. All participants in the CABS program are responsible for conforming to the provisions of the Illinois Criminal Code that pertain to the dissemination of criminal history information.

D. All participants in the CABS program are responsible for conforming to the Administrative Rules and Regulations of Illinois State Police that pertain to the use of the Law Enforcement Agencies Data System (LEADS).

E. The Chicago Police Department is responsible for the clearance of the arrestee including a positive identification and a thorough warrant check via the Chicago Police Hot Desk. This process will include notifications to the Office of

the Cook County State's Attorney and Probation and Parole agencies as appropriate.

F. The Illinois State Police are responsible for the timely identification of the arrestee, the posting of the arrest to the CHRI database and the provisions of the appropriate SID number.

### **TWO FINGER IDENTIFICATION**

A. The two Finger Identification System (TFI) function contains the fingerprint minutia data of the two thumbs and two index fingers of each person processed by the CABS program and is indexed by the SID number or IR number.

B. A positive FTI search will provide the following demographic information about the arrested subject:

1. Name (including aliases)
- 2 Driver's License number and/or Social Security Number.

### **BOOKING ARRESTEES**

#### **A. Adult Arrests**

According to the Illinois Criminal Identification Act, all police agencies within Illinois must daily furnish the Department of State Police the fingerprints and descriptions of all persons arrested on charges of violating any penal statute that is classified as a:

1. Felony
2. Class A or B Misdemeanor
3. Traffic Offense Requiring Fingerprinting including:
  - a. All of Chapter 625 ILCS 5/4
  - b. 625 ILCS 5/11-204.1 Aggravated Fleeing Police
  - c. 625 ILCS 5/11-401 (b) Failure to Report a Fatal Crash within 3 Hours of Occurrence
  - d. 625 ILCS 5/11-501 (a) Driving Under the Influence of Alcohol

#### **Juvenile Arrests**

1. According to the Juvenile Justice Reform Act of 1998, all Illinois Police Departments are:
  - a. Required to transmit the fingerprints of all minors of the age of 10 and over who have been arrested for a felony.
  - b. Permitted to send the fingerprints of all persons of the age of 10 and over who have been arrested for a Class A or B Misdemeanor.
  - c. Palos Park Police Department employees will follow the policy of this Department with

respect to the submission of the fingerprints of juvenile arrestees .

#### **C. Hospitalized Arrestees**

1. The fingerprints of hospitalized arrestees will be taken manually (inked and rolled) if possible.
2. The booking officer will enter all required demographic information into CHRIS at the Arrest Booking Terminal and enter the resulting CB# on the inked fingerprint card.
3. The inked fingerprint card of the hospitalized arrestee will be hand-delivered along with the CHRIS arrest report to the Identification Section of the Chicago Police Department. The fingerprints may also be faxed to the ISP B of I for verified CCH.
4. The Chicago Police Department will process the fingerprints and provide a verified criminal history record to the submitting agency.
5. If it is not possible to manually obtain fingerprints from a hospitalized arrestee, every effort should be made to identify the prisoner through other means prior to the initial court hearing.
6. Hospitalized arrestees who have never been fingerprinted and have been remanded to the custody of the Sheriff will be enrolled into CABS at the Cook County Department of Corrections.

### **ARREST RECORD CAPTURE**

#### **A. Creation of Validated Arrest Record**

1. Entering demographic data into the CHRIS application creates an arrest record.
2. Digital mugshots are captured by taking front and profile photographs of the arrestee and entering the photographs into the DOCUBOOK application.
3. Scars, marks, and tattoos are recorded by photograph and entered into the DOCUBOOK application.
4. Upon completion of the Arrest Record, the booking officer selects the "Transmit" icon on the DOCUBOOK menu and forwards the record to the LS21 device.
5. The Booking Officer captures all fingerprint images from the subject including:
  - a. Ten rolled finger impressions
  - b. Two plain thumb impressions
  - c. Two four finger "slap" impressions

#### **B. Electronic Fingerprint Submission**

1. Upon the completion of the fingerprint capture, the booking officer selects the "execute" icon on the LS21 dispatch menu and the record is forwarded.

2. The completed booking record is transported to the following destinations:
3. The Chicago Police Department
4. The Illinois State Police
5. Local record storage

#### **FINGERPRINTCHECKRESULTS**

##### **A. Chicago Police Department**

1. When the Chicago Police Department has completed a fingerprint check the results will be transmitted via FAX to the Department as soon as available.
  - a. If a previous criminal history is found, the IR number of the arrested person will be transmitted to the Department.
  - b. If no previous criminal history is found, a no record identification will be transmitted to the Department along with the new IR number.
- .2. Reprint Requests - If the fingerprints received by the CPD were not suitable for classification, the CPD will:
  - a. Place the print in "REPRINT" status
  - b. Notify the Department of the deficiencies of the fingerprints
  - c. The booking officer will correct the fingerprints and resubmit them.
  - d. Unclassified fingerprints will not be transmitted to the Illinois State Police by the CPD.

3. Criminal History (IR) information can be requested utilizing CHRIS.
  - a. A criminal history record can be obtained by accessing the "Arrest Menu," choosing the "Rap Sheet" function, and entering the IR number.
  - b. Criminal History information can be requested by sworn police officers only when it relates to a specific criminal investigation.

##### **B. Illinois State Police Bureau of Identification**

1. When the Bureau of Identification has completed the fingerprint check, the results will be transmitted to the Department by LEADS messages soon as available.
  - a. If a previous criminal history is found, the SID number of the arrested person will be transmitted to the Department
  - c. If no previous criminal history is found, a no record notification will be transmitted to the Department along with the new SID number.
- C. Alternate Procedures for Transmitting Fingerprints
  1. In the event that the Department Live-Scan system is inoperable, arrestees should be booked

at another Live-Scan municipality or County lock-up.

2. In the event that all Live-Scan systems are inoperable, ink and roll fingerprints will be taken.
  - .3. The inked fingerprint cards will be faxed to the Bureau of Identification.
    - a. FAX number - (815) 740-5170
    - b. B of I telephone - (815) 740-5160
  - .4. After the Bureau of Identification has completed the fingerprint check, the results will be returned to the Department by LEADS messages.
  5. The fingerprint card will then be forwarded along with an arrest record to the Chicago Police Department Identification Section for input into CHRIS.

#### **NON ARREST FINGERPRINT INQUIRIES**

##### **A. Non arrest fingerprint inquiries can be obtained from the B of I by:**

1. Selecting the FPQ input form on the Live-Scan machine and entering the required demographic data.
2. Capturing the flat (simultaneous) and rolled fingerprints of the subject.
3. Upon completion of the fingerprint capture, the operator will dispatch the record to the B of I.
4. When the B of I completes the identification of the fingerprints, the SID number will be sent back to the Department via LEADS.
5. FPQ inquiries may only be made of persons who are lawfully in police custody.

#### **ALIAS PROCEDURES**

- A. When an arrestee is booked under an alias, the correct name will be transmitted to the arresting agency and the correct criminal history will be updated.
- B. When a fingerprint check reveals that the arrested person has used an alias, police personnel should check each alias for warrants in the LEADS system.
- C. The Chicago Police Department will provide an "alias" warrant check via the CPD "Hot Desk" system.

#### **WARRANT CHECK**

- A. An arrestee should not be charged until a name check is made. Prior convictions could reach in the upgrading of charges.
- B. The Chicago Police Department will provide a warrant check via the Chicago Police Hot Desk.

1. If the arrested person is wanted on a warrant held by the Chicago Police Department, the CPD will contact the Department and arrange to pickup the prisoner.
  2. Warrant corroboration can be obtained from the Chicago Police Department by calling (312) 747-1165.
  3. If the arrested person is wanted on a warrant held by another police agency, CPD will send a LEADS message to the agency that has entered the warrant into LEADS.
- C. Booking Officers should provide the required information to a TCO who will also check the arrestees in LEADS
1. If the arrested person is wanted on a LEADS warrant, the Department should contact that agency to determine if the warrant is valid.
  2. If the arrested person is wanted on a warrant held by the Cook County Sheriff's Office, the Department should contact the sheriff's Fugitive Warrant Unit (312)745-5208 to determine if the warrant is valid.
- D. A fingerprint inquiry should also be forwarded to the ISP B of I for identity verification.

the State's Attorney at this time along with any record of the arrestee's probation or parole status.

D. A copy of all transmitted report shall be reproduced to include photographs. These documents shall be placed into arrest jacket.

#### **PAROLE AND PROBATION VIOLATIONS**

- A. The Chicago Police Department will notify the Parole and Probation Departments of felony arrests reported through the CABS program and will forward an arrest message and criminal history record to these agencies.
- B. Arresting officers should also notify the State's Attorney of the arrestee's probation and parole status when appearing in court.

#### **ARRESTREPORTFORMSET**

The Live-Scan machine prints the following arrest reports:

**A. Local Records Copy**

1. The Local Records Copy should be kept on file at the location of booking.
2. A duplicate of the Local Records Copy should accompany the prisoner to the courthouse and provided to Sheriff's lockup personnel.

**B. Circuit Court Clerk's Copy**

The Circuit Court Clerk's Copy should be taken to the 5th District Clerk's Office at the time the prisoner is delivered to the Sheriff's lockup.

**C. State's Attorney Copy**

1. The State's Attorney should be taken to the Office of the State's Attorney at the time the prisoner is delivered to the Sheriff's lockup.
2. A copy of the arrestee's criminal History Record should also be provided to the Office of

## PALOS PARK POLICE DEPARTMENT

**Title:** *USE OF HANDCUFFS*

**Procedure:** 5.105

**Date Issued:** MAY 01, 2002

**Revised:**

**Reviewed:** October 2014

### **PURPOSE:**

To provide for the security and welfare of prisoners.

To ensure the safety of police personnel and prevent escape.

### **POLICY:**

Whenever an adult is placed under arrest, that person will be handcuffed and will remain so until restrained to the bench at the station. Juveniles when placed under arrest, will be handcuffed with special consideration given to the age and size of the juvenile, the offense committed, the potential for escape, and the physical safety of the officer, public and juvenile.

Any exception to this is incumbent on the arresting officer knowing that a greater degree of cooperation can be achieved from a prisoner who is not handcuffed and the officer knows that the prisoner will not harm himself, poses no risk of escape, injury to the arresting officer, other officers, or the general public.

### **PROCEDURE:**

1. Handcuffs or flexcuffs will be applied with the prisoner's hands behind the back.

Apply cuffs only as tightly as needed to restrain and not so tightly as to cause injury.

The double lock mechanism will be used, whenever possible, to prevent tampering.

2. Juveniles will not be handcuffed to an adult prisoner.

3. Male prisoners will not be handcuffed to female prisoners.

4. Handcuffs may be applied to the wrists with the hands positioned in the front in some circumstances, such as:

The prisoner is physically incapable of placing his hands behind his back;

The prisoner is handicapped to the extent that placing his hands behind his back is unwarranted; or,

The prisoner is sick or injured to the extent that placing the hands behind the back would be impractical, exacerbate the illness or cause additional injury.

5. When two prisoners are handcuffed together it will be done by handcuffing right wrist to right wrist (or left to left) to limit mobility.

Male prisoners will not be handcuffed to female prisoners except when immediate movement from the scene is of primary importance.

Adults will not be handcuffed to juveniles (except as above).

6. Mentally ill persons will be handcuffed when behavior is unpredictable or past contact indicates a potential for violence. Use of handcuffs should be tactfully explained to the person and/or family member.

7. Persons handcuffed will be removed from public view in a safe manner.
8. Prisoners will not be handcuffed to any part of the transporting vehicle.

## PALOS PARK POLICE DEPARTMENT

Title: **PRISONER TRANSPORTATION**

Procedure: 5.106

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: October 2014

### **PURPOSE:**

To ensure the safety of officers and prisoners.

To prevent the escape of prisoners in police custody.

### **POLICY:**

The Police Department is responsible for the welfare and safety of its employees, persons in its custody and innocent citizens. This responsibility has been confirmed by Supreme Court rulings that agencies and individual officers are subject to civil and/or criminal liability if an employee, prisoner or innocent citizen is injured as a result of negligence or unwarranted excessive force. This responsibility should not be viewed casually. Officers will be alert and adhere to precautionary measures to reduce the probability of injury to employees and citizens and injury or escape of prisoners. Negligence or excessive force will constitute grounds for disciplinary action.

### **PROCEDURE:**

#### **SEARCHES**

1. Officers shall inspect their vehicles at the beginning of each shift to ensure that their vehicles are free of illegal weapons and contraband, are mechanically safe, are free of damage or defect and that they are properly equipped.

2. The officer shall search the transporting vehicle for any illegal weapons,

contraband, or evidence before and immediately after transporting any prisoner.

3. Prisoners shall be handcuffed according to department procedure 5.105.

4. Prisoners will be searched each time they come in to a transporting officer's custody. When searching a prisoner the following will apply:

Searches should be conducted by members of the same sex when feasible.

An officer may conduct a search of the outer garments of a member of the opposite sex, unless a threat to the officer's safety is suspected.

An officer may conduct an inventory search of the prisoner's property as outlined in department procedure 5.100.

Officers should exercise caution during searches to avoid contracting communicable diseases, parasites, or injury from hidden items such as needles, etc.

If an officer suspects that he may have been infected or is injured from contact with a prisoner, he will report it immediately to his supervisor and seek medical attention.

#### **RESTRAINTS**

1. Whenever an adult is placed under arrest, and is to be transported, that person

will be handcuffed as outlined in department procedure 5.105.

2. Juveniles will be handcuffed in accordance with special consideration given to the juveniles' age and size, the offense committed, potential for escape, and the physical safety of the officer, public, and juvenile.

3. Mental patients, sick, injured or disabled prisoners should be restrained when necessary. The use of soft restraints may be used instead of handcuffs. Soft restraints are available.

4. Prisoners will be handcuffed with their hands in back and the cuffs double locked when possible. An officer has the discretion of handcuffing a prisoner with hands in front in certain situations such as age, obesity, physical impairment, injury, or prisoners in long-term transport situations using a vehicle with a protective barrier.

5. Prisoners will not be handcuffed to any part of the vehicle.

6. Male prisoners will not be handcuffed to female prisoners.

7. Juveniles will not be handcuffed to adults.

8. No prisoner will be "hog tied" or "hobbled".

#### **PRISONER SEATING IN VEHICLE**

1. All prisoners will be transported in a vehicle equipped with a prisoner restraint shield.

2. All prisoners will be seated in an upright position and secured with a seat belt to avoid injury and to eliminate the possibility of positional asphyxiation.

3. Provisions may be made for transportation in an ambulance of mental patients, sick, injured or disabled prisoners.

4. **ONE PRISONER:**

The prisoner will be placed in the passenger side of the rear seat,

secured with the seat belt and the door locked. The transporting officer shall check that the rear door handle and window crank have been disabled so that the door will operate from the outside only.

When transporting prisoners of the opposite sex, the starting and ending mileage will be transmitted through the radio to communications.

5. **TWO PRISONERS:**

When two prisoners are to be transported in a squad car, they will ride in the rear seat. Both prisoners will be secured with seat belts.

6. The only exception for not securing a prisoner with a seat belt would be an officer safety issue; i.e., the offender is so combative that it would put the officer's safety in jeopardy if he were to try to seat belt the prisoner in the vehicle.

#### **TRANSPORT VEHICLE OPERATION**

1. Transporting officers will not lose sight of the prisoners under their control.

2. Transporting officers may not engage in pursuit, high speed, or erratic driving while transporting prisoners.

3. Transporting officers shall not stop or cause a delay in the transportation of prisoners, and should only respond to a law enforcement need for a life-threatening situation.

4. Requests by the prisoner to communicate with family, attorney, or use of a restroom while being transported will be denied until the destination has been reached.

5. In the event of a need to transport a prisoner for an extended period of time, such as in an extradition, the officer should:

Allow prisoners reasonable time to use toilet facilities without compromising security.

Select meal facilities, if required, at random.

### **PRISONER ESCAPE**

1. Should an escape occur during transport, officers will:

Notify the communications center and the watch commander.

Directly notify State Police.

Notify local units.

Broadcast a physical and clothing description of the escapee, advising the last known direction of travel and charges against the escapee.

Make an effort, when possible, to recapture the escapee.

Have all the information regarding the escapee entered into law enforcement communications networks as may be appropriate.

Submit a written report explaining the details of the escape to the Chief of Police through the Chain of command.

### **IDENTIFICATION AND DOCUMENTATION**

1. Officers transporting prisoners to court or another detention facility should verify the identity of the prisoner. Booking records, photographs or fingerprint records of the prisoner should be used to confirm the persons to be transported.

2. The transporting officer shall be made aware of the potential security problems, including escape or suicidal tendencies, and this information shall be relayed upon delivering the prisoner to the proper security personnel or judge.

3. When transporting a prisoner from one facility to another the officer shall, at the destination:

Secure his firearm.

Transfer custody to receiving officer.

Deliver all documents and prisoner property to receiving officer.

Have receiving officer sign for prisoner.

4. The transporting officer shall adhere to all rules in effect for security, at any facility.

### **SPECIAL TRANSPORT SITUATION**

1. Sick or injured prisoners requiring medical attention shall, whenever possible, be transported by ambulance. At least one officer should be assigned to ride with the prisoner and provide security. Generally restraint devices shall be used unless they interfere with the medical treatment.

2. Whenever a prisoner is admitted to a hospital the officer will notify the watch commander. The watch commander will determine the need for continuing security at the hospital, seeking a no body bond hearing or relinquishing custody of the prisoner to the County Sheriff's Police.

3. Elderly physically and mentally disabled prisoner's present conditions for their transport that dictate special care and attention. The safety of the prisoner and transporting officer requires due care when transporting disabled prisoners. Officer discretion shall be used in determining whether restraints are required. Officers should take into account the prisoners' mobility, strength and crime committed.

4. Transportation of mentally ill subjects shall be in accordance with procedure #4.407.

# **PALOS PARK POLICE DEPARTMENT**

ORDER NUMBER: 5.107

SUBJECT: PRISONER RIGHTS

EFFECTIVE DATE: 1 March 1998

AUTHORITY: Chief Joseph Miller

REVIEW DATE: 1 March 2013

Reviewed: October 2014

REVIEWER: Commander Administrative  
and Technical Services

INDEX AS:

72.7.1 TIMELY COURT APPEARANCE

72.7.2 BAIL OPPORTUNITY FOR  
PRISONERS

72.7.3 PRISONER ACCESS TO  
ATTORNEY

72.7.4 PRISONER USE OF TELEPHONE

72.7.5 PRISONER MEALS

PURPOSE:

The purpose of this order is to describe and provide for specific rights of prisoners.

ORDER:

72.7.1 TIMELY COURT APPEARANCE

A. The constitutional right of access to the courts by an arrestee shall not be inhibited pursuant to 725 ILCS 5/109-1.

1. All prisoners shall normally be processed accordingly and, if not bonded before, taken to the next scheduled Bond Court at the appropriate Circuit Court Headquarters.

2. However, in the event of a delay in the prisoners transport to Bond Court due to an ongoing

investigation or some other bonafide reason for a delay, the prisoner may be held over in the Detention Center with the approval of the Shift Commander.

B. Prisoners will be transported to Bond Court pursuant to the appropriate administrative directive issued by the Chief Judge of either:

1. The 5th Municipal District of the Circuit Court of Cook County (Bridgeview), or

## **72.7.2 BAIL OPPORTUNITY FOR PRISONERS**

A. No employee of the Palos Park Police Department shall impede a prisoner's opportunity to make bail.

B. All employees of the Department shall follow the directives regarding prisoner bonding.

C. Bail schedules are set by rule of court pursuant to Illinois Supreme Court Rule Sections 526, 527, and 528.

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## **72.7.3 PRISONER ACCESS TO ATTORNEY**

A. All prisoners held in the Palos Park Police Department Detention Center shall have the right to consult privately with an attorney pursuant to 725 ILCS 5/103-4.

1. Exceptions may be made in situations where the prisoner poses an imminent danger of escape.

B. See General Order 72.8, Section 6, for prisoner visitation procedures.

## **72.7.4 PRISONER USE OF TELEPHONE**

A. All prisoners right to communicate with an attorney and family members shall be provided in accordance with 725 ILCS 5/103-3.

1. Prisoners shall be allowed a reasonable number of telephone calls to arrange bond, notify family or friends of their whereabouts, or consult with an attorney. Such communications shall be permitted within a reasonable time after the arrival at the Detention Center. A reasonable amount of time shall generally mean within the first hour of confinement.

2. Prisoners will not be required to bear the expense of any telephone calls they make or place locally. They will be required to bear the expense on all long distance calls outside of the following exchanges (219, 312, 630, 708, 773, 815, and 847).

B. Whenever a juvenile is taken into custody and transported to the police facility, the parents, legal guardian, or person with whom the juvenile resides shall be notified of the juvenile's detention as soon as possible.

1. The arresting officer is responsible for making the notification and its documentation.

#### 72.7.5 PRISONER MEALS

A. All Prisoners will be provided with three meals per day at the approximate times of breakfast, lunch, and dinner. Reasonable special dietary requirements will be honored when necessary for the prisoner's well being.

1. Prisoners shall receive meals in their detention cells. Refuse is to be removed as soon as possible. B. A record of all meals provided shall be noted on the prisoner's lock-up card to include the time fed and employee.

C. A log book of meals provided to all prisoners will be completed and maintained in the Detention Aide office area. Detention Aides will ensure that any hot meals provided, have sufficiently cooled to allow consumption.

# PALOS PARK POLICE DEPARTMENT

**Title:** *MOBILE DATA TERMINALS*

**Procedure #5.310**

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

**Revised:**

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

**PURPOSE:**

To provide field officers with independent access to police data.

To reduce radio usage for routine information.

To more accurately collect and manage data about police services and productivity.

**POLICY:**

To be effective, law enforcement needs rapid access to various types of information. The Mobile Data Terminal allows individual officers to access data more rapidly and therefore deliver a higher quality service to the community. The Police Department uses Mobile Data Terminals to provide better and more thorough service. Use of Mobile Data Terminals is strongly encouraged.

**PROCEDURE:**

1. All police officers will use Mobile Data Terminals to the fullest extent possible when providing service or enforcing laws and ordinances.

2. Police officers assigned to units equipped with Mobile Data Terminals will use the terminals to run routine license plate and drivers license inquiries in order to reduce radio usage and ease communication center work load.

3. Officers will become familiar with the keyboard of the Mobile Data Terminals to facilitate entering data requests. Officers will read and become familiar with the manufacturers' users guide for the Mobile

Data Terminals. Officers who feel they require training on the keyboard or the terminal applications should inform their supervisor.

4. All officers will receive training as required.

5. The Mobile Data Terminals will be used for law enforcement purposes only.

6. Officers who use the Mobile Data Terminals to make any criminal history inquiries will ensure that the information received will only be viewed by members of the Police Department. Under no circumstances is that information to be given to anyone outside this agency.

7. Officers will report malfunctions of the Mobile Data Terminals to their supervisor who will forward a request for repair to Southwest Central Dispatch.

8. When an officer makes a traffic stop based on Mobile Data Terminal information communications will be advised of the nature of the traffic stop.

9. Officers **will not** use the Mobile Data Terminal **in any manner** that would tend to **discredit** the Police Department. **Only** police related business will be transmitted through the Mobile Data Terminal.

10. Officers will not use the Mobile Data Terminal to retrieve information for private use, or to further secondary employment.

# PALOS PARK POLICE DEPARTMENT

**Title:** *RECORDS ADMINISTRATION*

**Procedure:** *5.400*

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

**Revised:**

**Reviewed:** *October 2014*

## **PURPOSE:**

To document the responsibilities of the records unit that are basic to meeting the needs of the department for records management.

To outline audit and retention schedules of police records.

## **POLICY:**

The Police Department maintains a comprehensive reporting system to record all requests for police services. The records system will record actions taken by law enforcement personnel whether in response to a request for service or for self initiated actions.

Records personnel will have the responsibility for data entry, distribution and filing of department records.

## **PROCEDURE:**

### ***RESPONSIBILITY AND FUNCTION***

1. The records unit is a component of the Support Services Division and is responsible for the records function of the Department. The unit is under the direct supervision of the Chief of Police.

2. The Chief of Police is responsible for developing and modifying all department forms. The forms will be reviewed on an as needed basis to ensure that they are still consistent with department needs. The review process will include personnel in the units that will use and process the forms.

3. The Chief of Police is responsible for inspecting the overall operation and administration of Departmental records to ensure all units are performing properly. This includes the complaint control recording and field reporting process to ensure that the original report is maintained and that the correct control number is assigned and accounted.

4. The records function is responsible for reviewing, controlling, maintaining, retrieving, and auditing department records and reports. These functions include:

The review of reports for completeness, accuracy, and to verify that all documents are accounted.

The responsibility for security, confidentiality, routing of records to units or individuals, and ensuring that a record will be made of each request for police service.

The responsibility for keeping records current and purging records according to the retention schedule developed for the Department by the Local Records Commission.

The retrieval of reports or documents to be copied and distributed.

Once filed, no original report or any attachments thereto shall be removed from the file room without the permission of the Chief of Police

5. The Records unit will maintain a repository of original records, including offense reports, adult arrest reports, criminal

history information, and traffic crash reports. These reports will be filed separately by number and kept active for at least two (2) calendar years. Reports will then become inactive and placed in storage. Records will be available to all authorized operations personnel at all times.

6. The Records unit will maintain the case and arrest records needed for court of all persons arrested by the Department. When a case has been adjudicated the final court disposition will be recorded.

7. Records maintenance for other operational components of the Department is as follows:

The Criminal Investigations Unit will maintain a secured original file regarding the Department's intelligence and organized crime files, a secured file on informants, and juvenile arrest reports.

The Chief of Police will maintain a file on personnel training, and other administrative areas.

The Office of the Village Administrator will maintain the Department's personnel records, grievances, citizen complaints and internal investigations.

8. Every incident in one or more of the following categories, if alleged to have occurred within the jurisdiction, will be reported:

Citizen reports of crime;

Citizen complaints;

Citizen requests for services when an officer is dispatched, and an employee is assigned to investigate, or an employee is assigned to take action at a later time;

Criminal and non criminal cases initiated by police officers; and

Incidents involving arrest, citations, or summonses.

9. Reports and records that document police activity will include the following information:

Date and time of the initial reporting;

Name, if available, of the citizen requesting the service, or victim or complainant's name;

Nature of the incident; and,

Nature, date, and time of action taken, if any, by the Department member.

10. A single numbering system will be used to document all incidents of law enforcement service, including traffic crash investigations and miscellaneous calls for service. Complaint Report (CR) numbers will be assigned by the telecommunicators for all requests for police service. Each service request will receive only one number and each number will be different.

11. Communications personnel will properly code all crimes and service call information. Records unit personnel will properly code all arrest information. The coding will be done according to Uniform Crime Reporting standards. All call records and crime data will be transmitted to the state for inclusion in state and federal crime reporting programs.

12. Records on juveniles will be maintained separate from adults.

#### **TRAFFIC RECORDS**

1. The Records unit shall have the primary responsibility for the processing, maintenance and distribution of traffic records. Monthly traffic crash data and enforcement activities will be distributed as a part of the Department report. Traffic crash information collected will be sent to the Department of Transportation.

2. Retention and purging of traffic records will be determined by the retention schedule established by the Chief of Police and State and Federal Law. Crash reports will be released to the insurance company or vehicle owner upon request, or when subpoenaed by the court.

3. The traffic record system will contain the following:
  - Traffic crash data reports, investigations and locations;
  - Traffic enforcement data citations, arrests, dispositions and locations;
  - Traffic crash and enforcement analysis reports.
4. The format for summary reports should identify traffic problem areas, type of problem and counter measures suggested to relieve the problem.
5. The Department maintains a computerized system for the recording of crash and citation locations. This information will be periodically forwarded to Patrol Division supervisors for planning and appropriate enforcement action.
6. Supervisors will review traffic crash reports to ensure they are submitted in a timely manner and contain complete and accurate information.

#### **MASTER INDEX**

1. The Department maintains a computerized master index file. This file contains the names of persons identified in field case reports who meet the following criteria;

Arrestees;  
Witnesses;  
Suspects;  
Complainants;  
Victims;  
Missing persons; and,  
Drivers involved in traffic crashes.

2. The Department maintains an automated index of incidents and arrests by location and type. This index can provide summaries of all verified offenses and services by beat and sub beat through the location codes.

#### **PRIVACY AND SECURITY**

1. The Records unit has the responsibility and is accountable for ensuring that records are properly secured and the privacy of individuals is maintained according to the law and as provided for by the Freedom of Information Act.
2. Records will be properly secured when not being used.
3. Access to data within the Records unit is accessible to operations personnel through the computer terminal. During normal work hours operations personnel have access to the Records unit as authorized by the supervisor, after normal working hours operations personnel have access to central records through the authorization of the Watch Commander.

# PALOS PARK POLICE DEPARTMENT

**Title: INVESTIGATIVE ACCOUNTABILITY  
AND RESPONSIBILITIES**

**Procedure: 5.401**

**Date Issued: AUGUST 20, 2010**

**Review : AUGUST 14, 2010**

**Reviewed: October 2014**

## **PURPOSE:**

To document the responsibilities of all the departments.

## **POLICY:**

### **A. Patrol Officer's Responsibility**

Patrol officers shall conduct preliminary investigations on all dispatched calls, on all dispatched calls, self-initiated calls, and calls assigned by a supervisor. The primary patrol officer investigating an incident will generally be responsible for completion of the initial report. (The presence of a specialized support unit or supervisor does not transfer responsibility unless they elect to assume control of the investigation).

1. Patrol officers are expected to pursue and follow-up investigative leads to the extent that resources permit. Patrol officers should consult a Field Supervisor prior to conducting lengthy or time consuming follow-ups.

### **B. Investigator's Responsibility**

Investigations Division personnel shall conduct preliminary investigations on all self-initiated calls and calls assigned by a supervisor. The primary investigator assigned to an incident will be responsible for the completion of the initial report.

### **C. Follow-up Responsibility**

Upon the completion of all preliminary investigations, a decision shall be made by the Division Commander determining whether follow-up investigation is indicated, the case will be sent to the Investigations Division for assignment. The assigned investigator will be responsible for further follow-up investigation and final case disposition.

## **COMPLIANCE WITH DISCOVERY PROCEDURES**

### **A. Homicide Offense**

Any member of the Department charged with the responsibility of the investigation of any homicide offense shall provide to the authority prosecuting the offense, all investigative material including but not limited to reports memoranda, and field notes, that have been generated by or have come into possession of this Department, or other investigating agency, concerning the homicide being investigated. In addition, the responsible investigator shall provide to the prosecuting authority any material or information, including but not limited to reports, memoranda and field notes, within its possession or control that would tend to negate the guilty of the accused of the offense charged or reduce his or her punishment for the homicide offense.

### **B. Non-homicide Felony**

Any member of the Department charged with the responsibility of the investigation of any "non homicide felony" or participating in investigation of any "non homicide felony" offense shall provide to the authority prosecuting the offense, all investigative material including but not limited to reports and memoranda that have been generated by or have come into possession of this Department, or other investigators shall provide to the prosecuting authority any material or information, including but no limited to reports, memoranda within their possession or control that would tend to negate the guilt of the accused of the "non homicide felony" offense charged or reduce his or her punishment for the "non homicide felony" offense.

C. This obligation to furnish exculpatory evidence exists whether the information was recorded or documented in any form.

D. This policy will become effective immediately and apply to any pending cases as well as new cases.

## PALOS PARK POLICE DEPARTMENT

**Title:** **BOND PROCESSING - CASH RECEIPTS** **Procedure:** **5.406**

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

**Revised:**

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

### **PURPOSE:**

To provide accountability for all cash bonds received by sworn officers of the Department.

To document a chain of custody for all bond receipts from acceptance to transmittal to the Court.

To provide a guideline in the handling of funds by Department employees.

### **POLICY:**

Police employees will, generally, not handle monetary funds as a matter of their job responsibilities. The Police Department will, however, safeguard the legal rights of all persons in custody including their right to bond. Members of the department will handle bond money in such a manner as to ensure accountability from the time it is received to the time it is transmitted to the Court.

### **PROCEDURE:**

1. Police employees will generally not handle monetary funds. However, the Supreme Court Rules provide for bail schedules for traffic offenses, ordinance offenses, business offenses and misdemeanors. Only sworn officers of the Department are allowed to accept cash for bonding procedures.

2. Sworn officers of the Department should be familiar with Practice Rules for the proper application of the bail schedules.

3. A prisoner may be released from police custody when an appropriate cash bond is posted. Officers will ensure that cash bonds are properly handled. An officer who receives a cash bond will complete the appropriate bond forms. One copy will be given to the prisoner as a receipt.

4. Officers will never void a bond receipt without permission of the watch commander. Officers must document the reason on a memo and forward it through the chain of command to the Chief of Police. The Chief of Police must submit the bond receipt, with a letter stating the reason for the void, to the presiding judge of the district court with a copy to the Clerk of the Circuit Court.

# PALOS PARK POLICE DEPARTMENT

**Title:** **ARREST WARRANTS AND OTHER  
LEGAL PROCESS PROCEDURES**

**Procedure: 5.407**

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

**Revised:**

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

## **PURPOSE:**

To outline a procedure for arresting a person wanted on a warrant.

To document and control warrants received for service by this Department.

To outline responsibilities of certain personnel as they pertain to the administration and delivery of legal process services.

To outline a procedure for the expungement of arrest records.

## **POLICY:**

The Police Department will maintain accurate records of persons wanted and arrested on warrants. The Department will take an active role in serving its warrants as well as those from other law enforcement agencies for persons believed to live in the Village. It is the policy of this Department to support the judicial system and efficiently process the legal documents delivered for service.

## **DEFINITIONS:**

A warrant of arrest is a written order from a court directed to a peace officer, or some other person specifically named, commanding him to arrest a person.

A summons is a written order issued by a court that commands a person to appear before a court at a stated time and place.

A writ is an order issued from a court requiring the performance of a specified act, or giving authority to have it done.

A subpoena is a command to appear at a certain time and place to give testimony upon a certain matter.

## **PROCEDURE:**

### **ADMINISTRATION AND RECORDS**

1. The Records unit is responsible for maintaining an accurate and up to date file system for warrants, summons, subpoenas, and other legal documents received from the courts.

2. Warrants will be maintained in a file in the records unit and will be accessible to Department personnel on a twenty-four (24) hour basis.

3. Information from warrants will contain the following information:

Date of issuance;  
Type of legal process;  
Nature of document;  
Source of document;  
Name of plaintiff/complainant or name of defendant;  
Officer assigned for service;  
Date of assignment;  
Court case number;  
Date of service;  
Bond amount; and,  
geographic limits.

4. The records clerk will attach the original warrant to the warrant control card and place it in the master file.

5. The Department participates in the Law Enforcement Agency Data System (LEADS) and the National Crime Information Center (NCIC) which have computerized wanted persons files. These wanted persons files contain descriptions and identifiers for persons who are being sought by the law enforcement agencies. The criteria for entering notices into these information systems are provided in the LEADS and NCIC Operations Manuals.

6. All warrants received from the County Clerk's office by the records unit will be forwarded to the communications center for entry into the LEADS system. Communications personnel will enter the LEADS number on the warrant control card, initial it, and send the card back to the records unit.

7. Warrants will not be removed from the records unit except, as listed in this procedure, or with the permission of the Chief of Police.

8. When a request is received from another agency to serve their warrant, subpoena, summons, or notice to appear on a resident, the records unit will forward the request to the records unit will prepare the warrant control form and advise the watch commander for service. This department will attempt to serve criminal warrants from other jurisdictions provided the warrant is entered in the LEADS system, and/or is active in the County Clerk's data base. Each attempt at service will be noted on the form. If an arrest is not made within a reasonable time after a reasonable number of attempts at service, the white copy of the control form and the copy of the warrant, subpoena, summons, or notice to appear will be returned to the originating agency.

9. Property received by this department pursuant to delivery of legal process services will be accounted for by the completion of an Evidence/Property Inventory Report.

10. The Department pursuant to court order and state statute will dispose of property acquired through the legal process.

## ARREST WARRANTS

1. Only sworn officers of this department will serve arrest warrants or other legal process documents.

2. If the wanted person lives in another jurisdiction a copy of the warrant will be forwarded to that agency with a request to serve the warrant. Officers may not leave the Village to serve a warrant without the watch commander's approval. When entering another jurisdiction to serve a warrant, the officer should notify that Department and, if necessary, request assistance.

3. Officers will verify a warrant with the originating law enforcement agency before attempting to serve it. Officers shall reasonably guarantee the identity of arrestee by sufficient identification documents. LEADS will be checked to verify that the warrant is still valid, the warrant number, bond amount, and issuing judge.

4. If an arrest is made, an arrest report will be completed for each arrest warrant under the original case report number. It will be used to describe the following:

Date and time served;  
Name of officer;  
Name of arrestee;  
Method of service;  
Location of service;  
Name of person from originating agency notified;  
Date and time of cancellation and notification;  
If arrestee was bonded get bond number or TOT another agency; and Court date and time.

5. If an arrest is made on a warrant from another law enforcement agency, and that person posts bond, the telecommunicator will send a LEADS message to that department advising them of the arrest and requesting bonding information. This message should be complete with bond receipt number, so the originating agency may cancel their warrant from LEADS.

6. If an arrest is made on a warrant from an agency outside of the district but within County, the intra-county hold affidavit procedure will apply.

7. If the warrant is from another agency and cannot be served, the officer will indicate the reason and forward his report and the warrant copy to the records unit so the warrant can be returned to the originating agency.

#### **ARRESTED SUBJECT WITH OUT OF STATE WARRANT**

1. If a subject is arrested and it is determined that there is an out of state warrant for him the following procedure should be followed:

If felony charges are going to be lodged in the District, the normal procedure for handling felony cases should be followed with the Prosecutor in bond court being advised of the out of state warrant.

If the subject was arrested for a misdemeanor, traffic or ordinance violation and the out of state warrant is for a felony, determine if the out of state authority will extradite. If they immediately advise that they will not, then proceed with the local charge. If they will extradite or if they need several days to make a decision the subject should then be turned over to the County Sheriff's Fugitive unit, according to County Mittimus procedure with all supporting paperwork completed.

#### **WARRANT CANCELLATION**

1. Upon confirmation that a warrant has been served by our officers, as evidenced by a completed warrant arrest form, the telecommunicator will cancel the LEADS wanted message and record the date and time of cancellation on the warrant control card.

2. An administrative message will be sent to the jurisdiction that received a copy of our warrant for service announcing that the warrant has been served.

3. Any warrant executed by another agency will be canceled when the village is advised of the apprehension of the subject by the arresting agency. Our custody of the subject is not required for cancellation.

4. The telecommunicator is also responsible for canceling the warrant in the master LEADS file in the communications room. LEADS/NCIC cancellation or LOCATE should include time, date, and operator's initials. and ID number

5. When notified that another agency has arrested a person on our warrant, and that person has posted the required bond with that agency, the officer will forward to the records unit a warrant arrest form including cancellation, bond receipt number, and court date.

6. When an arrest warrant is quashed in court we will receive a cleared arrest notice. The warrant will be voided in LEADS.

7. A request to purge warrants that can no longer be executed because of various reasons can be accomplished by completing a request for warrant recall and case dismissal form. This form is prepared by records for each warrant, signed by the Chief of Police and forwarded to the District Court. The following reasons are justifiable:

Case was previously disposed of in court;

Victim does not wish to prosecute;

Victim cannot be located;

Arresting officer died, retired or moved away;

Police report is unavailable;

Evidence was destroyed; and

defendant is deceased.

#### **CIVIL PROCESS**

1. Sworn officers of the Police Department will not generally serve or enforce documents of civil process absent

the specific direction of competent and applicable authority. As a matter of routine the County Sheriff's Police Department will fulfill all civil process requirements and responsibilities.

2. Requests for civil process service must be reviewed and approved by the Chief of Police prior to service.

3. Civil process documents that do not mandate service by officers of this Department are to be referred to the County Sheriff's Police Department.

4. A sworn officer will only seize property, real or personal, seized pursuant to a court order. The officer will complete an evidence/property receipt.

#### ***ORDER TO EXPUNGE***

1. An adult (or a minor prosecuted as an adult) who has been arrested may petition the circuit court, where the charge was filed, to have the arrest record and the circuit court's records relating to the arrest expunged from the Police Department's official records and the clerk of the circuit court's records under the following circumstances in accordance with State law:

The individual must not have a previous conviction for a criminal offense or a municipal ordinance violation and,

The individual who is petitioning the court must have been acquitted or have been released without having been convicted on the charge he is seeking to have expunged from the official records.