

BARTLETT POLICE DEPARTMENT



Subject: Employee Death/Serious Injury Special Order 600

Issued: January 15, 1996

Rescinds: N/A

Effective Date: January 15, 1996

Reference CALEA Standard(s):

22.2.3, 22.2.4, 55.2.6, 61.2.2

Termination Date: N/A

Related Directives:

AO105, OO205, PO427

820 ILCS 320/10

Amended Date: July 9, 2015

PURPOSE: To establish guidance for all members of the department in the event of a member's death or serious injury on or off duty.

POLICY: It will be the policy of the Bartlett Police Department to provide liaison assistance to the immediate survivors of any member who dies in the line of duty. This assistance will be provided when the death was unlawful or accidental (automobile accident, hit by a passing vehicle during a traffic stop, traffic accident, etc.) while the officer was performing a police-related function either on or off duty and while an active member of the Department. The Chief of Police may institute parts of this Order for cases of a member's non-duty related death. The department will assist in the providing of clarification of survivors benefits as well as other tangible and intangible emotional support for the surviving family. Funeral arrangements of the deceased member will be decided by the family, with their wishes taking precedence over the Department's.

I. Responsibilities/Definitions

- A. All personnel shall be given the opportunity to complete the Bartlett Police Employee Emergency Notification for Serious Injury/Death form (**Annex I**). The completion of this form is optional for all sworn and non-sworn personnel. Completed forms will be sealed in individual envelopes and kept in the Records Section. The Chief of Police or his designee will only open the envelope in the event of a death or serious injury. Employees may designate persons they wish to fill the positions of Family Liaison Officer, Notification Team and Hospital Liaison Officer listed below. Information provided in this form will be used as a guide, final decisions will be made by the immediate family members with the assistance of the police department.
- B. The following are the various responsibilities and positions that will be implemented to provide the best possible services and support to the member's family and to the department. Specific tasks are outlined in this policy for each position. The personnel for each position will be selected from the Bartlett Police Employee Emergency Notification for Serious Injury/Death form if there is one. If the injured/deceased employee has not completed the form, the personnel will be selected by the Chief of Police or his designee.
 1. **Family Liaison Officer (FLO):** A member to act as the liaison between the family and the Department. The primary purpose of the FLO is to ensure all needs of the family are met. All information from the other Liaison Officers will be related to the family through the FLO. A secondary FLO may be named by the Chief of Police or his designee to provide relief to the primary FLO if needed.
 2. **Notification Team:** A team of two officers/senior members of the Department designated by the Chief of Police or his designee to make the notification to the member's family.
 3. **Hospital Liaison Officer:** A member to act as the liaison between the hospital and the Department.
 4. **Benefits Liaison Officer:** A member to be a liaison between the family and the Village Human Resources Manager.
 5. **Department Liaison Officer:** A command level officer designated by the Chief of Police or his designee who will coordinate the Department's response to the family and the media. This officer will also be responsible for coordinating the funeral and related activities.
- C. Guidebooks will be kept in the Report Writing Room for each of the Liaison positions to assist the members with their duties.

II. Death Notifications (55.2.6, 61.2.2.a)

- A. In the event that a member dies in the line of duty, the following procedures should be followed.
 1. It will be the responsibility of the Shift Supervisor to immediately notify the Chief of Police, Deputy Chief of Operations and the Deputy Chief of Administration. Other members of the Department will be notified at the direction of the Chief of Police.
 2. The name of the deceased member will not be released to the news media until after the family/immediate survivors are notified.
 3. Notification of the family/next of kin will be made by the Notification Team.
 4. It will be the responsibility of the person assigned to make the notification, to immediately review the Personnel Data Sheet and the Bartlett Police Employee Emergency Notification for Serious Injury/Death form (if there is one) for the member. If the Department has knowledge of any medical problems with an immediate survivor, medical personnel should also be dispatched at the same time.
- B. **Notification must always be made in person and never alone.** Under no circumstances will notification be made on the doorstep. As soon as the family sees the Notification Officers, they will know that something is wrong. Attempt to gather the family around, sit them down and slowly and clearly inform them of what has occurred. Try to have as much information as possible. The family should hear about what has occurred from the Department first and not the news media.
- C. The Notification Team should be prepared for the reactions of the family members, which may include hysteria, anger, violence, fainting, etc. It should be remembered that these are natural reactions. It should also be remembered the Notification Officer(s) may also be affected by the death of a fellow member and that their showing of emotions is to be expected.
- D. If the family wishes to go to the hospital, they should be transported by police vehicle. It is highly recommended that the family not drive themselves to the hospital. If the family insists on driving, an officer will accompany them.
- E. If there are small children at the residence, the officers should assist the family with deciding if the children are going to the hospital. If it is decided the children will not be going to the hospital, the officers should assist the family in finding someone to care for the children.
- F. Prior to leaving for the hospital, the Notification Officer should make contact with the Hospital Liaison Officer and advise that officer that the family is enroute to the hospital. This should be done by telephone only.
- G. When possible, the parents of a severely injured or deceased member should be afforded the courtesy of a notification.
- H. If the immediate survivors live outside the immediate area and a personal death notification is not practicable, the Shift Supervisor, at the direction of the Chief of Police or his designee, will request a notification be made by the local police department. Arrangements should also be made for a telephone contact at the Police Department for the family.
- I. A Command Staff Officer should respond to either the residence or the hospital to meet with the family as soon as possible.

III. Assistance for Affected Officers (22.2.3, 22.2.4)

- A. Members who were on the scene or who arrived moments after a member was critically injured or killed should be relieved as soon as possible.
- B. Members who were witnesses and other members may be emotionally affected by the serious injury or death of a fellow member. Consideration should be given to having these members debriefed by the Village Employee Assistance Program.

IV. Assisting the Family at the Hospital (22.2.3, 22.2.4)

- A. The Hospital Liaison Officer (HLO) should collect the HLO Guidebook from the Report Writing Room prior to going to the hospital. If possible, a copy of the Bartlett Police Employee Emergency Notification for Serious Injury/Death form should also be made.
- B. The HLO will be responsible for coordinating the activities of hospital personnel, fellow police officers, the member's family, the press and others that may be involved.
 - 1. Arrange with hospital personnel to provide [REDACTED] the [REDACTED]
[REDACTED]
 - 2. Arrange with hospital personnel for [REDACTED]
[REDACTED]
 - 3. In conjunction with the hospital, arrange for a place to use as a press staging area.
 - 4. Ensure that medical personnel relay pertinent information regarding the member's condition to the family on a timely basis and before the information is related to others.
 - 5. Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased member be directed to the Human Resources Manager for the Village of Bartlett. The family should not receive these bills at their residence. This may require the HLO to contact the hospital during normal business hours to ensure the proper billing will take place.
 - 6. If possible, arrangements should be made with hospital personnel to allow the family to visit with the member before death. It is important that the family be prepared by an officer for what they might see in the Emergency Room. If the family requests, an officer should accompany the family. It should be remembered that there is a definite need to touch and hold the body while there is still life and to be present when death occurs for the family.
 - 7. The same arrangements should be made if the member has died and the family wishes to see the member. The family should also be made aware of the need for an autopsy.
 - 8. Officers should not be overly protective of the family. This means that specific information should be shared with the family when appropriate. This should include how the member met his/her death.
 - 9. The HLO and the Notification Team will remain at the hospital as long as the deceased member's family is present.
 - 10. It will further be the responsibility of the HLO to take custody of the deceased member's service weapon, ammunition and other equipment that can be released prior to the member's remains being transported to the morgue.

V. Support for the Family During the Wake and Funeral (22.2.3, 22.2.4)

- A. The Family Liaison Officer (FLO) should collect the FLO Guidebook from the Report Writing Room prior to going to the residence. If possible, a copy of the Bartlett Police Employee Emergency Notification for Serious Injury/Death form should also be made.
- B. The responsibilities of the Family Liaison Officer (FLO) will be as follows:
 - 1. Ensure the needs and the wishes of the family come before the wishes of the Department.
 - 2. Review the Employee Death Honors (Annex II) with the family. Determine what type of funeral the family desires. Meet with the family and advise them of what the Department can offer if they decide to have a line of duty death funeral. If they should choose this, explain the funeral procedure (i.e. presentation of the flag, playing of "TAPS", etc.). If the family chooses any of these options, it will be the responsibility of the FLO to notify the Department Liaison.
 - 3. Maintain a detailed record of assignments and duties associated with the wake and the funeral.
 - 4. Apprise the family of information concerning the investigation into the death of the member.
 - 5. Provide as much assistance as possible to the family. This may include assisting them in making travel and lodging arrangements for out of town family members.
 - 6. Notify Concerns of Police Survivors (C.O.P.S.) Members of this group are survivors of members that have died in the line of duty and are available to provide emotional support to the families.
 - 7. Work closely with the Department Liaison Officer

VI. Department Liaison Officer (22.2.3, 22.2.4)

- A. The Department Liaison Officer (DLO) should collect the DLO Guidebook from the Report Writing Room prior to going to the residence. If possible, a copy of the Bartlett Police Employee Emergency Notification for Serious Injury/Death form should also be made.
- B. The responsibilities of the DLO include:
 1. Work closely with the Family Liaison Officer to ensure the needs of the family are fulfilled.
 2. Be available to handle any and all inquiries from the news media throughout the ordeal, should the family want this service. If the family decides to accept an interview, the DLO or his/her designee will be present to screen questions presented to the family.
 3. Meet with the following persons in order to coordinate funeral activities and establish an itinerary:
 - a. The Chief of Police and Senior Staff
 - b. Honor Guard Coordinator
 - c. Funeral Director/Funeral Home
 - d. Clergy
 - e. Cemetery Director
 4. Coordinate the activities of the Department and visiting police departments according to the wishes of the family.
 5. Issue a LEADS message to include the following information:
 - a. Name of deceased member
 - b. Date and time of death
 - c. Circumstances surrounding the death
 - d. Funeral Arrangements (state if service will be private or a police funeral).
 - e. Uniform to be worn
 - f. Expressions of sympathy in lieu of flowers.
 - g. Name and telephone number of the contact person for visiting departments to indicate their desire to attend and to obtain further information.
 6. Obtain an American Flag (sworn) or the Bartlett Police Department Flag (civilian) depending on the status of the deceased. If the family wishes presentation of the flag by the Chief of Police, notify the Chief.
 7. If the family desires a burial in uniform, select an officer to obtain a uniform and leather and deliver the items to the funeral home.
 8. Assign members of the Department for usher duty at the church.
 9. Arrange for delivery of the member's personal belongings to the family.
 10. Ensure the Chief of Police is briefed on the arrangements and that Department members are aware of duties as outlined in Annexes II and III.
 11. Ensure the surviving parents are afforded recognition and that proper placement is arranged for them during the wake and the funeral.
 12. Coordinate traffic management with other jurisdictions, if necessary, to accommodate the procession and funeral.
 13. Maintain a roster of all visiting departments sending personnel to the funeral, including:
 - a. Name and address of the responding agency
 - b. Name of the Chief of Police
 - c. Number of Officers attending
 - d. Number of vehicles
 14. Acknowledge visiting departments.
 15. Make arrangements for routine checks of the survivor's home for a period of six-eight weeks following the funeral. If the survivors live out of town, make arrangements with the agency for the town of residence. This is done due to the amount of money that passes through the residence and the fact that the survivors will be out of the residence attending to legal matters.

VII. Benefits Liaison Officer (22.2.3, 22.2.4)

- A. The Benefits Liaison Officer (BLO) should collect the BLO Guidebook from the Report Writing Room prior to going to the residence. If possible, a copy of the Bartlett Police Employee Emergency Notification for Serious Injury/Death form should also be made.
- B. The BLO will be responsible for the following:
 - 1. Assist the family in the filing of Worker's Compensation claims and other related paperwork.
 - 2. Contact the Police Pension Board to ensure the correct paperwork is filed for survivor benefits and work with the Human Resources Manager to ensure all monies due to the deceased member are paid.
 - 3. Prepare a printout of benefits available to the surviving family, listing benefits available to the named survivors, along with contacts for the various benefits.
 - 4. Meet with the surviving family a few days following the funeral to discuss the benefits they will be receiving and provide them with a copy of the printout. If there are surviving children from a previous marriage who did not reside with the deceased member, they also should be provided with a copy of any benefits due them.
 - 5. If the death or catastrophic injury was the result of the officer's response to fresh pursuit, ensure the family is aware that the Village will pay the entire health coverage premium for the officer, the spouse and for each dependent child until the child reaches the age of majority or until the child reaches the age of 25 if the child continues to be dependent for support or is a full-time or part-time student and is dependent for support (820 ILCS 320/10)
 - 6. If the death or injury is not the result of the officer's response to fresh pursuit, ensure the family is aware that medical benefits will cease within thirty days and, with the assistance of the Human Resources Manager, make them aware of the provisions of COBRA.
 - 7. Meet with the family approximately six months following the funeral to ensure they have received all the benefits that are due to them.

VIII. Continued Support for the Family (22.2.3, 22.2.4)

- A. Members of the Department must remain sensitive to the needs of the survivors long after the member's death. The grief process has no timetable and survivors may develop a complicated grief process. More than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.
- B. Survivors should continue to feel a part of the "police family". They should be invited to Bartlett Police activities for continued support.
- C. Members of the Department are encouraged to keep in touch with the family. Close friends, co-workers and staff should arrange with the family to visit the home from time to time, as long as the family expresses a desire to have these contacts continue.
- D. A member that was close to the fallen member should be assigned to assemble a scrapbook to give to the family, along with any plaques or memorabilia that will be given to the family. The remembrance book could include newspaper articles, remembrances from fellow employees, etc.
- E. The Department should maintain close contact with the family as long as the family feels need for the support. The family will let it be known when they are ready to move on and live their lives without the assistance of the Department.

IX. Support for the Family Awaiting Trial for Those Responsible (22.2.3, 22.2.4)

- A. This is a very important part of the grieving process and there are a number of things that should be done to so the family does not feel left out or feel the Department is hiding something from them. There are a number of ways to prevent this.
- B. If not done at this point, the family should be met with and the circumstances surrounding the Member's death should be explained to them. If there are investigative reasons why certain details cannot be released prior to the trial, this should be explained to them.
- C. The family should never hear of court or parole hearings from the media first. It is the responsibility of the Department to keep the family advised of all legal proceedings. The Chief should appoint an officer this responsibility.
- D. Family members should be encouraged to attend the trial so they feel they are representing the slain member's interests.
- E. A Department representative should be assigned to accompany the family throughout the trial. This officer can explain the proceedings to the family and advise them of testimony that may be upsetting to them. The officer should remember not to be overly protective of the family. It is the decision of the family whether or not to attend the trial.
- F. Members of the Department should be encouraged to attend the trial. This is not only comforting to the family, but also may be beneficial to the members of the Department that were close to the fallen member.

X. Post Incident Stress of Department Personnel (22.2.3, 22.2.4)

It is a given that family members, friends and close associates of the fallen member will experience various levels of grief. However, the need for the Police Department to provide psychological assistance or post incident debriefing cannot be stressed strongly enough. Although officers deal every day with man's inhumanity to man, the loss of a co-worker is often the most traumatic experience that a member may experience in his or her career. Counseling for all employees can be provided through the Village Employee Assistance Program.

XI. Deaths of Employees' Family Members

- A. There will be no official police department representation at the wake or funeral of an employee's family member. This will include leading funeral processions. Regular funeral escort procedures within the Village limits may be followed per Operations Order 205 "Traffic Direction and Control".
- B. Support for the member is encouraged and attendance at the wake or funeral is voluntary.

By Order of:

Patrick Ullrich
Chief of Police

Annex I-III

Bartlett Police Employee

Emergency Notification for

Serious Injury/Death



This form is *optional* for all sworn and non-sworn personnel. In no way is this a binding agreement between the employee and employer, but a means to facilitate and assist the family of the injured or deceased. The information provided is to be used as a *guide* by the employer, with the understanding the final decisions are, and will be made by the immediate family members with the assistance of the police department. Upon completion of the packet, this document will be sealed in the attached red envelope and placed into a locked file cabinet in the administration office. Only in the event of a serious injury or death will the Chief of Police or Designee open the envelope. The employee will be responsible for updating any information enclosed on this document after submission.

I, _____, fully understand and agree to the
above mentioned disclaimer.

Date: _____ Signed: _____



Bartlett Police Emergency Notification for Serious Injury or Death

Employee: _____ **D.O.B.** _____

Who would you like to perform the following assignments?

Notification Officer:

(if readily available)

1. _____

2. _____

Hospital Liaison Officer:

Family Liaison:

(only if different than Notification Officer) :

Spouse/Significant Other's name: _____

Home Address: _____ **Home Phone:** (____) _____
Street _____ City _____

Spouses Cell #

Spouse's Employer Info: _____ Phone: (____) _____
Company Name _____ City _____

Is the Employers phone number a direct line? Yes No A general line? Yes No

Does your Spouse/Significant other have set hours of employment? If so what?

In case of a serious injury, is there a primary care physician or other medical personnel you want us to contact? If so, who? Name: _____ Phone: _____

Name: _____ **Phone:** _____



Bartlett Police Emergency Notification for Serious Injury or Death

Names of Children/DOB**School/Work****Phone**

1. _____
2. _____
3. _____
4. _____

Daycare Provider: _____

Name

Address

Phone

Should your spouse be at home alone or with young children, is there someone you want contacted to be with them when the notification is made? If so, who:

Name	Address	Phone	Relationship
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1. _____
2. _____

Survivors To Be Notified (In order of Notification):

Name	Address	Phone	Relationship
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1. _____
2. _____
3. _____
4. _____

(Please include work information, or additional phone numbers you feel may be important)

Ex-Spouse Information

If you are divorced, please provide information about your ex-spouse only if you want him/her notified by the police dept.

Name: _____

Address/City/State: _____

Home/Work/Cell phone numbers: _____

If you are divorced, do your children reside with your ex-spouse? ()Yes ()No



Bartlett Police Emergency Notification for Serious Injury or Death

Do you have a living will? ()Yes ()No If yes, please Do NOT include copies.

Are you a veteran of the US Armed Forces? ()Yes ()No

If Entitled to a military funeral, as determined by the Department of Veteran Affairs, do you wish to have one? ()Yes ()No If yes, please provide a copy of your DD-214.

I request all applicable police honors be given I do not wish for applicable police honors

Do you have a will? ()Yes ()No

Does it include Pre-Arranged Funeral Details such as Funeral Home Preference, Cemetery, Church/Synagogue Venue, Open-Closed Casket/Cremation, etc.? ()Yes ()No

If the answer is no, on the space provided please indicate your preferences for the above mentioned items, be sure to include names and locations of funeral home, memorial service, funeral, and burial site:

Church: _____

Funeral Home: _____

Cemetery: _____

Other (Memorial Site, etc.): _____

Are there special instructions / information in regards to the service, such as readings or music you would like? If so please list below:

Clergy Information: () Father () Reverend () Pastor () Mr. () Mrs./Ms.

Name _____

Address _____

Telephone # (include emergency # if possible) _____



Bartlett Police Emergency Notification for Serious Injury or Death

Is there anyone you would like contacted to assist your family, or to assist with funeral arrangements, or related matters who is not listed above? Please list them below if applicable:

Name	Address	Home/Work/Cell #
Name	Address	Home/Work/Cell #
Name	Address	Home/Work/Cell #

If you have a preference, indicate up to eight people who could serve as Pallbearers. Provide the name, address and telephone numbers should they not be a department member:

1.	Name	Address	Telephone (include cell phone)
2.	Name	Address	Telephone (include cell phone)
3.	Name	Address	Telephone (include cell phone)
4.	Name	Address	Telephone (include cell phone)
5.	Name	Address	Telephone (include cell phone)
6.	Name	Address	Telephone (include cell phone)
7.	Name	Address	Telephone (include cell phone)
8.	Name	Address	Telephone (include cell phone)



Bartlett Police Emergency Notification for Serious Injury or Death

In the space provided below, please feel free to list any pertinent information you feel needs to be included, such items may include insurance policies, special rituals included/excluded from the service, organizations, schools, business you may want notified of your death, or any other special requests you would like us to know: _____

Signed: _____ **Date:** _____

Employee Death Honors

(Refer to Personnel Order 427 – Honor Guard)

- Active employee who dies in the line of duty
 - Casket watch
 - Draping and folding of U.S. flag by Honor Guard and pallbearers
 - Rifle squad (three-round volley)
 - Taps
 - Emerald Society (sworn officers only)
 - Motor escort
 - Pre-folded Bartlett Police flag presentation in case
 - Employee walk-through (refer to Annex III-Funeral Protocol)
 - Final Roll Call
- Active employee who dies off duty or non-duty related
 - Casket watch
 - Draping and folding of U.S. flag by Honor Guard and pallbearers
 - Rifle squad (three-round volley)
 - Taps
 - Motor escort
 - Pre-folded Bartlett Police flag presentation in case
 - Employee walk-through (refer to Annex III-Funeral Protocol)
 - Final Roll Call
- Former employee in good standing (eligible for benefits)
 - Draping and folding of U.S. flag by Honor Guard and pallbearers
 - Pre-folded Bartlett Police flag presentation in case



FUNERAL PROTOCOL

I. GENERAL PROCEDURES

A. The Honor Guard Coordinator will be responsible for coordinating and directing the activities of the Honor Guard, Casket Watch, Pallbearers, Rifle Squad, Bugler and Flag presentation and will be under the direct supervision of the Department Liaison Officer.

B. Uniforms and Appearances

1. Spring and Summer - Long sleeve shirt, tie, Five Star Hat
2. Fall and Winter - Long sleeve shirt, tie, Five Star Hat, appropriate outerwear.
3. Dress Uniforms – members who have purchased dress coats may wear the dress uniform as outlined in Administrative Order 105.
4. Members of the Honor Guard and Pallbearers will also wear white gloves.
5. A black sash will be worn over the badge.

C. Wake

All members of the Department who attend the wake will, regardless of assignment, dress in the appropriate uniform.

D. Casket Watch (applies to Cremains Urns also)

The Casket Watch is usually comprised of officers from the Honor Guard. However, volunteers may stand watch at the discretion of the Honor Guard Coordinator. Officers assigned to the casket watch must present an excellent uniform appearance and will conform to all Department regulations on grooming and appearance.

1. All members standing Casket Watch will arrive at the funeral home at least thirty minutes prior to the start of the wake for inspection, briefing and assignment.
2. The dress uniform will be worn to include white gloves. The watch will be divided into shifts with two officers standing watch for 30 minutes at a time.
3. If the family wishes, an informal watch can take place after the viewing has ended for the day.
4. The Casket Watch moves in slow cadence. This includes all marching movements and saluting. The Honor Guard Coordinator will post the watch and the officers will position themselves at or near the head and feet of the deceased officer.

E. Honor Guard

1. Honor Guard will comply with Personnel Order 427.
2. Members of the Honor Guard will assemble at a location near the service (church, funeral home, cemetery) for inspection by the Honor Guard Coordinator 30 minutes prior to the beginning of the services.
3. All commands in regards to the rendering of honors will be issued by the Honor Guard Coordinator.

F. Pallbearers

If the family requests pallbearers from the Department, and they have no special request for who will serve as pallbearers, the Honor Guard Coordinator will be responsible for selecting them. If possible and practical, the pallbearers should be officers that the slain member worked closely with, regardless of rank. Pallbearers will be under the direct command of the Honor Guard Coordinator and will report to the funeral home as directed for inspection and instructions.

II. FUNERAL PROCEDURES

- A. Members who attend the funeral services will report to a pre-designated assembly point near the place of services for inspection and briefing.
- B. From the assembly point, members will proceed to the place of service, timing their arrival to permit immediate entry upon the arrival of the deceased officer.
- C. Upon entering the church or synagogue, members will remove their uniform hats and place them under their left arm, hat brim forward and will move in an orderly manner to the place that is reserved for them.

- D. Members wearing the dress coat and members wearing a uniform, but no dress coat, will be seated in two groups.
- E. Members will remain standing until all members are in their places, at which time the command "BE SEATED" is given.
- F. Members will sit with their hats upright in their laps, and will maintain a military bearing throughout the service.
- G. At the end of the service, upon receiving the command of "OFFICERS RISE", members will rise in unison and place their hats under their left arm and prepare to file past the casket. Members will hold their hats in this position until they pass the casket and walk outside.
- H. Upon leaving the building, members will replace their hats and assemble in formation at right angles to the hearse.
 - 1. Two ranks will be formed facing each other, leaving an aisle through which the pallbearers and the casket will pass.
 - 2. Members will be formed according to height in two separate groups; those wearing a dress coat and those not wearing a dress coat. They will be normally dressed at extended intervals but may be dressed at close intervals if space is limited.
 - 3. While waiting in formation, members will stand at parade rest.
- I. When the casket comes into view, the formation will be called to attention. The next command will be "PRESENT ARMS". All members will salute and will hold the salute until the casket is placed into the hearse. At this time, commands of "READY, FRONT" will be given and members will return to attention.
- J. After the doors of the hearse are closed, the command of "FIRST RANK (Passenger side of hearse) RIGHT FACE" and "SECOND RANK (Driver's side of hearse) LEFT FACE," will be given so the two columns are facing the hearse.
- K. The Honor Guard Coordinator will then dismiss the formation with the command of "OFFICERS DISMISSED". The members will then break ranks in an orderly manner and proceed to their vehicles.
- L. Members will then proceed in the motorcade to the cemetery. The route may include Fire Department ladder truck flag/bunting display, police station / cruiser bunting, Public Works barricades, Village Hall flag lowering at the request of the Chief of Police.

III. GRAVESITE SERVICES

- A. Members will report to the places that have been reserved for them immediately upon arrival at the gravesite. If indoors, members will remove their hats and hold them under their left arm. If seated, members will sit with their hats in their laps. If services are outside, members will wear hats. At all times, members will maintain a military bearing.
- B. Prior to the playing of "TAPS" and the three-round rifle volley, members will be given the command of "OFFICERS RISE" (if seated) at which time members will rise. The next command given will be the command of "PRESENT ARMS", at which time a hand salute will be rendered. The salute will be held during a final roll call from DuComm.
- C. At this time the Honor Guard Coordinator will instruct the members of the Honor Guard to fold the flag. Once folded, the Honor Guard Coordinator will turn the flag over to a Deputy Chief and will salute the flag. The Deputy Chief will then repeat this process and turn the flag over to the Chief of Police. At this time, the Chief will present the flag to the surviving family members.
- D. At this time the three-round rifle volley will be rendered. Once this is concluded, "TAPS" will be played. Upon the conclusion of "TAPS", the command of "READY FRONT" will be given at which time members will return to the position of attention. The Honor Guard Coordinator will then give the command of "OFFICERS DISMISSED". At this time, members will break ranks and return to their assigned vehicles.

IV. PROCEDURAL VARIATION

The procedures that have been outlined in this Order will be followed in most cases. Any changes made necessary by shortage of manpower, the unusual size of the funeral, the type of service, the physical arrangement of the place of the service or for any other reasons, shall be made by the Department Liaison Officer in conjunction with the Chief of Police. At the discretion of the Chief of Police, Department Honors may be accorded to deceased/retired members of the Department and employees.

BARTLETT POLICE DEPARTMENT



Subject: Local Area Network (LAN)

Computer System

Issued: September 4, 1995

Effective Date: September 4, 1995

Termination Date: N/A

Amended Date: February 28, 2020

Special Order 601

Rescinds: N/A

Reference CALEA Standards:

11.4.4, 17.5.1

Related Directives:

Village IT Usage Policy

PURPOSE: This order establishes a standard for operating procedures for the Bartlett Police Department Local Area Network computer system (LAN System) herein referred to as the LAN, and establishes responsibilities of staff and prohibited acts and uses of the LAN.

I. Procedures

- A. It will be the responsibility of all members of the Department to ensure the integrity and welfare of the LAN through strict adherence to the following procedures.
 1. In addition to the provisions of this order, the issuance and use of Village-owned computers, devices, software, and networks shall be in accordance with the Village of Bartlett Information Technology (IT) Department Usage Policy (Annex I). Conformance with the IT Department Usage Policy, unless otherwise specifically excepted, is required.
- B. The Chief of Police will designate a Department LAN Manager, who will have the responsibility to work with the Village of Bartlett Information Technology Coordinator to ensure the repair, reconfiguration, modification, installation and other needs of the LAN. The LAN Manager and the Village Information Technology Coordinator will do this in conjunction with the contracted LAN Service Provider. All other members of the Department are prohibited from performing these actions.
 1. The Records Section Supervisor will serve as the LAN Manager.
- C. All Department members who have access to the LAN will be provided with a user name and will be required to use only their user name when signing onto the system. Members will only use the user name that has been provided to them by the LAN Manager. Members are strictly prohibited from creating secret passwords or any other type of locking system to prevent others from using a specific work station. Exceptions to this rule will be granted by the Chief of Police on a case-by-case basis.
- D. The introduction of any non-Departmental disk or outside software on the system is strictly prohibited. Members are further advised they are not allowed to use any disk they have brought from home on the LAN. Any and all outside disks authorized for use on the LAN must first be scanned for viruses by the LAN Manager and the Village Information Technology Coordinator. All installed software programs will be properly licensed. (11.4.4)
- E. Request for service shall be made to the LAN Manager. If a problem occurs with the system during non-business hours, it will be evaluated for seriousness by the supervisor on duty. If the problem is such that it will require immediate attention, the LAN Manager and the Village Information Technology Coordinator will be contacted.
 1. The IT Department utilizes an electronic system for IT requests. The IT Department Help Desk is accessed through email at [REDACTED]
- F. Security of the LAN will be the responsibility of all members of the Department. Any and all infractions of the procedures set forth, along with any security violations, will be reported to the LAN Manager immediately. The LAN Manager will be responsible for reporting these violations to the Village Information Technology Coordinator and the Chief of Police via the chain of command.
- G. The LAN Manager and the Village Information Technology Coordinator will, on a yearly basis, evaluate the needs of the Department for computer-based services. This evaluation will take place prior to the start of the budget process and will include any additional software/hardware needs. The LAN Manager will conduct a survey of the LAN users as a part of this evaluation and will submit to the Deputy Chief of Support Services a budget request covering the Department needs.

- H. A detailed inventory of all computer hardware and software will be maintained by the IT staff. (17.5.1)
 - 1. All law enforcement related computer hardware and software purchases must be delivered first to the procuring IT staff member.
 - 2. IT staff will assemble and test the equipment prior to placing it in service.
- I. Any relocation of computer equipment will be done with the approval and under the supervision of the LAN Manager or IT staff.
- J. Members operating Department computer equipment shall exercise reasonable care of the equipment. Members will be held responsible for any damage resulting from intentional abuse or negligence (e.g., spilled drinks or food, paper clips, etc.) to any computer equipment.

II. Internet Access

- A. Only Department members designated by the Chief of Police will have access to the Internet. Violations of any of the rules regarding Internet use could result in the elimination of the offending member's Internet access and appropriate disciplinary action.
- B. The Internet may be used for the following purposes:
 - 1. Department research.
 - 2. Research for continuing education.
 - 3. Research conducted for the purpose of assisting Village personnel consistent with the aforementioned constraints.
 - 4. Personal research within acceptable guidelines that does not violate the restrictions set forth in Section C below.
- C. The Internet may not be used for any of the following:
 - 1. Inquiries or entry into any area where the prevailing topic is sex, sexual conduct, sexually graphic images or similar subject matter.
 - 2. Inquiries or entry into any area where the prevailing topic is related to the practice, purpose, dissemination or degradation of persons based on the status of race, sex, religion, ethnicity or sexual orientation.
 - 3. Inquiries or entry into any area where the prevailing topic is related to anti-governmental groups, anti-governmental activities, terrorist groups, or similar subject matter.
 - 4. Any use other than for a legitimate business-related purpose of the Bartlett Police Department.
 - 5. The exception would be for those members assigned to the Computer Crimes Unit.

III. Village Electronic Mail (Email)

- A. All members will have an email address. The LAN Manager and the Village Information Technology Coordinator will be directed to make the necessary provisions to allow for such access. Violations of Village email access rules could result in the elimination of Village email access by the offending member as well as appropriate disciplinary actions.
- B. Village email may be used for the following purposes:
 - 1. Department activities and/or correspondence;
 - 2. Personal activities and/or correspondence within reason and so long as all appropriate rules are followed;
 - 3. Courtesy correspondence for Village staff; or
 - 4. Other correspondence as assigned.
- C. Village email will not be used for or in the following manner:
 - 1. The posting of any correspondence deemed inappropriate to include, but not limited to, material containing references of a sexually explicit or implicit nature, profane or vulgar language, language of a racist nature or derogatory to persons based on race, sex, ethnicity or sexual orientation;
 - 2. For purposes of commerce, secondary employment or solicitation;

3. Any use other than for a legitimate business-related purpose of the Bartlett Police Department;
 4. Any other manner that may be deemed inappropriate.
- D. Members who have an assigned Village email address will check for incoming messages at the beginning of each workday (at a minimum). Additionally, it is suggested that Village email boxes be checked on a regular basis based on anticipated volume of incoming Village email.
- E. Village email is the property of the Bartlett Police Department. Any Village email (including personal) constitutes an official police document. It is subject to inspection at any time. This material is fully discoverable by most courts in addition to internal inquiries.

By Order Of:

Patrick Ullrich
Chief of Police

Annex I

BARTLETT POLICE DEPARTMENT



Subject: Internship Program	Special Order 602
Issued: April 8, 1996	Rescinds: N/A
Effective Date: April 8, 1996	Reference CALEA Standards:
Termination Date: N/A	Related Directives:

Amended Date: January 13, 2020

PURPOSE: This order establishes an Internship Program that will allow selected students from recognized colleges and universities who are pursuing a degree in the field of Criminal Justice to experience and observe the day-to-day operations and functions of the Bartlett Police Department.

I. Eligibility

In order to participate in the Bartlett Police Department Internship Program, the student must be attending an accredited college or university, be a student in good standing, and be enrolled in a Criminal Justice program or a program related to the Criminal Justice field. Preference will be given to those students who are enrolled in a Criminal Justice program.

II. Application Process

- A. Any person wishing to participate in the Internship Program will be required to submit the following:
 1. A written application to the Bartlett Police Department (Internship Application - Annex I).
 2. A letter from the college or university detailing the institution's policy on participation in an internship program.
- B. The applicant will participate in an initial oral interview with members of the Crime Prevention Unit. The purpose of the interview will be to explain to the applicant the components of the Internship Program and answer any questions from the applicant.
- C. The applicant will participate in an oral interview with the Chief of Police or his designee and the Internship Program Coordinator. The purpose of the interview will be to determine the following:
 1. Applicant's suitability for the program
 2. The applicant's interest in law enforcement and training needs
 3. The applicant's capability to successfully complete the program

III. Acceptance into Internship Program

- A. The Chief of Police shall make the final decision on acceptance of an applicant into the Internship Program. If an applicant is denied acceptance into the Internship Program, the Program Coordinator shall notify the applicant and institution.
- B. Upon notification of acceptance into the Internship Program and prior to starting the program, the applicant shall provide the Bartlett Police Department with the following:
 1. Proof of medical insurance and a certification of coverage.
 2. Written certification from the institution the student attends which shows that the institution has a general liability policy, which insures and indemnifies the Village for bodily injury and property damage resulting from the actions of the student or by the student while participating in this program.
- C. The applicant will complete a Waiver of Liability (Annex II), which indemnifies the Village of Bartlett and the Bartlett Police Department for any injury sustained by the applicant while participating in this program.
- D. The applicant will complete a Personal Data Sheet (Annex V).

IV. Orientation

- A. On the intern's first day of assignment, the intern shall receive an orientation from the Program Coordinator or other designated Department member. The orientation gives the intern a general understanding of daily Departmental functions and should include:
1. The intern's schedule.
 2. Department organization and chain of command.
 3. A brief familiarization with and an electronic copy of Department policies.
 4. Formal introduction with the Chief of Police and Deputy Chiefs of Police.
 5. Tour of the Department and introduction to Department members.
 6. Issuance of Village ID badge and procedure for checking in and out of the building daily.
 7. Issuance of traffic safety vest.
 8. Ensure all items on the Intern Checklist are issued.

V. Rules of Conduct

- A. Interns are expected to conduct themselves appropriately to a business office environment and follow standard business rules pertaining to punctuality, courtesy, behavior, etc. Questions about an intern's conduct may be referred to the Program Coordinator or handled by any Department supervisor.
- B. During the course of the internship, the intern will be responsible to the Program Coordinator.
- C. At all times, the intern will wear an identification badge that will identify the person as a Bartlett Police Department intern. During the course of administrative functions or projects, interns may identify themselves as an intern of the Bartlett Police Department. At no time will any intern represent himself or herself as a Bartlett Police Department police officer or a Department member.
1. The Village ID badge and the intern's key access shall be stored in the Records Section. The intern shall check out the ID badge and key access upon arrival each day and check them in to Records at the end of each day. The ID badge will be returned to the Program Coordinator at the conclusion of the internship.
- D. Interns are prohibited from carrying any type of weapon whether that weapon is offensive or defensive in nature. Any intern found to be in possession of any weapon will be immediately terminated from the program.
- E. Interns agree to abide by the Rules and Regulations of the Bartlett Police Department, which are known as the Bartlett Police Department Operations Manual, and Village of Bartlett policies.
- F. Interns will not divulge to any person not affiliated with the Bartlett Police Department any official information learned while participating in the Internship Program.
- G. Interns are prohibited from the following activities related to social media or social networking which involve their internship with the Bartlett Police Department:
1. Using Department computers or devices to participate in social media or social networking.
 2. Using the Department logo, patch, or Departmental reference for any commercial purpose, in any manner which is detrimental to the Department or Village's reputation, or in any manner which purports the official sanction, sponsorship or authority of the Department or Village.
 3. Posting, transmitting and/or disseminating any text, photograph, audio, video, or any other multimedia file, unless granted explicit permission from the Chief of Police, related to:
 - a. Any investigation, both current and past, of the Department.
 - b. Any past or current action of the Department, either in homage or critique.
 - c. Any occurrence internally within the Department.
 - d. Official Department training, activities or work-related assignments.
 - e. Any form of visual or personal identification by or about officers who are or who may reasonably be expected to work in undercover operations.
 - f. Material espousing unprofessional or unlawful police procedure or practice.
 - g. Material that expresses the intern's views on the public or on the legal, judicial or criminal justice systems that is detrimental to the Department's mission or undermines the public's trust and confidence in the Department or Village.

- H. Interns will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment that the intern is given.
- I. Interns will not, under any circumstance, undertake any type of investigation of any official matter, unless specifically instructed to do so by the Chief of Police or his designee and then only under the direct supervision of a sworn officer appointed by the Chief of Police.
- J. All interns shall agree to and sign the Internship Rules of Conduct. (Annex IV) prior to entering into the program.
- K. All Department members shall act as positive role models for interns. Members should recognize and reinforce positive behaviors exhibited by interns. Exemplary intern behavior should be reported through the chain of command to the Program Coordinator.
- L. All Department members shall be cognizant of an intern's activities and report violations through the chain of command to the Program Coordinator. Department members shall immediately intervene with the intern if an intern's activities are contradictory to Department policies, may cause physical harm, or may cause embarrassment to the intern or the Department.
- M. All Department members shall maintain a professional relationship with interns on- and off-duty. Sexual conduct, a personal relationship, or a financial relationship between a member and an intern is prohibited during the term of the internship.
- N. The Program Coordinator, with approval of the Chief of Police, may summarily terminate an intern from the Internship Program at any time for a violation of any of the rules governing the program. The Program Coordinator shall notify the intern and institution of the termination.

VI. Incident Involvement

- A. The intention of the Internship Program is that interns are interested observers. Department members shall ensure that interns have minimal or no direct involvement in investigations or incidents, to avoid the possibility that the intern may be subpoenaed to testify to his or her observations and actions. This is particularly crucial when interviews and interrogations are taking place. In instances where an intern has direct involvement, the intern's name shall be disclosed within police reports as an involved party.
- B. Interns shall not be used to perform hazardous duties, such as traffic control, rescue, or enforcement. When approaching a potentially hazardous or dangerous incident, members shall direct interns to either remain within the squad car or maintain a safe observation distance.

VII. Program Coordinator

An officer assigned to Crime Prevention will function as the Program Coordinator and shall have the following responsibilities:

- A. Develop a formal training program that allows the intern to become familiarized with the functions and responsibilities of the Criminal Justice field.
- B. Coordinate the assignment of the intern to various Department sections and units.
- C. Ensure the intern is familiar with the Department Operations Manual and appropriate Village policies. Provide the intern with the listed policies and items in the New Intern Checklist (Annex III) and ensure the intern signs the form.
- D. Ensure all necessary paperwork required for participation in the program is completed.
- E. Act as the liaison between the Police Department and the sponsoring institution.
- F. Complete all related paperwork that pertains to evaluations, student performance reports and progress reports that are required by the sponsoring institution. Review weekly and final documents that the intern submits to the institution.

- G. Submit to the Chief of Police monthly status reports on the program.
- H. Familiarize the intern with community services and resources available to the Police Department and Department staff.
- I. Allow the intern to become involved with the people served by the Department and participate in the activities of the Crime Prevention office.
- J. Conduct an exit interview with each intern. Collect all issued items from the intern including ID badge and traffic safety vest.
- K. Other duties as assigned by the Chief of Police.

VIII. Internship Objectives

- A. Learning objectives for interns may include, but are not limited to:
 - 1. Receive an introduction to a professional law enforcement agency and gain an understanding of the inter-relationship between all components of the criminal justice system.
 - 2. Understand and experience the various management and supervisory styles that exist within a law enforcement agency.
 - 3. Experience and understand the communications, decision-making, and problem-solving mechanisms that are utilized within the Department.
 - 4. Correlate theory with practice within the law enforcement setting.
 - 5. Receive an introduction to interviewing, counseling and report writing skills.

By Order of

Patrick Ullrich
Chief of Police

Annexes I-V



**BARTLETT POLICE DEPARTMENT
INTERNSHIP APPLICATION**

Name (Last, First, Middle)		List any other names used (Maiden Names, etc.)	
Home Address		Home Telephone	
Age	Date of Birth	Sex	Driver's License Number
Social Security Number			
College Attending and Address		Field of Study/Year	
Have you ever been arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____ _____ _____			
Have you ever been convicted of any offense other than minor traffic citations? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____			
Have you ever been the victim of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____ _____ _____			
Was this reported to the police? <input type="checkbox"/> Yes <input type="checkbox"/> No			
References: Supply three adults who are not related to you and have known you for at least three years:			
Name _____		Address _____	
Cell _____	Work Phone _____	Email _____	Years Known _____
Name _____		Address _____	
Cell _____	Work Phone _____	Email _____	Years Known _____
Name _____		Address _____	

Cell _____ **Work Phone** _____ **Email** _____ **Years Known** _____

Please state why you wish to participate in the Internship Program

I hereby certify by my signature that the information contained herein is truthful and there are no willful misrepresentations or falsifications in this application, and all answers are true and correct to the best of my knowledge.

By submitting this application to participate in the Bartlett Police Internship Program, I understand that the Bartlett Police Department will conduct a background check to ensure I have no convictions that would make me ineligible to participate in this program.

Signature

Date

Date received: _____ **Interview Scheduled For:** _____

Letter from College/University Received:

Scheduled starting date: _____ **Scheduled Ending date:** _____

Scheduled starting date: _____ Scheduled Ending date: _____

Crime Prevention Officer _____ **Date** _____

Crime Prevention Officer

Date



BARTLETT POLICE DEPARTMENT INTERNSHIP WAIVER OF LIABILITY

For and in consideration of the undersigned being given the opportunity to participate in the Bartlett Police Department Internship Program and being given the opportunity to observe the operations and functions of the Bartlett Police Department and by any and all other means of observation whatsoever, the undersigned, in order to avail him/herself of the opportunity, recognizes and assumes any and all risk pertaining thereto, and hereby releases the Village of Bartlett, its Officials and Officers and all other personnel of the Village of Bartlett from any and all liability whatsoever for any injuries, damages, and claims the undersigned, his/her heirs, dependents and assigns may sustain in and about any patrol car or in any other way during the course of the operation and studies by the undersigned of the operations and functions of the Bartlett Police Department.

In witness thereof, the undersigned has affixed his/her hand and seal at Bartlett, Illinois.

Last Name, First Name (Printed) _____

Signature _____

Address _____

Date of Birth _____ Telephone Number _____

Date: _____

Crime Prevention Officer _____

Approved by: _____
Chief of Police

Original to Crime Prevention
Copy to Intern



NEW INTERN CHECKLIST

Name _____ **Date** _____

Item	Intern Initials	CPO Initials
Personal Data Sheet		
Police Rules of Conduct		
Police Operations Manual CD		
Village Anti-Harassment Policy		
Village Non-Smoking Policy		
Village Information Technology Policy		
IT Memorandum of Understanding		
Village Safety Manual		
Work Hours and Schedule		
Lunches and Breaks		
Time sheets		
Dress code		
Village ID Card		
Facility Tour/Introductions		
First Aid Kits		
Traffic Safety Vest		

My signature below confirms that all of the above points have been discussed with me during my orientation.

Intern Signature

Date



BARTLETT POLICE DEPARTMENT
Internship Rules of Conduct

1. During the course of the internship, the intern will be responsible to the Program Coordinator and the Assistant Coordinators.
2. Interns are civilians who participate in the program in a non-sworn capacity, without compensation.
3. At all times, the intern will wear an identification badge that will identify the person as a Bartlett Police Department Intern.
4. Interns are prohibited from carrying any type of weapon whether that weapon is offensive or defensive in nature. Any intern found to be in possession of any weapon will be immediately terminated from the program.
5. Interns agree to abide by the Rules and Regulations of the Bartlett Police Department, which are known as the Bartlett Police Department Operations Manual.
6. Interns will not divulge to any person not affiliated with the Bartlett Police Department any official information learned while participating in the Internship Program.
7. Interns will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment that the Intern is given.
8. Interns will not, under any circumstance, undertake any type of investigation of any official matter, unless specifically instructed to do so by the Chief of Police or his designee and then only under the direct supervision of a sworn officer appointed by the Chief of Police.
9. Interns will not post any pictures or write any statements on social media (any platform whatsoever) regarding the Bartlett Police Department or anything observed while in the capacity of an intern.
10. If the intern has any police contact outside of internship hours (e.g. speeding citation, witness/offender in police investigations, arrests), the intern will immediately inform the Program Coordinator.
11. The intern will at all times conduct himself/herself in a professional manner knowing his/her behavior reflects upon the Bartlett Police Department.
12. An intern may be terminated from the program at any time if he/she fails to fulfill his/her internship duties, violates the Rules of Conduct, is not a good fit with the organization, or poses a risk to the Department. In these circumstances, the intern's college coordinator will be notified.

Intern Signature

Date

Program Coordinator Signature

Date



BARTLETT POLICE DEPARTMENT PERSONAL DATA SHEET



TODAY'S DATE: Click here to enter a date.

NAME: Click here to select name

DOB:

ADDRESS:

Street/City/State/Zip

COUNTY:

TELEPHONE #:

PAGER/CELL #:

ALTERNATE #'s:

NAME OF SPOUSE (IF MARRIED):

NUMBER OF CHILDREN: NAME(S):

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME: RELATIONSHIP:

ADDRESS:

Street/City/State/Zip

TELEPHONE #:

PAGER/CELL #:

DRIVER'S LICENSE DATA:

NUMBER:

EXPIRATION DATE: RESTRICTIONS:

VEHICLE INFORMATION:

PERSONAL MOTOR VEHICLE – OWNED BY YOU OR SPOUSE:

YEAR: **MAKE:** **COLOR:**

LICENSE PLATE: **STATE:** IL **EXPIRES:**

Month/Year

VEHICLE STICKER NUMBER: **ISSUING MUNICIPALITY:**

SECOND MOTOR VEHICLE – OWNED BY YOU OR SPOUSE:

YEAR: **MAKE:** **COLOR:**

LICENSE PLATE: **STATE:** IL **EXPIRES:**

Month/Year

VEHICLE STICKER NUMBER: **ISSUING MUNICIPALITY:**

**BY SUBMITTING THIS FORM, I CERTIFY THAT ALL ENTRIES ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY
KNOWLEDGE
AND BELIEF, AND ARE MADE IN GOOD FAITH.**

****UPDATED FORMS MUST BE COMPLETED ANNUALLY OR WHENEVER A CHANGE OCCURS.**

SUBMIT REVISED FORMS TO THE DEPARTMENT SECRETARY**



BARTLETT POLICE DEPARTMENT

Subject: Computer Aided Dispatch Special Order 603

Issued: January 29, 1996

Effective Date: April 1, 1997

Termination Date: N/A

Rescinds: S.O. 91-01, S.O. 92-02

Reference CALEA Standards:

41.1.1, 81.2.3, 81.2.4, 81.2.5, 81.2.8

Related Directives:

Amended Date: May 3, 2017

PURPOSE: The purpose of this Order is to identify and define the radio signature plan, shift designators and beat assignments utilized through the dispatch center (DuComm).

I. Reporting Beat Numbers (Sub Beats)

- A.** The Village is divided into reporting beats, which are fixed areas that remain constant. These beats are in most cases created with major roadways or railroad right of ways as dividing points. **(Annex III)**

- D. If an officer changes assignments during a shift, he/she would assume the designator of the shift that is on at the time of the assignment change. EXAMPLE: If 2 Bravo 26 changes assignment to "Bravo 4" at 0200 hours, he/she would become 2 Bravo 4 because he/she is starting a new assignment during the new shift.
- E. Chiefs and other personnel with permanent radio signatures will not need a shift designator. EXAMPLE: Bravo 70 will always be Bravo 70 regardless of the time of day he is present. Shift identifiers are needed **only for those radio signatures used by more than one person.**

IV. DuComm Complaints (81.2.8.c)

- A. When a complaint or procedure inquiry is requested regarding the handling of an incident by DuComm personnel, a DuComm Incident Clarification Form (**Annex II**) will be completed. This form, which is provided by DuComm and revised as needed, can be found in the Report Writing Room.
- B. After completion, the form is forwarded to the Shift Supervisor for approval. The supervisor will attempt to resolve the problem at this level with the duty operations manager at DuComm before forwarding the complaint.
- C. If the complaint is not resolved at this step, it is then forwarded to the Patrol Watch Commander and Deputy Chief of Support Services for final review.
- D. If the Deputy Chief approves the complaint, it is then forwarded to DuComm for investigation.
- E. When the investigation is completed, the complaining parties will be advised of the results by the Deputy Chief of Support Services.

By order of:

Patrick Ullrich
Chief of Police
Annex I - III

BARTLETT POLICE DEPARTMENT



Subject: Compensation, Vacation, and Other Time Off

Issued: February 7, 1996

Effective Date: February 7, 1996

Termination Date: N/A

Special Order 604

Rescinds: Special Order 606

Reference CALEA Standard(s):

22.1.1, 22.1.2

Related Directives:

Amended Date: January 13, 2020

PURPOSE: This order establishes regulations for civilian and sworn, non-union and union police Department members as they pertain to the Fair Labor Standards Act (FLSA) and compensation issues. It establishes a uniform procedure for the selection and use of accumulated vacation, compensatory, personal time and other time off.

I. Work Periods

- A. FLSA allows a law enforcement agency to establish a work period of between seven (7) and twenty-eight (28) consecutive days in lieu of the forty-hour workweek for the purpose of paying overtime. The Bartlett Police Department operates with 14-day work periods that begin on a Monday and end fourteen (14) days later on a Sunday for all Department members. This 14-day work period coincides with the Village payroll periods. This will facilitate the overall management of the FLSA. Non-sworn police members will work a 40-hour workweek for purposes of calculating overtime.
- B. Overtime Compensation: Sworn non-union police members will receive time and one-half for hours worked in excess of the eighty (80) hours in the 14-day work period. Civilian non-union members will receive time and one-half for hours worked in excess of forty (40) hours over a 7-day period. Payment of time and one-half will be paid at the end of the 14-day pay period. Each check contains an audit identifying the number of hours worked and the payment of time and one-half for overtime. Hours worked do not include sick leave hours. **(22.1.1.f)**

II. Time/Attendance Reporting

- A. Time and attendance reporting will be done through the Village's scheduling software, Visual Computer Solutions, Inc. (VCS).
- B. Department members will be required to sign in, verify lunch and hours worked in VCS. Supervisors will be required to verify attendance and schedule entries at the end of the tour of duty.
- C. The appropriate VCS Attendance form will be used to record all time worked beyond the normal tour of duty (hireback, court time, training, etc.) when a member is seeking monetary compensation for that time, or when a member is seeking compensatory time be added to the books. The member will enter the time in and time out, location where the work was performed and the reason for the work.
- D. Shift Supervisors will:
 1. Ensure all members take a scheduled lunch period.
 2. Maintain VCS records, and ensure the times are accurately recorded.
 3. Review all existing work schedules to assist in correct/accurate payroll record keeping.

III. Work Hours

A. Records Section:

First Shift	0600-1600
Second Shift	1400-2400
Third Shift	2200-0800
Power A Shift	1000-2000
Power B Shift	2000-0600

B. Patrol Section
AM Shift 0600-1800
PM Shift 1800-0600

C. Investigations Section Hours
First Shift 0800-1630
Second Shift 1000-1830

IV. Lunch Periods

All members will verify lunch periods on the schedule. All full time members will receive a scheduled lunch. Lunches will not be placed at the end of a tour of duty so a member may leave early.

- A. Sworn: Supervisory officers will schedule a 30-minute uninterrupted lunch period during each duty shift. The officer will be free to utilize this time as his/her own and will not be expected to perform any work during the lunch period. An officer is expected to maintain radio contact with DuComm in case an emergency arises and the officer is called to respond. Periodic radio contact is not considered an interruption unless such contact requires the officer to leave his/her lunch period to perform a duty. In the event the lunch interruption occurs, an officer may be rescheduled for another lunch period during the shift if possible (unpaid if 8-hour shift - paid if 12-hour shift).
- B. Civilian: Every member will be scheduled for a lunch period (thirty (30) minutes) during each shift. The member will not perform any work during the lunch period. If the lunch period is interrupted, it may be rescheduled or be paid as overtime upon submission of an overtime card (paid if 10-hour shift - unpaid if 8-hour shift).

V. Court Time

Off duty court time for non-union members (two (2) hours) will be paid. The two (2) hours will be computed as hours worked and counted as part of the established limit, after which overtime is paid. Union members will receive court time compensation in accordance with the prevailing collective bargaining agreement.

VI. Accrual of Overtime (22.1.1.f)

- A. Court time is paid at a minimum outlined above, and training is paid at a minimum of two (2) hours. Whenever an officer is called out for any of the above reasons the minimum will apply; however, any time worked in excess of the minimum shall be counted as hours worked for purposes of computing overtime.
- B. Availability
1. Department members may be required to be available at some times. During this time, the member is not required to stay at home. He/she will only need to leave a number where he/she can be reached. Being available for calls is not considered hours worked. No compensation is granted for being available.
 2. Department members will not be on call unless directed by a supervisor or command officer. A supervisor must approve the on-call status; not courts, attorneys or other non-Departmental personnel.

VII. Compensatory Time (22.1.1.e)

- A. Compensatory time for non-union members will be accrued at the member's discretion up to sixty (60) hours.
- B. Compensatory time for union members will be accrued at the member's discretion up to sixty (60) hours per the prevailing collective bargaining agreement.
- C. The logging of compensatory time is voluntary and in lieu of overtime payment.

- D. Compensatory time will not be anticipated. Members requesting the use of compensatory time must have the required number of hours on the date of the request for time off.
- E. Absent approval of the Chief of Police, no member may accumulate compensatory time in excess of the sixty (60) hours. Any excess time will automatically be paid out as overtime in the affected pay period.

VIII. Holidays (22.1.2.b)

- A. Holidays are defined as:
 - 1. New Year's Day
 - 2. Memorial Day
 - 3. Independence Day
 - 4. Labor Day
 - 5. Thanksgiving
 - 6. Friday after Thanksgiving
 - 7. Christmas Eve (Full Day)
 - 8. Christmas Day
 - 9. New Year's Eve (Full Day)
- B. Non-union sworn and civilian members will receive eight (8) hours of straight time pay for all holidays.
- C. Holidays may be taken off as opposed to working them when manpower permits.

IX. Vacations (22.1.2.d)

- A. Vacation time for non-union members will be accrued at the following rates:

1.	1-5 years' service	-	6.1538 hours per month
2.	6-10 years' service	-	9.2308 hours per month
3.	11-20 years' service	-	12.3078 hours per month
4.	21 years	-	12.9232 hours per month
5.	22 years	-	13.5386 hours per month
6.	23 years	-	14.1540 hours per month
7.	24 years	-	14.77 hours per month
8.	25 years or more	-	15.3848 hours per month
- B. Use of vacation time for non-union members will be limited to the maximum number of days earned in one (1) calendar year plus any time carried over from the previous year.
 - 1. No member may carry over more than his/her previous year's earned vacation plus his/her current year's earned vacation time from one (1) calendar year to the next.
 - 2. No vacation time will be anticipated beyond the current calendar year.
- C. Use and accrual of vacation time for union members will be governed by the prevailing collective bargaining agreement.

X. Personal Days

- A. Department members will be credited with personal days at the beginning of each fiscal year (May 1).
- B. Personal days will not be anticipated beyond the fiscal year.
- C. Any personal days not used at the end of the fiscal year (April 30) will be forfeited and cannot be carried over into the next year.
- D. Members earn four (4) paid personal days (thirty-two (32) hours) per fiscal year. New members receive these days on a prorated basis, depending upon when during the fiscal year their employment begins.

XI. Use of Time off

- A. Members requesting time off will submit the request through the VCS system to the affected supervisor at least ten (10) days in advance. Requests may be denied if not received within this time frame.
- B. Once approved, the member will receive an email from the supervisor.
- C. Full week requests for time off will take priority over shorter periods. Time off may be denied if more than one member has requested the same time period and minimum shift strengths cannot be maintained without the use of overtime. Previously scheduled administrative or training time affecting shift strengths may also affect approval of time off.
- D. Time off requests for sergeants will be submitted to the Commander for approval. Sergeant's requests may be denied if the request would require hireback of another sergeant or appointment of an Officer in Charge.
- E. Vacation and personal time will be earned in eight (8) hour increments. Use of this time will require a total of twelve (12) hours (patrol) or ten (10) hours (CSO/Records).
 - 1. Vacation may not be taken in increments of less than one (1) full day (eight (8) hours). Compensatory time may not be taken in increments of less than one-half (1/2) day (four (4) hours). However, personal time may be taken in any increment.
- F. The Department reserves the right to cancel, reassign or adjust time off based on need. This may include, but is not limited to:
 - 1. Major incidents requiring extra personnel.
 - 2. Injuries or illness to other personnel.
 - 3. Staffing issues related to vacancies and the training of new personnel.

XII. Shift Trades

- A. Members may trade days off with other members. The request must be submitted to the affected supervisor(s) ten (10) days prior to the requested trade. The trades (except entire shift trades) must be reciprocated during the same pay period. The trade must be posted on the schedule by the supervisor.
- B. Entire shift trades will be limited to two (2) full shift rotations (fifty-six (56) days each) per evaluation period (May-April). The request must be approved by the appropriate Deputy Chief after consideration by the affected supervisors.
- C. Trades will be limited to two (2) days in each 28-day posted shift schedule.

By Order of:

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT

**Subject: Sick Leave Accrual and Use****Special Order 605****Issued: February 8, 1996****Rescinds: G.O. 88-13, MO710****Effective Date: February 8, 1996****Reference CALEA Standards:****Termination Date: N/A****22.2.1****Amended Date: January 23, 2017**

PURPOSE: To establish a procedure to assure the use of sick time/leave is limited to the actual need of the employee.

I. Accrual of Sick Time

- A. Sick time will not be considered a privilege which employees may use at their discretion, but will be allowed only in case of necessity or actual sickness of the employee, or for the purpose of having a physical examination or other related matters.
- B. Entitlement
 1. Employees may accrue one (1) day per month or 12 days per year.
 2. Non-Union employees may accrue a maximum of 250 days (2,000 hours) of unused sick leave days.
 3. Union employees' accrual is governed by the prevailing Collective Bargaining Agreement.

II. Use/Limitations of Sick Time

- A. Personal Illness
 1. An employee may use sick time up to the amount of accrued sick time accumulated for any one illness.
 2. An employee who has reported to work and subsequently becomes ill and has to leave will have the actual time that was not worked deducted from his/her accrued sick time.
 3. An employee who calls in sick on a designated holiday shall receive the holiday pay. No sick pay shall be paid.
- B. Caring For Family Members
 1. Employees may use sick leave for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother or father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury (P.A. 099-0841).
 2. The use of sick leave will be limited to the amount that would be accrued during six months at the employee's current rate of entitlement.
 3. This sick leave does not extend the maximum period of leave to which an employee is entitled under the Family and Medical Leave Act, regardless of whether the employee receives sick leave compensation during that leave.
 4. The employee will not be subject to any retaliation for using sick leave to care for a family member to include discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using personal sick leave benefits.
- C. Negative Sick Time Balance
 1. In the event an illness occurs and an employee has no sick time accrued, he/she may elect to use vacation days, compensatory time or sick time without pay.
 2. An employee who has no time accrued (Vacation, Compensatory Time or Sick Time) will be placed on sick leave without pay.
 3. At the discretion of the Chief of Police, the employee may be granted up to five days of anticipated vacation leave.

III. Advance Notice of Use of Sick Time

- A. The timely notice of intended absence due to illness provides the Department the time to replace the absent employee.
- B. An employee is required to:
 - 1. Notify the supervisor on duty of his/her illness as soon as practicable or;
 - 2. Notify the on duty supervisor at least two hours prior to the start of any scheduled shift.
 - 3. Failure to make such notification may constitute absence without leave.

IV. Proof of Illness

- A. The Chief of Police or his designee may require an employee to furnish a physician's certificate documenting the existence of an illness at any time.
- B. A physician's certificate stating the particular illness giving rise to the sick time will be required when an employee has used three or more sick days within any six month period.
- C. Use of accrued sick leave entitlement is conditional and based on submission of medical documentation.

V. On-Duty Disability

- A. When an employee is injured in the performance of his/her duty, that employee is entitled to be off-duty if the nature of the injury renders that employee incapable of performing their respective duties.
- B. When an on duty injury occurs, the employee suffering the injury and the supervisor on duty will have the following responsibilities:
 - 1. The employee will notify the supervisor on duty of the injury and will forward to the supervisor a memo stating the circumstances surrounding the injury.
 - 2. The supervisor shall complete a report on the injury and will forward the report and all related documents to the office of the Chief of Police, via the Chain of Command.
 - 3. All reports required by IRMA will be forwarded to the Human Resources Manager for processing by the Chief of Police or his designee.
 - 4. On duty injuries that result in time away from work will not result in a reduction of sick time accrued.
- C. When an employee who was injured while on duty is capable of returning to work, but unable to perform his/her normally assigned duties, that employee may be assigned light duty.

VI. Off Duty Disability

In the event that an employee becomes disabled while off duty, light duty may be assigned at the discretion of the Chief of Police.

VII. Light Duty

- A. Assignment of personnel to light duty is a management prerogative. Light duty assignments will be performed as needed and assigned. The assignment may be given when:
 - 1. The employee has a physician's release stating the employee can perform light duty assignments.
 - 2. The Chief of Police approves assigning the member to light duty.

3. There is a genuine task available for the employee to do. Possible light duty tasks include, but are not limited to:
 - a. Handling station reports;
 - b. Assisting Crime Prevention with National Night Out;
 - c. Assisting with vehicle maintenance duties;
 - d. Police recruitment (making phone calls, computer recordkeeping, etc.)
 - e. Data entry (training, administrative tows, citations, etc.);
 - f. Answering telephones;
 - g. Assisting with accreditation documentation;
 - h. Scanning documents;
 - i. Miscellaneous clerical duties as available.
- B. Determination of a light duty assignment may include, but is not limited to administrative skills or the lack thereof or; specialized skills possessed.
- C. Employees will be provided with a Transitional Duty Job Offer Letter from Human Resources upon the Chief's approval for light duty. The letter will advise the employee who they should report to and when they are expected to begin the light duty assignment.

VIII. Long Term Disability

In the event an employee becomes disabled for an extended period of time (more than 1 year), or permanently, that employee must file for a disability pension under the provisions of one of the following pension plans: Illinois Municipal Retirement Fund (Civilian); Bartlett Police Pension Fund (Police Officers)

IX. Return from Disability Pension Status

- A. In consideration of public safety and the safety of Department personnel, officers wishing to return to active service after a period of time on disability pension, will be required to meet certain standards of proficiency and competence. Any officer who is unable to demonstrate their proficiency and competence will be considered unfit for duty.
- B. The process and criteria for re-entry to active service including testing and examinations, should as much as possible be consistent with the process and criteria for selecting employees for the assignment or rank held by the applicant at the time the disability pension was granted.
- C. The process for re-entry to active service with the Department will be separate and distinct from any process, hearing or decision of the Bartlett Police Pension Board. No application for re-entry to active service with the Bartlett Police Department may be submitted by any person who is currently receiving a disability pension.
- D. Definitions:
 1. Disability Pension: The definition for an "On-Duty Disability Pension" can be found at **40 ILCS 5/3-114.1**. The definition for a "Non-Duty Disability Pension" can be found at **40 ILCS 5/3-114.2**.
 2. Active Service is defined as full duty status, able to perform all tasks and duties associated with the permanent assignment or rank that was held by the applicant at the time a disability pension was granted. Special, temporary or light duty assignments are not included within this definition.
- E. A person who has left active service with the Department as the result of a condition that would qualify them for a disability pension and who were granted such a pension by the Bartlett Police Pension Board, may apply for re-entry to active service with the Department. The following must be contained in the request:
 1. The Application To Return To Active Duty Following Disability Pension (Annex I) for re-entry will be in writing and will be directed to the Chief of Police.
 2. The application will describe the circumstances and the change in condition that led to and justify the application for re-entry into the active service.

- F. The Chief of Police will direct the applicant for re-entry to take certain tests which may include, but may not be limited to:
1. Physical Examination
 2. Drug Test
 3. Psychological Examination
 4. Polygraph Examination
 5. Demonstrating the applicant's ability to perform the essential functions of the job, with or without reasonable accommodations, to be held by the officer at the time of his or her return.
 7. Background investigation
 8. Updated employment application
 9. Driving Abstract
- G. The officer applying for re-entry to active service will fully cooperate with a departmental background investigation. This will include, but will not be limited to, providing certain written waivers for the examination of certain records concerning the applicant and providing fingerprints for the purpose of a criminal history check.
- H. If the result of any examination, test or investigation is a result that may have disqualified an applicant applying as a new hire or disqualified a candidate for the applicant's assignment or rank, the Chief may refuse the application for re-entry to active service. In all cases of such refusal, the applicant will have the opportunity to meet with the Chief of Police to discuss the refusal and present any additional facts or information that may be relevant to the re-entry process.
- I. No person may re-enter active service with the Department unless an opening exists for the rank held by the officer at the time a disability pension was granted. The department will not be obligated to displace another employee or to create a position to accommodate the applicant's re-entry.
- J. The Chief of Police may authorize the re-entry to active service, with such re-entry being subject to the successful completion of certain training or education. If the re-entry applicant does not successfully complete the training or educational courses specified before the officer was conditionally re-hired, the conditional approval of the application for re-entry will be withdrawn and the officer's employment with the department terminated. The assigned training and/or educational courses must be completed on the first attempt unless extraordinary circumstances result in the failure(s).
- K. After successful completion of all re-entry requirements, the applicant will have the employment status equal to the status that the officer held at the time the disability pension was granted.

By Order of

Patrick Ullrich
Chief of Police

Annexes I-II

BARTLETT POLICE DEPARTMENT

APPLICATION TO RETURN TO ACTIVE DUTY FOLLOWING DISABILITY PENSION

I _____, a member of the Bartlett Police Department, currently on a (Duty/Non-Duty) disability pension request to be considered for re-entry to active duty with the Bartlett Police Department. I was placed on a (Duty/Non-Duty) pension by the Bartlett Police Pension Board on _____ for _____.

I understand that my returning to active duty with the Police Department is contingent on the following conditions: 1. A physical examination

1. A physical examination
 2. Drug test
 3. Psychological Examination and Polygraph Examination
 4. Agility Test
 5. Completion of a background investigation.
 6. The completion of other testing that is deemed necessary and may be needed to demonstrate my ability to perform the tasks that are required by the assignment or rank that was held at the time that I went on disability.

I further understand that failure to successfully complete any of the required testing that would normally disqualify an applicant applying as a new hire or as a candidate for a higher rank, that the Chief of Police may deny this application.

I also understand that this application for re-entry will not be considered unless there is an opening for the rank that I held at the time that I went on the disability pension.

I am making this request for re-entry based on the following changes in the condition that required me to seek a disability pension:

I understand that this application for re-entry to active service may have other conditions such as educational or training that I may be directed to take and complete successfully. I further realize that any offer of re-employment made would be conditional until such time as I successfully complete the requirements.

Officer's Printed Name

Officer's Signature

Date

Transitional Duty Job Offer Letter

Date:

Dear _____:

We have been informed that you are capable of performing transitional duty work by _____ (Doctor) _____ as of your last office visit on _____.

We have a work assignment available that coincides with your physical capabilities. The position is: _____ working in the _____ department and reporting to _____.

This position will be for _____ hours per day, _____ days per week.

Please report for work on _____ at _____ (a.m. or p.m.). If you fail to report to work on this day or contact me by _____, we will assume that you are not willing to work in this assignment, which may lead to disciplinary action, up to and including termination.

You will be assigned to work in this capacity during the course of your disability. The limit for this transitional work assignment is 90 days.

I have attached a copy of your physical restrictions.

Should you have any questions, please call me.

Sincerely,

Janelle Terrance, Human Resources Manager

Employee Signature

Date

Enclosure

cc:



BARTLETT POLICE DEPARTMENT

Subject: Occupational Noise Exposure	Special Order 606
Issued: May 8, 2012	Rescinds: N/A
Effective Date: May 8, 2012	Reference CALEA Standards:
Termination Date: N/A	Related Directives: MO702

PURPOSE: The Bartlett Police Department will ensure noise hazards are evaluated, and that information concerning the hazards is transmitted to all employees. This standard practice instruction is intended to address comprehensively the issues of; evaluating the potential hazards of noise, communicating information concerning these hazards, and establishing appropriate protective measures for all employees.

I. Responsibility

- A. The Chief of Police, or his designee, is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program.
- B. The Chief of Police has designated the Department Safety Committee Member as the Hearing Conservation Program Manager who will develop written detailed instructions covering each of the basic elements in this program.

II. Identification of Exposure

- A. This program applies to all police personnel who respond to emergencies and service request calls on a regular basis. The associated work tasks on emergency scenes and service request calls are suspected of exposing employees to noise levels at or above 85 decibels as an 8 hour TWA. (time-weighted average) Police Department personnel shall wear hearing protection whenever exposed to noise at or above 85 decibels.
- B. The following work areas have been identified as requiring hearing protection, but are not limited to the following:
 1. While present at a firing range.
 2. All training activities that generate noise from either equipment or sirens, e.g., tactical type activities.
- C. Police personnel are required to wear hearing protection when operating equipment that produces noise in excess of 85 decibels, except in situations where the use of such personal protective equipment (PPE) would create an additional hazard to the user. Identified equipment includes, but is not limited to the following:
 1. Weapons utilized on a range, either indoor or outdoor.
 2. Vehicle sirens during driver training activities.
 3. Extrication equipment utilized by fire rescue personnel, i.e., auto accident scene during investigation process.
 4. Flash bangs or other distraction devices used by EST during training.

III. Audiometric Testing Program

- A. The Bartlett Police Department will establish and maintain an audiometric testing program free of charge for employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.
- B. Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.

- C. All audiograms obtained pursuant to this standard practice instruction will meet the requirements of OSHA Regulation 29 CFR 1910.95, Appendix C: Audiometric Measuring Instruments.
- D. The department will provide protection against the effects of noise exposure when the sound levels exceed those shown in OSHA's Table G-16 (**Annex I**), when measured on the A scale of a standard sound level meter at slow response.

IV. Hearing Conservation Program

- A. The Bartlett Police Department is dedicated to providing a safe and healthful working environment. Ultimately; it is the employee's responsibility to seek assistance when required, and to carry out the job in a safe manner. The department will administer a continuing, effective hearing conservation program, as described in the following paragraphs, whenever employee noise exposures equal or exceed an 8 hour time weighted average sound level (TWA) of 85 decibels measure on the A scale (slow response) or, equivalently, a dose of fifty percent. For purposes of the hearing conservation program, employee noise exposures will be computed without regard to any attenuation provided by the use of personal protection equipment (PPE). An 8 hour time weighted average of 85 decibels or a dose of fifty percent will also be referred to as the action level.
- B. **Monitoring.** When information indicates that any employee's exposure may equal or exceed an 8 hour time weighted average of 85 decibels, the department will implement the following monitoring program:
 1. The department will conduct sampling on a monthly basis and will be designed to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors.
 2. Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, this department will use representative personal sampling to comply with the monitoring requirements of this instruction unless it can be shown that area sampling produces equivalent results.
 3. All continuous, intermittent and impulsive sound levels from 80 decibels to 130 decibels will be integrated into the noise measurements.
 4. Instruments used to measure employee noise exposure will have been calibrated to ensure measurement accuracy.
 5. Monitoring will be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:
 6. Additional employees may be exposed at or above the action level.
 7. The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements of OSHA Regulation 29 CFR 1910.95.
 8. This department will notify each employee exposed at or above an 8 hour time weighted average of 85 decibels of the results of the monitoring.
 9. This department will provide affected employees or their representatives with an opportunity to observe any noise measurements conducted.
- C. **Baseline audiogram.** At implementation of this program or if an initial hire, as part of post-offer pre-employment physical exam, the department will provide employees with a valid baseline audiogram against which subsequent audiograms can be compared. The department will obtain a valid baseline audiogram within 1 year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, employees will wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained (Mobile test van exception: where mobile test vans are used to meet the audiometric testing obligation, baselines will be obtained within 1 year.). Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise (Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise). The Bartlett Police Department will notify employees of the need to avoid high levels of non-occupational noise exposure during the 14 hour period immediately preceding the audiometric examination.

- D. Annual audiogram. At least annually after obtaining the baseline audiogram, this department will obtain a new audiogram for each employee exposed at or above an 8 hour time weighted average of 85 decibels. Each employee's annual audiogram will be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. This comparison may be done by an individual trained to technician level. If the annual audiogram shows that an employee has suffered a standard threshold shift, a retest will be accomplished within 30 days and the results considered as the annual audiogram. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift has occurred, the employee will be informed of this fact in writing, within 21 days of the determination.
- E. Standard threshold shift. A standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear. In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in Appendix F of OSHA Regulation 29 CFR 1910.95: Calculation and Application of Age Correction of Audiograms (see Attachment). Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, this department will ensure that the following steps are taken when a standard threshold shift occurs:
- F. Employees exposed or potentially exposed to high noise will be fitted with hearing protectors, trained in their use and care, and required to use them. For known high noise job assignments employees will be fitted and trained prior to job assignment. Employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation, if necessary. Employees will be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if it is suspected that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors. Employees will be informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.
- G. If subsequent audiometric testing of an employee whose exposure to noise is less than an 8 hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, this department:
1. Will inform the employee of the new audiometric interpretation.
 2. May discontinue the required use of hearing protectors for that employee.
- H. Revised baseline. An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram determine that:
1. Audiometric tests will be conducted with audiometers (including microprocessor audiometers) that meet the specifications of, and are maintained and used in accordance with, American National Standard Specification for Audiometers, S3.6-1969.
 2. Pulsed-tone and self-recording audiometers, if used, will meet the requirements specified in Appendix C of OSHA Regulation 29 CFR 1910.95: Audiometric Measuring Instruments.
 3. Audiometric examinations will be administered in a room meeting the requirements listed in Appendix D of OSHA Regulation 29 CFR 1910.95: Audiometric Test Rooms.

Hearing protectors. This department will make hearing protectors available to all employees exposed to an 8 hour time weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors will be replaced at no cost as necessary.

VI. Training Program

- A. This department will institute a training program for all employees who are exposed to noise at or above an 8 hour time weighted average of 85 decibels, and will ensure employee participation in such program.

- B. The training program will be repeated annually for each employee included in the hearing conservation program. Information provided in the training program will be updated to be consistent with changes in protective equipment and work processes. Each employee will be informed of the following:
 - 1. The effects of noise on hearing.
 - 2. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care.
 - 3. The purpose of audiometric testing, and an explanation of the test procedures.
- C. All affected employees or their representatives' will have access to this order and OSHA Regulation 29 CFR 1910.95.

VII. Recordkeeping

- A. The Village of Bartlett Human Resources Manager will maintain an accurate record of all employee exposure measurements and all employee audiometric test records. This record will include as a minimum:
 - 1. Name and job classification of the employee.
 - 2. Date of the audiogram.
 - 3. The examiner's name.
 - 4. Date of the last acoustic or exhaustive calibration of the audiometer.
 - 5. Employee's most recent noise exposure assessment.
 - 6. Accurate records of the measurements of the background sound pressure levels in audiometric test rooms.
- B. The audiometric and related records will be retained for at least the following periods:
 - 1. Noise exposure measurement records will be retained for seven (7) years.
 - 2. Audiometric test records will be retained for four (4) years beyond an affected employee's employment.
- D. Access to records. All records cited in this standard practice instruction will be provided upon request to employees, former employees, representatives designated by the individual employee, and representatives of applicable regulatory agencies. The provisions of OSHA Regulation 29 CFR 1910.1020 apply for access to records under this section.

By Order of

Patrick Ullrich
Chief of Police

Annex I

OSHA REGULATION

The following OSHA Regulation with Appendices accompany this guideline. Please obtain a copy from the OSHA website – www.osha.gov

29 CFR 1910.95 – Occupational Noise Exposure

Appendix A Noise Exposure Computation

Appendix B Methods of Estimating the Adequacy of Hearing Protector

Appendix C Audiometric Measuring Instruments

Appendix D Audiometric Test Rooms

Appendix E Acoustic Calibration of Audiometrics

Appendix F Calculations and Application of Age Corrections to Audiograms (Non-Mandatory Informational)

Appendix G Monitoring Noise Levels

Appendix H Availability of Referenced Materials

Appendix I Definitions

OSHA Table G-16 Permissible Noise Exposures

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1½	102
1	105
½	110
¼	115

When noise levels are determined by octave band analysis, the equivalent A-weighted sound level will be determined by using the appropriate table from 29 CFR 1910.95, equivalent sound level contours. Octave band sound pressure levels may be converted to the equivalent A-weighted sound level by plotting them on the graph shown as Figure G-9 of OSHA Regulation 29 CFR 1910.95 and noting the A-weighted sound level corresponding to the point of highest penetration into the sound level contours. This equivalent A-weighted sound level, which may differ from the actual A-weighted sound level of the noise, will be used to determine exposure from Table G-16 of this program.

When employees are subjected to sound exceeding those listed in Table G-16 above, the department will administer or have administered by qualified personnel, audiometric examinations, obtain valid audiograms, and ensure proper controls are reviewed and implemented where feasible. If such controls fail to reduce sound levels within the levels of Table G-16 above, personal protective equipment (PPE) will be provided and used to reduce sound levels within the levels of the table.

If the variations in noise level involve intervals of 1 second or less, it will be considered to be continuous. When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect will be considered, rather than the individual effect of each.

Exposure to impulsive or impact noise will not exceed 140 dB peak sound pressure level.

BARTLETT POLICE DEPARTMENT

**Subject: Diplomats/Foreign Officials
And Immigration Enforcement****Issued: April 10, 1996****Effective Date: April 10, 1996****Termination Date: N/A****Amended Date: September 18, 2017****Special Order 608****Rescinds: G.O. 86-02, 86-03****Reference CALEA Standards:****1.1.4, 2.1.2, 61.1.3.d****Related Directives:****SO631, COP806**

PURPOSE: To establish procedures for dealing with individuals who have been granted diplomatic status by the Department of State and to ensure those persons who are considered Foreign Nationals are accorded all rights granted by the United States of America, either by treaty or legislation. To also establish and clarify U.S. Immigration Laws pertaining to aliens that members of the Bartlett Police Department may come into contact with. To provide guidelines for the management of investigations into issues related to immigration enforcement.

POLICY: It will be the policy of the Bartlett Police Department to observe the covenants, treaties, agreements and laws enacted by the U.S. Government for the protection of members of the diplomatic corps and foreign nationals who visit and/or reside in the U.S. It will also be the policy of the Department to observe the provisions of the U.S. Code, Title 18 [Crimes and Criminal Procedure], which establishes the procedures for the notification of the Federal Bureau of Investigation (FBI). The Department will also follow the guidelines set down by the Department of State and the Office of Protocol as it pertains to Diplomats and Foreign Nationals. Immigration violation enforcement will follow the regulations set forth in the Illinois Trust Act of 2017.

I. Definitions

- A. **Foreign National:** any person who is not a U.S. citizen, also called an "alien".
- B. **Foreign Official/Diplomatic Agent:** a Chief of State or the political equivalent, President, Vice President, Prime Minister, Ambassador, Foreign Minister, or other officer of Cabinet rank or above of a foreign government or the chief executive officer of an international organization, or any person who has previously served in such capacity, and any member of his family while in the U.S.
- C. **Members of Administrative and Technical Staff:** this category includes individuals who support the activities of Diplomatic Agents and may include secretaries, certain clerical personnel, office manager and certain professional security personnel. These individuals and recognized family members enjoy privileges and immunities that are identical to those of Diplomatic Agents. These individuals are issued identification cards and driver's licenses by the Department of State.
- D. **Members of Service Staff:** these individuals perform less critical support tasks and are afforded much less in the way of privileges and immunities than in the other categories.
- E. **Family Members:** includes a spouse, parent, brother or sister, child, or person to whom the foreign official stands in loco parentis, or any other person living in the household and related to the foreign official by blood or marriage.
- F. **Official Guest:** A citizen or national of a foreign country present in the U.S. as an official guest of the Government pursuant to designation by the Secretary of State.
- G. **Honorary Consul:** American citizens or permanent resident aliens who perform consular services on a part-time basis. These individuals have "Official Acts Immunity" and enjoy immunity from the obligation to provide evidence as witnesses only in respect to official liability.
- H. **Documented Individual:** Person who has proof of U.S. citizenship or lawful presence such as a valid visa or permanent resident alien card.
- I. **Undocumented Individual/Unauthorized Alien:** Person who is not lawfully present in the United States.

II. Protection of Foreign Officials/Jurisdiction

- A. **18 USC 112** prohibits anyone from assaulting, striking, wounding, imprisoning, offering violence, intimidate, coercing, threatening or harassing a foreign official. No person will attempt any of the above within 100 feet of a building or premises in whole or in part owned, used or occupied for official business or for diplomatic, consular, or residential purposes by a foreign government, an international organization, a foreign official or an official guest.
- B. **18 USC 970** prohibits anyone from willfully injuring, damaging, destroying or attempting to do so to any property, real or personal belonging to or utilized or occupied by any foreign government or international organization, by a foreign official or official guest.
- C. **18 USC 1116 & 1201** provides for concurrent federal jurisdiction whenever any of the following acts are committed: murder, conspiracy to commit murder, manslaughter, kidnapping or the attempt of any of theses. Federal jurisdiction attaches immediately when the victim is a Foreign Official or family member of a Foreign Official. **(2.1.2)**
- D. In situations where immediate action is mandated to protect the safety of any person covered in this Order, such protection will be afforded without regard for jurisdiction. If such a circumstance arises, the FBI will be notified as soon as possible. The FBI will be notified of violations of the U.S. Code for which concurrent jurisdiction is not expressly provided, but which could have foreign political ramifications. Examples of these violations can include, but are not limited to: intimidation, harassment, property damage, etc. In those incidents where the FBI claims concurrent jurisdiction, the Bartlett Police Department will cooperate fully and will defer authority for the investigation.
- E. If a member of the Department becomes aware of the death of a Foreign National, the nearest consulate of that individual's country must be notified.

III. Arrest and Detention of a Foreign National

- A. Certain Foreign Nationals are immune from arrest and prosecution in the U.S., Diplomatic and Consular Privileges and Immunities From Criminal Jurisdiction (Annex I) outlines these immunities.
- B. When Foreign Nationals are arrested or detained, they must be advised of the right to have their consular official notified. In some cases, the nearest consular officials **must** be notified of the arrest or detention of a Foreign National, regardless of the individual's wishes. See Annex II, Mandatory Notification Countries and Jurisdictions. Consular notification should never be confused with Miranda warnings. Giving the subject their advisement of rights under Miranda does not qualify as consular notification.
 - 1. Determine the individual's country. In the absence of other information, assume this is the country on whose passport or other travel document the foreign national travels.
 - 2. If the individual's country is not on the list of Mandatory Notification Countries and Jurisdictions offer to notify the Foreign National's consular officials. [*Suggested statement from the Department of State: "as a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?"*]

3. If the individual's country is on the list of Mandatory Notification Countries and Jurisdictions, tell the Foreign National you will be making the notification as soon as possible. [Suggested statement from the Department of State: "*because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.*"]
 4. Make notification to the consular agency using the Consular Notification Form, **Annex III**. Fax the form and telephone the agency, if possible.
- C. Complete an Incident/Offense Report documenting the arrest and whether or not notification was made. The date and time of the notification should be recorded and any confirmation or receipt of notification attached to the report.
- D. Foreign consular officers must be given access to their nationals and permitted to communicate with them. Such officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation. The Foreign National under arrest may refuse the assistance of the officer and consular officers may not act as attorneys for their nationals.
- E. Copies of Foreign Embassies and Consulates phone numbers, along with translations of both suggested statements will be maintained in the Report Writing Room.

IV. Issuance of Traffic or Local Ordinance Citations (61.1.3.d)

- A. Consular notification is not required when the Foreign National is being issued traffic or local ordinance citations and will be immediately released.
- B. Notification to the U.S. Department of State must be made when citations are written to Foreign Nationals who carry driver's licenses issued by the Department of State. **Annex IV** contains a list of phone numbers for reporting information regarding contact with Foreign Nationals.

V. Foreign Nationals and Immigration Laws (2.1.2)

- A. Pursuant to the Illinois Trust Act, no officer shall stop, arrest, search, detain, or continue to detain a person solely based on his or her citizenship or immigration status. Further, an officer will not keep a person in custody only because of an immigration detainer or non-judicial immigration warrant. If there is no probable cause or a judicial warrant to continue to hold the person, that person will be released. Probable cause is NOT created by any request from federal immigration authorities. Being unlawfully present in the United States is not a criminal offense.
- B. Any requests from federal immigration authorities (such as ICE or U.S. Customs and Border Protection) for assistance to detain an individual solely on the basis of an immigration detainer or non-judicial immigration warrant will be considered as requests for voluntary cooperation only.
- C. The Department of Homeland Security has designated officers of the U.S. Immigration and Customs Enforcement (ICE) the sole authority to interrogate any alien or person believed to be an alien as to that individual's right to be in the U.S. They also have the exclusive power to arrest any Foreign National in violation of any law or regulation regarding the admission, expulsion or exclusion of aliens.

- D. If a person is arrested and detained by this Department for any violation other than immigration laws, and in the course of the investigation it is learned the subject is an illegal alien, this information may be forwarded to ICE. Illinois law enforcement is permitted, but not required, to share information with federal immigration authorities.
1. The Shift Supervisor must first approve notification to ICE.
 2. Notification will be documented in an Incident/Offense Report.

By order of

Patrick Ullrich
Chief of Police
Annex I-IV

Mandatory Notification Countries and Jurisdictions

Albania	Malta
Algeria	Mauritius
Antigua and Barbuda	Moldova
Armenia	Mongolia
Azerbaijan	Nigeria
Bahamas	Philippines
Barbados	Poland ²
Belarus	Romania
Belize	Russia
Brunei	Saint Kitts and Nevis
Bulgaria	Saint Lucia
China (including Macao and Hong Kong) ¹	Saint Vincent and the Grenadines
Costa Rica	Seychelles
Cyprus	Sierra Leone
Czech Republic	Singapore
Dominica	Slovakia
Fiji	Tajikistan
Gambia	Tanzania
Georgia	Tonga
Ghana	Trinidad and Tobago
Grenada	Tunisia
Guyana	Turkmenistan
Hungary	Tuvalu
Jamaica	Ukraine
Kazakhstan	United Kingdom ³
Kiribati	Uzbekistan
Kuwait	Zambia
Kyrgyzstan	Zimbabwe
Malaysia	

¹ Does not include Republic of China (Taiwan) passport holders.

² Mandatory for nonpermanent residents only.

³ UK includes Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Residents' passports bear the name of their territory and may also bear the name "United Kingdom." Whether or not the passport bears the name "United Kingdom" consular services for these persons are provided by UK consulates.

Consular Notification Form

Date: _____

Time: _____

To: Embassy of _____, Washington, D.C.

or

Consulate of _____, _____, _____
(Country) (City) (State)**From:** Officer _____Bartlett Police Department
228 S. Main Street
Bartlett, Illinois 60103
(630) 837-0846**Subject: Notification of Arrest/Detention of a National of Your Country**

This department has arrested/detained the following foreign national, whom we understand to be a national of your country on _____, _____.

This person is identified as:

Mr./Mrs./Ms.: _____

Date of Birth: _____

Place of Birth: _____

Passport Number: _____

Date of Passport Issuance: _____

Place of Passport Issuance: _____

To arrange for consular access, please call the Bartlett Police Department at 630-837-0846.

Please refer to case number: _____ when you call.

List of Useful Telephone Numbers**For Information on Diplomatic and Consular Personnel and Personnel of International Organizations Other Than the United Nations***During Normal Business Hours*

Current status of U.S. Department of State Federal license tags, registrations, or other motor vehicle information:

Current status of U.S. Department of State driver licenses and general licensing information:

For reporting traffic incidents or accidents, issuance of citations, etc., involving foreign missions personnel:

Current status of:

Diplomatic agents and family members

Embassy administrative, technical, and service staff and families

Consular personnel and families

International Organizations

Please send copies of incident reports and citations to:

Diplomatic Security Service, Protective Liaison Division

After Normal Business Hours

All inquiries should be made to the Diplomatic Security Watch Officer, Department of State (operates 24-hours daily):

For Information on United Nations Personnel*During Normal Business Hours*

Current status of:

Diplomatic agents and family members

U.N. Mission staff and family members

U.N. Secretariat employees

U.S. Department of State license tags, registration, or other Motor vehicle information

After Normal Business Hours

Information is available from the Communications Section of the U.S. United Nations (operates 24-hours daily):

Please send copies of police reports to: USUN Host Country

BARTLETT POLICE DEPARTMENT



Subject: Citizen Assists/Lock-Outs

Special Order 609

Issued: May 28, 1996

Rescinds: G.O. 83-04, 83-21

Effective Date: May 28, 1996

Reference CALEA Standards:

Termination Date: N/A

Related Directives:

Amended Date: April 25, 2012

PURPOSE: To provide a procedure for members of the Department to assist civilians with transportation and in gaining entry to homes, vehicles, and businesses when they are locked out and to protect members of the Department against claims for damage as a result of such assistance.

I. Assisting Civilians

- A. The Bartlett Police Department will, when requested, cooperate with other law enforcement agencies in assisting stranded civilians and indigent persons in reaching their destination.
- B. Passengers will be accepted after the transporting officer confirms the relay to the next department can be successfully completed and the transportation does not constitute an unnecessary delay in the answering of calls.

II. Limitations and Procedures

- A. Civilians will be transported in police vehicles in the course of police business.
- B. Passengers accepted for transport may be subjected to a limited pat down search or frisk to ensure officer safety.
- C. Prior to transporting a civilian, the officer doing the transport will:
 1. Advise dispatch the starting mileage;
 2. Advise dispatch the gender of the civilian;
 3. Advise dispatch the destination;
 4. Advise dispatch the ending mileage upon arrival at destination.
- D. The officer should wait for acknowledgment from the dispatch center prior to clearing the assignment.

III. Lock-out Assistance

- A. Fire District personnel and Police Department personnel can make entry to locked commercial, industrial, educational, apartment and multi-family residential buildings by using a "lock box" key. The key is also for resident's homes who have completed a waiver on file with DuComm.
- B. Members of the Bartlett Police Department will respond to calls for assistance from citizens who are locked out of:
 1. Residences
 2. Vehicles
 3. Businesses
- C. Upon being dispatched for a lock-out call, the member will:
 1. Respond to the location.
 2. Identify the person requesting assistance and verify they have a right to obtain entry to the property.
 3. Attempt to gain entry.

- D. In regards to lock-outs to buildings that do not have the "lock box" and there is no way to gain entry without causing damage, members may advise the complainant they may either utilize the services of a locksmith or the member can contact the Fire Department to respond with a door spreader. This decision to make further attempts at entry will be made by the complainant.
- E. In cases of life-threatening emergencies, where primary concern is the potential for the loss of life, members will make entry and advise the Shift Supervisor when time permits.

IV. Documentation

- A. The responding member will complete a Bartlett Police Department Lock Out Permission Form (Annex I), obtain all necessary information and have the complainant sign. The completed, signed form will be submitted to Records for processing.
- B. The information provided on the form will be entered into the department Records Management System by Records personnel. The original, signed form will be maintained in the Records Section.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT LOCK OUT FORM

Location		Date/Time Occurred	
Beat	Block	Date/Time of Report	Incident Code
Complainant		Sex	Race
Address _____ Same as Location		Phone	DOB
Vehicle Owner _____ Same as Complainant		Sex	Race
Address		Phone	DOB
VEHICLE INFORMATION:		VIN:	
Year	Make	Model	Plate
MOTOR VEHICLE		Color	Body Style
RESIDENCE			4 DR 2 DR
BUSINESS			
OTHER			
I do hereby authorize the personnel of the Bartlett Police Department to assist in gaining entry into my:			
I further release the Village of Bartlett and the personnel of the Bartlett Police Department from any claims of damage that may occur or be sustained while assisting in gaining entry in the above-mentioned property.			
Signature of Owner/Agent :			
ATTEMPT WAS:		<input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> NOT SUCCESSFUL	
Assigned Officer		Badge	Assign
REC	DSP	ARR	CLR
		Source	Cond
		Place	PIMS Date
			Clerk

BARTLETT POLICE DEPARTMENT



Subject: Department Awards	Special Order 610
Issued: July 26, 1996	Rescinds: G.O. 94-07
Effective Date: July 26, 1996	Reference CALEA Standards:
Termination Date: N/A	26.1.2
Amended Date: January 22, 2020	Related Directives:
	AO105

PURPOSE: This order creates an award system to assure recognition for outstanding dedication to duty and goals of the Department.

I. Police Officer of the Year

- A. To receive the Police Officer of the Year Award, an officer should be an outstanding police officer who has had an excellent work record over the past year, including good arrests and good clearance rate and a reasonable number of traffic arrests. He/she should be the type of officer who is admired by other officers and his/her dedication to the Department and its goals should be obvious to all. He/she should present the best possible image to the public. The officer should also exhibit understanding and compassion to the persons he/she arrests and other citizens with whom he/she comes in contact. He/she should be recognized by the administration of the Department as an outstanding officer.
- B. Selection Procedure: The following procedure will be utilized to select the Officer of the Year.
 1. Only one (1) Officer of the Year may be selected.
 2. Each December nominations will be made for that calendar year by all interested Department members. The nomination shall be in the form of a "To – From" outlining the reasons for nomination and how the member meets the above noted standards. Nominations must be submitted by December 31st.
 3. These nominations will be reviewed by the Round Table Team and the prior year's recipient at the January Round Table Team meeting.
 4. If a nominee is a member of the Round Table Team, that nominee will be excused from the review process.
 5. The recommended nominee will be forwarded to the Chief of Police for approval.
 6. Upon approval by the Chief, the Officer of the Year will be named.
- C. Eligible officers will receive a red, white and blue award plate to be worn in accordance with uniform regulations and eight (8) hours compensatory time. A plaque honoring the member will also be presented.

II. Civilian Employee of the Year

- A. To receive the Civilian Employee of the Year Award, the Department member should be an outstanding civilian member who has had an excellent work record over the past year. The record should include: a high knowledge of work, initiative and outstanding customer service. He/she should be the type of civilian member who is admired by other members and his/her dedication to the Department and its goals should be obvious to all. He/she should present the best possible image to the public. The civilian member should also exhibit understanding and compassion to the citizens and fellow members with whom he/she comes in contact. He/she should be recognized by the administration of the Department as an outstanding civilian member.
- B. Selection Procedure: The following procedure will be utilized.
 1. Only one (1) Civilian Employee of the Year may be selected.
 2. Each December nominations will be made for that calendar year by all interested members. The nomination shall be in the form of a "To – From" outlining the reasons for nomination and how the member meets the above noted standards. Nominations must be submitted by December 31st.

3. These nominations will be reviewed by the Round Table Team and the prior year's recipient at the January Round Table Team meeting.
 4. If a nominee is a member of the Round Table Team, that nominee will be excused from the review process.
 5. The recommended nominee will be forwarded to the Chief of Police for approval.
 6. Upon approval by the Chief, the Civilian Employee of the Year will be named.
- C. Eligible civilian members will receive a red, white and blue award plate to be worn in accordance with uniform regulations and eight (8) hours compensatory time. A plaque honoring the member will also be presented. Designs for the award plate and plaque will be different from Officer of the Year awards.

III. Certificate of Commendation

- A. A member may receive a Certificate of Commendation at the discretion of the Police Chief and upon recommendation of his/her supervisor.
- B. Certificates of Commendation are given as a reward for any type of outstanding police work.
- C. A member who receives a Certificate of Commendation will have said certificate placed in his/her personnel file and made a part of his/her service record.

IV. Meritorious Service Award

- A. A member may receive the Meritorious Service Award for continuous good police work of any nature. To receive this award, a member must exhibit a better than average total work record and be recognized by the supervisors as an outstanding member. While there is no limit on the number of members receiving this award, normally not more than twenty-five (25) percent of the Department should be considered.
- B. To receive this award a member must be recommended by his/her supervisor and approved by the majority of other supervisors. Citizen participation may also be considered at the discretion of the Chief of Police.
- C. Members given the Meritorious Service Award will receive a letter from the Chief of Police, notation in his/her service record, and shall be given a white with blue vertical bars award plate to be worn in accordance with uniform regulations.

V. Blue Knight Award

- A. To be eligible for the Blue Knight Award, an officer needs to display a high level of officer initiated activity such as arrests, DUI arrests, traffic contacts, and parking citations during the past year.
- B. Selection Procedure: The following procedure will be utilized to select the Blue Knight Award.
 1. Only one (1) Blue Knight Award recipient may be selected.
 2. The majority of supervisors will recommend an eligible officer to receive the Blue Knight Award based on his/her high level of officer initiated activity in the categories of arrests, DUI arrests, traffic contacts, and parking citations compared to other officers' initiated activity in these categories during the past year.
 3. Upon approval by the Chief of Police, the Blue Knight Award recipient will be announced at the Spring Department meeting.
- C. Recipient officers will receive a certificate, medal, and a blue award plate to be worn in accordance with uniform regulations and eight hours compensatory time.

VI. Spirit Award

- A. To be eligible for the Spirit Award, a member needs to display a positive image/attitude both within the Department and when dealing with the public. The member should demonstrate a high level of volunteerism both within the Department and when dealing with the public. The member should demonstrate the ability to put community before self and foster positive relationships between the community and police both on duty and off duty.
- B. Selection Procedure: The following procedure will be utilized to select the Spirit Award:
 - 1. Only one (1) Spirit Award recipient may be selected.
 - 2. Each December nominations will be made for that calendar year by all interested members. The nomination shall be in the form of a "To – From" outlining the reasons for nomination and how the member meets the above noted standards. Nominations must be submitted by December 31st.
 - 3. These nominations will be reviewed by the Round Table Team and the prior year's recipient at the January Round Table Team meeting.
 - 4. If a nominee is a member of the Round Table Team, that nominee will be excused from the review process.
 - 5. The recommended nominee will be forwarded to the Chief of Police for approval.
 - 6. Upon approval by the Chief, the Spirit Award recipient will be named.
- C. The recipient member will receive certificate to be added to his/her personnel file. An acrylic trophy honoring the individual member will also be presented.

VII. Unit Citation Award

- A. May be presented to any organizational component (unit, section, or division) within the Police Department recognizing the accomplishment of a special assignment, project or mission of the Police Department in an exceptionally meritorious manner. The award is inclusive of all members assigned to that unit at the time of the award presentation.
- B. To be eligible for this award, the actions of the unit or group will be considered to display an extraordinary level of professionalism and/or remarkable proficiency. Actions that may be recognized will include delivering high quality services on behalf of the Department at significant events and providing high levels of specialized skills.
- C. Nominations for this award may be made only by the Chief, Deputy Chief, Commander, or Sergeant. This nomination shall be forwarded to the supervisor of the nominated unit and agreed upon by the majority of the Departmental leadership staff.
- D. Each member of the unit receiving this award shall have a certificate placed in his/her personnel file and made a part of his/her service record.

VIII. Valor Award

- A. A member who exhibits bravery above and beyond the call of duty may receive the Valor Award.
- B. Citizen participation may also be considered at the discretion of the Chief of Police.
- C. A member given the Valor Award will receive a letter from the Chief of Police, notations made in his/her service record, and a red award plate with a blue "V" device to be worn in accordance with uniform regulations. Recipients of the Valor Award will receive two (2) extra paid days off, arranged through his/her supervisor.

IX. Academic Achievement Award

- A. A member who completes an education program for a college degree will automatically receive an Academic Award.
- B. A member receiving an Academic Award will be given a letter from the Chief of Police; notations will be made in his/her service record and a designated award plate to be worn in accordance with uniform regulations.
- C. Academic Award Plates:

1. Associate's Degree	-	Light Blue with One Star
2. Bachelor's Degree	-	Light Blue with Two Stars
3. Master's Degree	-	Light Blue with Three Stars
4. Doctorate	-	Light Blue with Four Stars

X. Life Saving Award

- A. A member may receive a Life Saving Award at the discretion of the Police Chief and upon recommendation of any supervisor.
- B. Life Saving Awards are given as a reward for the efforts expended to save the life of another human being.
- C. A member given the Life Saving Award will receive a certificate of recognition from the Chief of Police, notations made in his/her service record and a red, white and blue award plate with a red "+" in the middle to be worn in accordance with uniform regulations.

XI. Longevity Award

- A. In recognition of years of service, members who reach designated anniversaries will receive the appropriate Longevity Award.
- B. A member given the longevity award will receive an award plate as follows:
 - 2 Years Service - Red Bar with One Vertical White Bar
 - 5 Years Service - Red Bar with One White Star
 - 10 Years Service - Red Bar with One White Diamond
 - 15 Years Service - Red Bar with One White Star and One White Diamond
 - 20 Years Service - Red Bar with Two White Diamonds
 - 25 Years Service - Red Bar with Two White Diamonds and One White Star
 - 30 Years Service - Red Bar with Three White Diamonds

XII. Employee of the Month

- A. A member is eligible to be recognized as Employee of the Month if:
 - 1. He/she has had an excellent work record.
 - 2. Demonstrates a commitment to service to the citizens.
 - 3. His/her record is free of citizen complaints.
 - 4. He/she is admired by others for his/her commitment to the Village of Bartlett.
 - 5. Demonstrates a positive outlook and attitude.
- B. Any member may nominate another. The nomination should be in the form of a "To – From" outlining the reasons for the nomination and how the member meets the noted standards. The nomination should be sent to the Chief of Police and a copy sent to the Administrative Secretary via email.
- C. These nominations will be reviewed by the Round Table Team. If a nominee is a member of the Round Table Team, that nominee will be excused from the review process. The Round Table Team shall select the Employee of the Month by majority vote.

- D. Members receiving this award shall be awarded a certificate noting the accomplishment and eight (8) hours of compensatory time.
- E. Members receiving this award will also be given an Employee of the Month Award Plate to be worn on the uniform for six months following the award.

XIII. Traffic Awards

- A. **Safe Driving Award**
 - 1. A member is eligible to be recognized for a Safe Driving Award if:
 - a. He/she spends the majority of his/her duty hours driving a Department vehicle
 - b. While on duty have not had an at-fault accident within the specified time frame.
 - c. First award is a certificate after one calendar year of driving without an at-fault accident and a new certificate issued each consecutive calendar year.
 - 2. The Administrative Secretary shall maintain records of member accident histories and eligibility of participation in the program. When eligible members are involved in an at-fault accident, their program eligibility ends and the time period starts over.
 - 3. Nominations for this award may be made only by the Chief, Deputy Chief, Commander, or Sergeant.
 - 4. Members receiving the annual awards shall be awarded a certificate during roll call which will be placed in their personnel file and announced at the annual Department meetings.
- B. **DUI Enforcement Award**
 - 1. The DUI Enforcement Award may be awarded to any sworn member of the Department who demonstrates exemplary performance in the area of DUI enforcement.
 - 2. Award levels will begin with an officer's date of hire and accrue across his/her employment.
 - 3. Award designations will be in increments of 25 arrests (25/50/75/100) up to 100; thereafter increments will be in 100 arrests (200/300/400 etc.) up to 1,000.
 - 4. The Traffic Officer shall maintain records of officer DUI arrests and eligibility of participation in the program.
 - 5. Nominations for this award may be made only by the Chief, Deputy Chief, Commander, or Sergeant.
 - 6. Members receiving this award shall be awarded a certificate noting the accomplishment and a pin with the award designation which may be worn on the uniform.
- C. **Occupant Protection Enforcement Award**
 - 1. The Occupant Protection Enforcement Award may be awarded to any patrol shift who demonstrate exemplary performance in the area of Occupant Protection enforcement.
 - 2. The time frame for this award will follow the State of Illinois' Click It or Ticket campaign periods (Memorial Day and Thanksgiving).
 - 3. The Patrol Sergeants shall maintain records of officer occupant protection citations (not including warning citations) and eligibility of participation in the program.
 - 4. Nominations for this award may be made only by the Chief, Deputy Chief, Commander, or Sergeant.
 - 5. Members receiving this award shall be awarded a certificate noting the accomplishment.

XIV. Retirement Badge

- A. Any sworn officer upon retirement with 20 or more years of creditable on duty service may receive a commemorative retirement badge and badge wallet issued by the office of the Chief of Police.
- B. In order to be considered for this keepsake, the officer must be a member in good standing at the time of retirement and recommended by a majority of command staff to the Chief of Police.
- C. A sworn officer with less than 20 years of service will only be considered upon a majority recommendation of command staff and the approval of the Chief of Police at the time of the officer's date of retirement.

XV. Retirement Recognition

Any Department member upon retirement with 20 or more years of service may receive a commemorative retirement shadow box issued by the Department. In order to be considered for this keepsake, the member must be a member in good standing at the time of retirement. The shadow box may contain mementos such as badges, police patch, pins, etc. spanning the member's career.

XVI. Secondary Awards

Second awards for Police Officer of the Year, Meritorious Service, Valor Award and Life Saving Award will receive a Silver Star Device to be attached to the award plate. Each additional award will receive a silver star.

XVII. Special Restrictions

Civilian members are eligible for all awards with the exception of Police Officer of the Year and the Blue Knight Award. Only three (3) awards may be worn on the uniform at any given time.

XVIII. Special Awards—Citizen Recognition

- A. Members of the general public sometimes provide assistance in fulfilling the Department's mission through commendable actions worthy of recognition.
- B. Any member encountering instances of commendable performance by members of the public may submit a recommendation through the chain of command to the office of the Chief of Police.
- C. The award shall be in the form of a Certificate of Commendation unless extenuating circumstances warrant consideration of another Department award format.
- D. A citizen recognition award shall be presented personally by the Chief of Police at an appropriate time and place

XIX. Special Awards—National Night Out

- A. The Department presents several awards in conjunction with National Night Out.
 - 1. Citizen Star Award—Department members nominate individuals who have gone above and beyond what is expected of citizens. The award recognizes citizen involvement in protecting the community, encourages neighborhood watch participation, and fosters positive relationships between the police department and the community.
 - 2. Business Star Award—Department members nominate businesses who demonstrate a high amount of participation at events or in programs within the community.
 - 3. Community Spirit Award—Department members nominate civic organizations (e.g. schools, churches, scout groups, charities, non-profits, etc.) that have given back to the community by volunteering at community events or programs, or showing their community spirit in other ways.
 - 4. Block Party Awards – Rookie of the Year, Most Spirited, Best Theme, Best Participation, Best Lighting, Most Charitable, and Best Overall are selected by the Support Services Unit.
- B. The Support Services Unit and Police Administration select the awardees.
- C. Support Services Unit awards are presented at the National Night Out Picnic in the Park event.

XX. Special Awards—Outside Agencies

- A. The Bartlett Police Department is sometimes provided assistance by other law enforcement and government agencies in fulfilling the Department's mission through commendable actions worthy of recognition.
- B. Any member encountering instances of commendable performance by members of an outside agency may submit a recommendation through the chain of command to the office of the Chief of Police.
- C. The award shall be in the form of a Certificate of Commendation unless extenuating circumstances warrant consideration of another Department award format.
- D. A recognition award to a member of an outside agency shall be presented personally by a member of the Department at an appropriate time and place or mailed to the outside agency.

By order of:

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Recruit Training	Special Order 611
Issued: February 22, 1996	Rescinds: N/A
Effective Date: February 22, 1996	Reference CALEA Standards:
Termination Date: N/A	33.2.3, 33.2.4, 33.2.5, 33.4.1, 33.4.2, 33.4.3, 35.1.3
Amended Date: November 3, 2014	Related Directives:
	PO404, AO105

PURPOSE: To facilitate the uniform training and career development of recruit officers hired by the Bartlett Police Department. Additional items for recruit officer training are found in Personnel Order 404 – Training & Career Development. Uniform/equipment guidelines are in Administrative Order 105.

I. Recruit Entry Level Training

- A. In accordance with Illinois law **50 ILCS 705/8.1** no person will receive a permanent appointment as a law enforcement officer unless that person has been awarded a certificate attesting to the successful completion of the minimum standards basic law enforcement training course as prescribed by the Illinois Local Government Law Enforcement Officers Training Board, within six months of his/her initial full time employment. Newly hired police officers will attend and successfully complete an Illinois Law Enforcement Training Board certified academy, prior to being allowed to carry firearms, enforce laws or make arrests. (33.4.1)
- B. Officers who have completed a certified academy with another department and have been granted a waiver by the Law Enforcement Training Board will not be required to attend the academy a second time.
- C. Officers who have completed the academy phase of training will be permitted to carry firearms, enforce laws and make arrests while participating in the Field Training and Evaluation Program of the Bartlett Police Department.
- D. Officers who have not completed the firearms course prior to the starting of the academy will be assigned to duties that do not require the carrying of firearms or the enforcement of the law.
- E. At the discretion of the Chief of Police, officers who have been hired and are awaiting an academy assignment may carry a firearm while participating in the Field Training Program, provided they have successfully completed a Mandatory State Firearms Course.

II. Attendance at Training Academy (33.2.3)

- A. The Training Coordinator will maintain a liaison with the academy staff to keep the channels of communication open, monitor the progress of recruits and to provide input to the academy program.
- B. The Department will bear the liability for any training-related physical impairment of a Department member. The academy will be responsible for the administration of the prescribed training program and will provide fair and nondiscriminatory testing of each student. The academy will bear the liability for such administration.
- C. The Training Coordinator will ensure all costs assessed by the training academy as they relate to the training of recruit officers are paid in a timely manner upon completion of the course.
- D. In addition to the input provided by the Training Coordinator, communication will be maintained by the coordinator of the Field Training Program. The Field Training Coordinator will maintain dialogue with the academy when recruit officers are in the academy and will act as a liaison with the recruits while they are at the academy.
- E. Recruit officers attending a training academy will be subjected to certain uniform and weapons restrictions. Recruit officers will sign the Probationary Recruit Officers Restrictions form (Annex II) agreeing to abide by these restrictions until the date the FTO Supervisor releases them.

III. Academy Orientation Handbook for Recruit Officers (33.2.4)

- A. Recruit Officers entering the academy will be provided with an orientation handbook at the time they begin the academy.
- B. This handbook will include:
 1. An explanation of the organization of the academy;
 2. The rules and regulations of the academy;
 3. The rating, testing and evaluation system of the academy;
 4. The physical fitness and proficiency skill requirements of the academy;
 5. The daily training schedule of the academy.

IV. Academy Training Curriculum

- A. The Academy will have a curriculum based on a job task analysis of the most frequent assignments of officers who complete recruit training. (Annex I). (33.4.2.a)
- B. The Academy employs evaluation techniques designed to measure a recruit's competency in the required skill, knowledge and abilities to function as a police officer. (33.4.2.b)

V. Field Training and Evaluation Program

- A. The Bartlett Police Department Field Training and Evaluation Program will include a curriculum based on tasks of the most frequent assignments handled by officers who have completed the Field Training Program.
- B. The evaluation techniques utilized in the Field Training and Evaluation Program are designed to measure the competency on the required skills, knowledge and abilities of a successful police officer.
- C. The goals of the program are to provide recruit officers with "on street" experience following the completion of classroom training. The training will also include agency policies, procedures, rules and regulations. The recruit will receive a copy of the "Bartlett Police Department Operations Manual". (33.2.5)
- D. The Field Training and Evaluation Program provides for 14 weeks of training in job-related experiences and situations. (33.4.3.a)
 1. The Field Training Program will be separated into four distinct phases. Of these, three phases will be four weeks in duration and one phase will be two weeks in duration. The program is designed this way to expose the recruit officer to a steadily increasing amount of responsibility as it pertains to the daily workload encountered by a police officer. The recruit officer must successfully complete a phase prior to moving onto the next phase of the program. (33.4.3.f)
 2. A recruit's deficiencies and progress in correcting the deficiencies will be monitored through daily evaluations by the FTO. FTO's will submit to the FTO Coordinator weekly evaluations of the recruit officer. These evaluations will be based on the observations of the FTO of the recruit under field conditions. (33.4.3.g)
 3. The FTO is responsible for a written evaluation of each recruit's progress in the program and should include the recruit's most acceptable and least acceptable performances as observed by the FTO. This report will be discussed with the Deputy Chief of Operations by the Field Training Coordinator and will become part of the recruit's permanent training file maintained by the Department. The recruit's performance will be evaluated at least quarterly throughout the probationary period. (33.4.3.h, 35.1.3)
 4. A manual detailing the Field Training and Evaluation program will be maintained and updated by the FTO Coordinator, when necessary. This manual will be distributed to all FTO's and to new recruit officers prior to the start of the training program.

5. All recruits shall serve a minimum probationary period of 18 months, which may be extended to 24 months at the discretion of the FTO Coordinator. Recruit officers may be discharged during the probationary period in accordance with the Rules and Regulations of the Bartlett Police and Fire Commission.
- E. Field Training Officers (FTOs):
1. The Chief of Police will approve all FTOs used by the Bartlett Police Department. Officers interested in becoming FTOs will submit memos of interest to the FTO Coordinator and FTO Commander for review. Officers will then be interviewed by the FTO Coordinator and Commander. The selection will be based on an officer's experience, job performance and recommendation by staff. (33.4.3.b)
 2. Officers assigned as FTO's will report to the Field Training Coordinator in all matters that pertain to the program and recruit's training. (33.4.3.c)
 3. The FTO Coordinator will be a Sergeant and will be designated as the Department liaison to the police academy for the purpose of checking on the recruit's status and training needs. (33.4.3.d)
 4. Those officers selected as FTO's will be sent to an Illinois Law Enforcement Training Board certified course for Field Training Officers upon assignment to the position. (33.4.3.e)

By Order of

Patrick Ullrich
Chief of Police

Annexes I-II

BARTLETT POLICE DEPARTMENT MINIMUM BASIC TRAINING CURRICULUM

The minimum basic recruit training curriculum at a state approved training academy must include the following subject areas:

Alternatives to Arrest	Identification of Evidence
Arresting subjects	Initial Medical Response
Auxiliary and technical services	Interviews/Interrogation methods
Case Preparation	Juvenile Law
Central records procedures	Juvenile Operations
Child & Elder Abuse	Laws of Arrest, Search & Seizure
Civil Process	Laws of Interrogation/Interrogation
Civil Rights & Civil Liability	Mechanics of arrest
Communication Skills	Moot Court and court demeanor
Communications procedures	Motor Vehicle Code
Community Policing	Narcotics
Constitutional Law	Officer Safety
Court System	Organized/White collar crime
CPR training	Patrol Procedures
Crime Lab functions	Patrol Vehicle Operation
Crime Prevention	Physical Training/Fitness Conditioning
Crime Scene Investigation	Police-Citizen Relations
Crimes in progress	Preliminary Investigations
Criminal Law	Probable Cause
Crisis Intervention/Conflict Management	Prosecutorial Function
Crowd Control	Pursuit Driving
Cultural Diversity	Report Writing
Defensive Driving	Rules of Evidence
Detention facility procedures	Search and Seizure
Developmental Disabilities	Searches of persons, buildings, vehicles
Disturbance Calls	Service Calls
Domestic disputes	Sexual Assault
Driver Safety education for Police	Special Investigative Matters
Driving While Intoxicated	Spouse and Child Abuse
Drug/Alcohol abuse	Surveillance methods
Emergency medical training	SWAT Operations
Evidence collection/preservation	Tactical Communications
Evidence/Property Control procedures	Techniques of stopping violators
Field note taking	Traffic Crash Investigation/Scene Management
Field Sobriety Testing	Traffic Direction and Control
Fingerprint identification methods	Uncooperative subjects
Handling and processing arrestees	Use of Deadly Force
Handling of stress	Use of firearms/firearms proficiency
Hazardous Materials incidents	Use of Force, limitations
Homeland Security	Vehicle Code
Homicides/Suicides	Victim/Witness assistance
Hostage/Barricade situations	Warrants, summons, subpoenas



Bartlett Police Department PROBATIONARY RECRUIT OFFICERS RESTRICTIONS

As a probationary recruit officer of the Bartlett Police Department, you are advised of the following restrictions affecting your police academy attendance and off-duty activities. These restrictions will remain in place until you have graduated from the academy and begin your duties as a probationary police officer in the Field Training and Evaluation Program.

1. You are prohibited from wearing the official Bartlett Police Department uniform unless required by the academy during an academy function, or as approved by the command staff of the department.
2. You are prohibited from carrying a firearm. This includes to and from work. In the event you transport your firearm, it must be unloaded and in an enclosed carrying case.
3. If you have a valid Illinois Concealed Carry License (CCL), you are prohibited from using the CCL privileges while attending the academy.
4. You will provide proper Village of Bartlett employee identification when requested.
5. You are encouraged to promptly and safely report any observed off-duty conduct that requires law enforcement assistance/follow-up. You are not to interdict such activities if it would place your safety and that of others in jeopardy.

I acknowledge that I have been instructed not to wear my Police Department uniform (including but not limited to uniform shirts, jackets or hats, etc.) or carry/have on my person (either concealed or open to view) any primary duty or secondary pistol(s) /weapon(s) while I am attending the police academy, until I have successfully completed the certifications and qualifications required by the Bartlett Police Department and begin the Department's Field Training and Evaluation Process.

I further acknowledge that I have been briefed, understand and will comply with the proper procedures for transporting, storing and safeguarding my primary duty or secondary pistol(s)/weapons. I understand that it is my sole responsibility to properly store and secure my weapon(s) in a safe area, assuring that unauthorized individuals do not have access to them.

Officer Signature

Date

Witness (FTO Supervisor)

Date

As of _____, Officer _____ is no longer subject to the off-duty restrictions listed above.

Officer Signature

Date

Witness (FTO Supervisor)

Date

BARTLETT POLICE DEPARTMENT



Subject: Sex Offender/Child Murderer - Special Order 612 Violent Offender against Youth Registration

Issued: June 1, 1996

Rescinds: N/A

Effective Date: June 1, 1996

Reference CALEA Standards:

Termination Date: N/A

42.1.5

Amended Date: May 2, 2012

Related Directives:

COP816

PURPOSE: To ensure compliance with the Sex Offender and the Child Murderer-Violent Offender Against Youth Community Notification Laws and the requirements of the Illinois Registration Acts for Sex Offenders and Child Murderers-Violent Offender against Youths.

I. Definitions - Sex Offender Registration

- A. A Sex Offender is defined as: Any person who is charged pursuant to Illinois law, or any substantially similar federal, Uniform Code of Military Justice, another state or foreign country law, with a sex offense set forth in Section II or the attempt to commit an included sex offense and:
1. Is convicted of such an offense or an attempt to commit such an offense; or
 2. Is found not guilty by reason of insanity of such offense, an attempt to commit such an offense, or;
 3. Is the subject of a finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of such offense.
- B. A Sexually Dangerous Person is defined as: "All persons suffering from a mental disorder, which mental disorder has existed for a period of time of not less than one year, immediately prior to the filing of a petition hereinafter provided for, coupled with criminal propensities to the commission of sex offenses and who have demonstrated propensities towards acts of sexual assault or acts of sexual molestation of children, are hereby declared Sexually Dangerous Persons." [725 ILCS 205/1.01]
- C. A Sexually Violent Person is defined as "a person who has been convicted of a sexually violent offense, has been adjudicated delinquent for a sexually violent offense, or has been found not guilty of a sexually violent offense by reason of insanity and who is dangerous because he or she suffers from a mental disorder that makes it substantially probable that the person will engage in acts of sexual violence." [725 ILCS 207/5(f)]
- D. A Sexual Predator is any person: [730 ILCS 150/2(E)]
1. Convicted of a violation or attempt of any of the following Sections of the Criminal Code of 1961, and the conviction occurred after July 1, 1999:
 - a. 11-17 Keeping a Place of Juvenile Prostitution
 - b. 11-19.1 Juvenile Pimping
 - c. 11-19.2 Exploitation of a Child
 - d. 11-20.1 Child Pornography
 - e. 12-13 Criminal Sexual Assault, if the victim is under 12 years of age
 - f. 12-14 Aggravated Criminal Sexual Assault
 - g. 12-14.1 Predatory Criminal Sexual Assault of a Child
 - h. 12-16 Aggravated Criminal Sexual Abuse
 - i. 12-33 Ritualized Abuse of a Child
 2. Certified as a Sexually Dangerous Person.
 3. Found to be a Sexually Violent Person.
 4. Convicted of a second subsequent offense which requires registration as a Sex Offender.
 5. Convicted for an offense of federal law, Uniform Code of Military Justice or the law of another state or foreign country that is substantially equivalent to the listed offenses above.
- E. A Juvenile Sex Offender is any person who is adjudicated as a juvenile delinquent as the result of the commission of or attempt to commit a violation set forth in any of the following qualifying offenses or a violation of any substantially similar federal, Uniform Code of Military Justice, another state or foreign country law. [730 ILCS 150/2(A-5)]

II. Qualifying Offenses - Sex Offender Registration (42.1.5.a)

- A. The following are offenses that qualify under **730 ILCS 150/2**:
 - 1. 11-6 Indecent Solicitation of a Child
 - 2. 11-9.1 Sexual Exploitation of a Child
 - 3. 11-9.2 Custodial Sexual Misconduct
 - 4. 11-15.1 Soliciting for a Juvenile Prostitute
 - 5. 11-17.1 Keeping a Place of Juvenile Prostitution
 - 6. 11-18.1 Patronizing a Juvenile Prostitute
 - 7. 11-19.1 Juvenile Pimping
 - 8. 11-19.2 Exploitation of a Child
 - 9. 11-20.1 Child Pornography
 - 10. 12-13 Criminal Sexual Assault
 - 11. 12-14 Aggravated Criminal Sexual Assault
 - 12. 12-14.1 Predatory Criminal Sexual Assault of a Child
 - 13. 12-15 Criminal Sexual Abuse
 - 14. 12-16 Aggravated Criminal Sexual Abuse
 - 15. 12-33 Ritualized Abuse of a Child
- B. A felony violation of the following sections of the Criminal Code, when the victim is a person under 18 years of age, the defendant is not a parent of the victim, the offense was sexually motivated and the offense was committed on or after January 1, 1996:
 - 1. 10-1 Kidnapping
 - 2. 10-2 Aggravated Kidnapping
 - 3. 10-3 Unlawful Restraint
 - 4. 10-3.1 Aggravated Unlawful Restraint
- C. First degree murder under Section 9-1 of the Criminal Code when the victim was a person under 18 years of age, the defendant was at least 17 years of age at the time of the commission of the offense, provided the offense was sexually motivated.
- D. A violation or attempted violation of Section 11-11 (Sexual Relations within Families) of the Criminal Code, and the offense was committed on or after June 1, 1997.
- E. Child abduction under paragraph (10) of subsection (b) of Section 10-5 of the Criminal Code committed by luring or attempting to lure a child under the age of 16 into a motor vehicle, building, house/trailer, or dwelling place without the consent of the parent or lawful custodian of the child for other than a lawful purpose and the offense was committed on or after January 1, 1998, provided the offense was sexually motivated.
- F. A violation or attempted violation of any of the following Sections of the Criminal Code when the offense was committed on or after July 1, 1999:
 - 1. 10-4 Forcible Detention, if the victim is under 18 years of age, provided the offense was sexually motivated
 - 2. 11-6.5 Indecent Solicitation of an Adult
 - 3. 11-15 Soliciting for a Prostitute, if the victim is under 18 years of age
 - 4. 11-16 Pandering, if the victim is under 18 years of age
 - 5. 11-18 Patronizing a Prostitute, if the victim is under 18 years of age
 - 6. 11-19 Pimping, if the victim is under 18 years of age.
- G. A violation or attempted violation of Sections 11-9 - Public Indecency for a third or subsequent conviction, when the offense was committed on or after August 22, 2002.
- H. A violation or attempted violation of the "Wrongs to Children Act" Section 5.1, "Permitting Sexual Abuse of a Child" when the offense was committed on or after August 22, 2002.

- I. The following are other criteria that qualify under the law:
1. A felony conviction for attempting any of the above listed offenses.
 2. A violation of any former law of the State of Illinois that is substantially equivalent to any offense listed above.
 3. A conviction for an offense of federal law, Uniform Code of Military Justice, or the law of another state or a foreign country that is substantially equivalent to any offense listed above.
 4. A finding or adjudication as a Sexually Dangerous Person or a Sexually Violent Person under any federal law or law of another state or foreign country that is substantially equivalent to the Sexually Dangerous Persons Act or the Sexually Violent Persons Commitment Act of Illinois

III. Offenses and Penalties – Sex Offender Registration

- A. Specific offenses and penalties regarding sex offender residences, presence near schools, parks, or other facilities with persons under the age of 18 are prescribed in the Illinois Compiled Statutes, 720 ILCS 5/11-9.3.
- B. Any person who is required by law to register and fails to register or report a change of address, a change of employment or a change of name is guilty of a Class 4 Felony. The individual should be charged with:
 1. **730 ILCS 150/3** Violation of Duty to Register
 2. **730 ILCS 150/6** Violation of Change of Address or Employment
 3. **730 ILCS 150/10** Violation of Change of Name
- C. Any person who is required by law to register and provides false information commits a Class 3 Felony. The individual should be charged with **730 ILCS 150/10** - Violation of Willfully Providing False Information.
- D. Per **730 ILCS 5/3-3-7(a)(16)** one of the conditions of parole or mandatory supervised release for a person convicted of a qualifying sex offense, unless the offender is a parent or guardian of the person under 18 years of age present in the home and no non-familial minors are present, the offender may not participating in a holiday event involving children under 18 years of age; such as, distributing candy or other items to children on Halloween, wearing a Santa Claus costume on or preceding Christmas, being employed as a department store Santa Claus, or wearing an Easter Bunny costume on or preceding Easter.
- J. If an officer comes into contact with a person through a traffic stop or other law enforcement activity, and a records check shows the person is a person who is not in compliance, the officer will immediately take the subject into custody. As the violation is a Class 4 Felony, the officer will contact the appropriate States Attorneys Office regarding the filing of criminal charges. (42.1.5.c)

IV. Definitions – Child Murder and Violent Offender Against Youth Registration

- A. A Violent Offender Against Youth is defined as: Any person who is charged pursuant to Illinois law, or any substantially similar federal, Uniform Code of Military Justice, another state or foreign country law, with a violent offense against youth set forth in Section V or the attempt to commit an included violent offense against youth and:
 1. Is convicted of such an offense or an attempt to commit such an offense; or
 2. Is found not guilty by reason of insanity of such offense, an attempt to commit such an offense, or;
 3. Is the subject of a finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of such offense.

- B. A Juvenile Offender Against Youth is any person who is adjudicated as a juvenile delinquent as the result of the commission of or attempt to commit a violation set forth in any of the following qualifying offenses or a violation of any substantially similar federal, Uniform Code of Military Justice, another state or foreign country law. [730 ILCS 154/5(2)]

V. Qualifying Offenses - Child Murder and Violent Offender Against Youth Registration (42.1.5.a)

- A. The following are offenses that qualify under 730 ILCS 154/2: A felony violation of the following sections of the Criminal Code, when the victim is a person under 18 years of age, the defendant is not a parent of the victim, and the offense was committed on or after January 1, 1996:
1. 10-1 Kidnapping
 2. 10-2 Aggravated Kidnapping
 3. 10-3 Unlawful Restraint
 4. 10-3.1 Aggravated Unlawful Restraint
- B. First degree murder under Section 9-1 of the Criminal Code when the victim was a person under 18 years of age, the defendant was at least 17 years of age at the time of the commission of the offense.
- C. Child abduction under paragraph (10) of subsection (b) of Section 10-5 of the Criminal Code committed by luring or attempting to lure a child under the age of 16 into a motor vehicle, building, house trailer, or dwelling place without the consent of the parent or lawful custodian of the child for other than a lawful purpose and the offense was committed on or after January 1, 1998.
- D. A violation or attempted violation of section 10-4 (Forcible Detention, if the victim is under 18 years of age) of the Criminal Code when the offense was committed on or after July 1, 1999.
- E. The following are other criteria that qualify under the law:
1. A felony conviction for attempting any of the above listed offenses.
 2. A violation of any former law of the State of Illinois that is substantially equivalent to any offense listed above.
 3. A conviction for an offense of federal law, Uniform Code of Military Justice, or the law of another state or a foreign country that is substantially equivalent to any offense listed above.

VII. Offenses and Penalties – Child Murder and Violent Offender Against Youth Registration

- A. Any person who is required by law to register and fails to register or report a change of address, a change of employment or a change of name is guilty of a Class 3 Felony. The individual should be charged with:
1. 730 ILCS 154/10 Violation of Duty to Register
 2. 730 ILCS 154/30 Violation of Change of Address, School or Employment
- B. Any person who is required by law to register and provides false information commits a Class 3 Felony. The individual should be charged with 730 ILCS 154/60 - Violation of Willfully Providing False Information.
- C. If an officer comes into contact with a person through a traffic stop or other law enforcement activity, and a records check shows the person is a person who is not in compliance, the officer will immediately take the subject into custody. As the violation is a Class 4 Felony, the officer will contact the appropriate States Attorneys Office regarding the filing of criminal charges. (42.1.5.c)

VIII. Jurisdiction

- A. The agency of jurisdiction is the law enforcement agency where the offender expects to reside, work, attend school/institution of higher education, and/or is temporarily domiciled for five (5) or more days total during a calendar year.
- B. Persons residing in unincorporated areas of the Village shall register with the appropriate county sheriff's office.
- C. Offenders must register at every jurisdiction they reside, work or attend school and therefore will have multiple registrations.
- D. Any person required to register who lacks a fixed address or temporary domicile must notify, in person, the agency of jurisdiction of his or her last known address within 5 days after ceasing to have a fixed residence. Such person must report weekly, in person, with the police department if he or she is located within the limits of Bartlett. If the person leaves Bartlett, he or she must register within 48 hours after leaving with the new agency of jurisdiction. The police department must document each weekly registration to include all the locations where the person stayed during the past 7 days. [730 ILCS 150/3(a)(2)(ii), 730 ILCS 150/6]

IX. Registration Procedures

- A. When a subject comes in to register, the Records Clerk will gather information and enter the registrant into Imagenet following the procedures in Clerical Operating Procedures Order 816.
- B.
- C.
- D. The officer will log in to the RMS and follow the posted instructions for data entry.
- E.
- F. If the sex offender is a Child Sex Offender as defined by statute, he or she shall be notified that he or she may not reside within 500 feet of a school, park, or playground or a facility providing services directed exclusively toward persons under 18 years of age unless the sex offender owned the property before July 7, 2000.
- G. Initial registrants should be notified to contact Investigations for their annual renewal and to make an appointment for their future annual registrations. Photographs will be taken for renewals when the offender's physical appearance has changed from the previous photograph.
- H. The officer will complete an Incident/Offense Report in the RMS and submit it for approval. Once approved, it will be processed by the Records Section per Clerical Operating Procedures 816. (42.1.5.b)

BARTLETT POLICE DEPARTMENT



Subject: VIP Security Plan	Special Order 613
Issued: February 25, 1997	Rescinds: N/A
Effective Date: February 25, 1997	Reference CALEA Standards:
Termination Date: N/A	
Amended Date: January 30, 2020	

PURPOSE: This order establishes procedures for organizing and providing security for VIPs and their staff.

I. Definitions

- A. VIP—A “very important person,” dignitary, famous personality, notorious person, or any other person in need of special security.

II. Responsibility

- A. The Support Services Sergeant will be the supervisor of any security detail for VIPs.
- B. Support Services and the Directed Patrol Team will be the primary source of manpower to handle the security, but personnel from all sections of the Department, as well as neighboring police agencies and other Village departments may be called upon to assist. Participating officers will contribute to an atmosphere of cooperation and coordination conducive to alleviating potential misunderstandings.
- C. In the event the VIP has an accompanying security detail, the Support Services Sergeant will work with the person in charge of that detail for a coordination of efforts.
- D. The Support Services Sergeant will prepare a report detailing the preliminary plans for the security detail. This report will be forwarded to the Investigations and Support Services Commander, who will review it and forward it to Command Staff, which will address the manpower needs and issues that may impact the community during the VIP’s visit.
 - 1. At times, requests for VIP security come in on short notice. If this occurs, the Support Services Sergeant will make verbal notifications to Command Staff and prepare an after-action memorandum once the detail is completed.
- E. The Support Services Sergeant will brief the Patrol Shift Sergeant and Patrol Commander of the details of the plan and the effect that it will have on normal patrol operations during the day of the visit.

III.

- A. —
- B. —
- C. —
- D. —



BARTLETT POLICE DEPARTMENT

Subject: Notifications - Department Personnel
Issued: June 17, 1996
Effective Date: June 17, 1996
Termination Date: N/A

Special Order 614

Rescinds: S.O. 90-04

Reference CALEA Standards:
11.4.5, 41.2.4, 61.2.2.a,
81.2.4.f, 83.1.1

Related Directives:
IO300, TSO510

Amended Date: October 5, 2016

PURPOSE: To provide for the notification to Command Staff of unusual incidents or circumstances and to provide for a system to contact all other personnel.

I. Command Staff Notification (11.4.5)

- A. Any time there is an incident which is extraordinary, may result in a liability issue with the department, may have an adverse impact on the Police Department or Department personnel, or may spark increased public or media interest, it will be the responsibility of the Shift Supervisor to make timely notification to Command Staff. This notification may be made by telephone, text message, email, or in person.
- B. Notification will be made to the Deputy Chief of Operations. It will be the decision of the Deputy Chief of Operations to notify the Chief of Police or have another Department member make the notification. If for some reason the Deputy Chief of Operations or a Commander is unavailable, the Chief of Police will be notified directly.
- C. Immediate notifications to the Deputy Chief of Operations will be made for any of the following circumstances: (41.2.4, 81.2.4.f)
 1. Officer-involved shooting (regardless of whether or not the officer returned fire or is injured)
 2. Injured Officers
 3. Accidents involving death or serious injury (61.2.2.a)
 4. Serious Incidents (Fatal Fires, etc.)
 5. Hostage Incidents
 6. Incidents where officers respond to a member's residence for other than a routine service call.
 7. Riot Situations
 8. Major Narcotics Arrest
 9. Incidents involving suspicious or questionable deaths
 10. Any incident the Shift Supervisor feels the Command Staff should be made aware of.
- D. Following the notification, the Shift Supervisor making the notification will forward the reports to the Chief of Police, Deputy Chief of Operations, Deputy Chief of Support Services and Commanders prior to the end of his/her tour of duty.
- E. The Shift Supervisor will respond to and assume command of any incident that requires notification to Command Staff until relieved by a higher authority. (81.2.4.f)

II. Investigations Notifications

- A. Officers assigned to Investigations are assigned Department-issued cell phones for the purpose of notifications and are assigned on-call duties by the Investigations Commander.
- B. If a detective is needed for an incident, the Shift Supervisor will contact the Investigations Sergeant in accordance with Investigations Order 300 and will request the on-call detective. It will be the decision of the Investigations Sergeant whether or not the on-call detective is notified.

III. Specialty Assignment Notifications (83.1.1)

- A. Certain members of the police department have been trained in specialty assignments such as Traffic Crash Investigation and Crime Scene Processing/Evidence Collection. These members can be called out by a supervisor on an as-needed basis, in accordance with on-call assignments and existing orders covering their duties.
- B. Other personnel may be assigned cellular phones. This may include officers assigned to special duties or who have specialized training.
- C. All personnel assigned cellular phones are required to respond to calls or text messages when off duty and not available by home telephone.

IV. Emergency Notifications

- A. Each employee will provide a current list of all contact numbers to the Administrative Secretary.
- B. Depending on the nature and scope of the incident, a department-wide call out/alert may be implemented to maintain sufficient personnel. This type of call out may only be authorized by a Deputy Chief or the Chief of Police. Personnel may be placed on alert standby or advised to respond to the police department. Procedures in Technical Services Order 510 (Unusual Occurrences) will be followed for all responding off duty personnel.
- C. Other notifications may be made on an individual basis, when authorized by the Shift Supervisor.
- D. All personnel are required to respond to calls or text messages when off duty.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Infectious Disease Control

Special Order 615

Issued: September 6, 1996

Rescinds: S.O. 92-01

Effective Date: September 6, 1996

Reference CALEA Standards:

Termination Date: N/A

46.3.2, 83.2.1

Amended Date: March 3, 2020

Related Directives:

SO627

PURPOSE: This order provides policies and procedures for Department members in reducing the risk of exposure to bloodborne pathogens and other infectious diseases.

POLICY: Department members must constantly be aware of the personal hazards presented by contagious diseases. All members of the Bartlett Police Department have the responsibility to give first aid to any injured person. Police officers, Community Service Officers and Matrons are also faced with the possibility of coming into direct contact with contagious persons or with contaminated items from a contagious person. Department members shall use Personal Protective Equipment and follow Universal Precautions to prevent contamination and minimize the risk of infection. It shall be the policy of the Bartlett Police Department to maintain safe working conditions as it relates to blood-borne pathogens and other infectious materials. The Department shall comply with regulations of the Federal Occupation and Safety Health Act (OSHA) 1910.1030 and the Needlestick Safety and Prevention Act relating to occupational exposure to blood or other potentially infectious materials.

I. Definitions

- A. **Acquired Immune Deficiency Syndrome (AIDS)**—A disease of the immune system characterized by increased susceptibility to opportunistic infections; caused by a retrovirus (HIV) and transmitted chiefly through blood or blood products that enter the body's bloodstream, especially by sexual contact or contaminated hypodermic needles.
- B. **Airborne Pathogens**—Pathogenic microorganisms and viruses that are carried through the air and can cause disease in humans, including but not limited to influenza, Ebola, coronavirus, and tuberculosis.
- C. **Bloodborne Pathogens**—Pathogenic microorganisms and viruses that are present in human blood and other bodily fluids and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).
- D. **Communicable Disease**—A disease that can be transmitted from one person to another. Also known as a contagious disease.
- E. **Contaminated**—The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- F. **Decontamination**—The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item, to the point where they are no longer capable of transmitting infections particles, and the surface or item is rendered safe for handling, use or disposal.
- G. **Ebola**—A rare and deadly disease caused by infection with one of the Ebola virus strains of the family Filoviridae.
- H. **Exposure Incident**—A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials, that results from the performance of a member's duties.
- I. **Hepatitis B Virus (HBV)**—A viral infection that can result in jaundice, cirrhosis and cancer of the liver. It may be found in human blood, urine, semen, cerebrospinal fluid, vaginal secretions, and saliva.
- J. **Human Immunodeficiency Virus (HIV)**—A retrovirus that causes AIDS.

- K. **Infectious Disease**—An illness or disease resulting from the invasion of a host by disease-producing pathogens such as bacteria, viruses, fungi or parasites.
- L. **Other Potentially Infectious Materials (OPIM)**—Means: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- and HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
- M. **Parenteral**—Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.
- N. **Personal Protective Equipment (PPE)**—Specialized clothing or equipment worn by a member for protection against a hazard. General work clothes (e.g. uniforms, pants, or shirts) not intended to function as protection against a hazard are not considered to be personal protective equipment.
- O. **Sharp**—Any object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- P. **Source Individual**—Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to a member. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.
- Q. **Tuberculosis (TB)** — A disease caused by infection with the bacteria *Mycobacterium tuberculosis*. The disease is characterized by clinical symptoms such as fever, fatigue, weight loss, and night sweats. The disease is spread through the air when persons with an active TB infection cough, sneeze, or otherwise transmit saliva through the air.
- R. **Universal Precautions** — An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

II. Exposure Determination

- A. All Department members in the following job classifications have or may have occupational exposure to communicable diseases when performing the listed tasks/procedures below:
 1. Sworn officers while interacting with the public, while processing prisoners and searching suspects and detainees.
 2. Evidence Technicians while processing crime scenes or collecting evidence.
 3. Community Service Officers while interacting with the public or assisting with crime scenes or detainees.
 4. Matrons while interacting, searching and processing prisoners.
- B. The Bartlett Police Department Exposure Control Plan shall consist of this general order and OSHA Standard 1910.1030 (Annex III) and will be available to all members. The OSHA standard is available online at <https://www.osha.gov/laws-regulations/standardnumber/1910/1910.1030>.

III. Procedures for Prevention of Contagious Disease (83.2.1)

- A. All members will wear protective gloves supplied by the Department when handling persons where they may come in contact with body fluids. All used protective gloves will be disposed of in the manner required in this order.
- B. All members will use pocket masks and/or air bags when performing C.P.R. All used protective masks and/or air bags will be disposed of or decontaminated in the manner required in this order.

4.

- I. DuComm dispatchers will screen potentially credible contagious disease incidents. Callers who are presenting with "Breathing Problems", "Headaches", and "Sick Person" will be triaged with DuComm protocol and could result in either a "travel alert" or "contact alert" being shared over the radio.
 1. Travel Alert—Indicates the patient has traveled outside the United States since January 1, 2020, or been in contact with someone who has traveled.
 2. Contact Alert—Indicates the patient has been in contact with someone who is suspected of having the coronavirus.
 3. When responding with the fire department for a "travel alert" or "contact alert" incident, which include Ebola virus and coronavirus-related incidents, the following procedure will be used:
 - a. When arriving before the ambulance or fire suppression crew, stage away from the address until the ambulance or other fire department unit arrives to reduce the chances of exposure.
 - b. Report to the Fire Department command officer for Unified Command Post operations to coordinate all emergency medical efforts.
 - c. Provide support/protection as needed in the "cold" zone.
 - d. .
4. DuComm receives "Special Situation" requests from the DuPage County Health Department (DCHD) through the DuPage County Office of Homeland Security and Emergency Management (OHSEM). DuComm enters these requests which are being entered into the CAD Special Situations field. This information is also available in MPS to police and fire units. Officers can view special situation information in MPS in the ALL tab and in the LOI tab.

IV. Training for At-Risk Department Members

- A. Prior to offering the HBV, each Department member will be trained on biohazards. Such training shall include:
 1. Contents of the standards.
 2. Epidemiology of blood borne diseases.
 3. This exposure control policy.
 4. Types of controls available and use of protective equipment.
 5. The Hepatitis B vaccination program.
 6. Emergency procedures.
 7. Post-exposure procedures.
 8. Contaminated materials/clothing control, laundering and disposal procedures.
- B. A record of all such training including dates, attendees, program content and instructors shall be maintained. All members will also be given updated communicable disease annual training. Training records will be kept on file for three (3) years from the date of the training.
- C. All members shall meet the requirements of the Department's Respiratory Protection Program prior to issuing of their personal respirator unit (Special Order 627 – Respiratory Protection Program).

- E. Whenever a vehicle becomes contaminated, it is to be sprayed with the "Heptagon Spray". If the contamination is minimal, the vehicle can be wiped clean after ten minutes. If there is a large amount of contamination, the vehicle will be taken to a vehicle detailing service for cleaning after being sprayed. If the vehicle requires extensive clean up, the Shift Supervisor may authorize calling out a decontamination service.

By Order of

Patrick Ullrich
Chief of Police

Annexes I –V



HEPATITIS B VACCINATION DECLINATION
[OSHA Regulation 29 CFR 1910.1030 Appendix A]

I, _____, understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccine series at no charge to me.

Signed:

Print Name:

Date:

UNIVERSAL PRECAUTIONS TO PREVENT TRANSMISSION OF HIV

(Taken in part from the "Guidelines For Prevention of Transmission of HIV and HBV to Health-Care and Public-Safety Workers – National Institute for Occupational Safety and Health)

Because a medical history and physical examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body-fluid precautions should be consistently used for all patients, especially those in an emergency-care setting in which the risk of blood exposure is increased and the infection status of the patient is usually not known.

1. Use appropriate barrier precautions to prevent skin and mucous membrane exposure when exposure to blood, body fluids containing blood or other body fluids to which universal precautions apply (see below) is anticipated. Wear gloves when touching blood or body fluids, mucous membranes, or non-intact skin of all patients; when handling items or surfaces soiled with blood or body fluids; and when performing venipuncture and other vascular access procedures. Change gloves after contact with each patient, do not wash or disinfect gloves for reuse. Wear masks and protective eye wear or face shields during procedures that are likely to generate splashes of blood or other body fluids.
2. Wash hands and other skin surfaces immediately and thoroughly following contaminations with blood, body fluids containing blood, or other body fluids to which universal precautions apply. Wash hands immediately after gloves are removed.
3. Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices.
4. Although saliva has not been implicated in HIV transmission, the need for emergency mouth-to- mouth resuscitation should be minimized by making mouthpieces, resuscitation bags, or other ventilation devices available for use in areas in which the need for resuscitation is predictable.
5. Health-care workers with exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and use of gloves to prevent gross microbial contamination of hands. In addition, implementation of universal precautions does not eliminate the need for other category or disease-specific isolation precautions, such as enteric precautions for infectious diarrhea or isolation for pulmonary tuberculosis. Universal precautions are not intended to change waste management programs undertaken in accordance with state and local regulations.

BODY FLUIDS TO WHICH UNIVERSAL PRECAUTIONS APPLY

Universal precautions apply to blood and other body fluids containing visible blood. Blood is the single most important source of HIV hepatitis B virus, and other blood-borne pathogens in the occupational setting. Universal precautions also apply to tissues, semen, vaginal secretions, and the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic.

Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood. Universal precautions also do not apply to human breast milk, although gloves may be worn by health-care workers in situations in which exposure to breast milk might be frequent. In addition, universal precautions do not apply to saliva. Gloves need not be worn when feeding patients or wiping saliva from skin, although special precautions are recommended for dentistry, in which contamination of saliva with blood is predictable. The risk of transmission of HIV, as well as hepatitis B virus, from these fluids and materials is extremely low or nonexistent.

NOTE: These universal precautions were developed for medical personnel and have been shown here to give Bartlett Police Department personnel more of an understanding on the precautions that need to be taken when dealing with body fluids. Personnel are advised that gloves are required in situations as indicated in these precautions, and this Department recommends the use of gloves for contact with any body fluids of another person.

BARTLETT POLICE DEPARTMENT



Subject: Compliance/Local Adjudication/ Special Order 616 Ordinance Violation Citations

Issued: August 30, 1996

Rescinds: G.O. 90-11, 91-09

Effective Date: August 30, 1996

Reference CALEA Standards:

Termination Date: N/A

**Related Directives:
AO117**

Amended Date: October 10, 2018

PURPOSE:

To provide sworn police officers with a mechanism to enforce vehicle compliance violations governing the condition or use of equipment on a vehicle or non-moving vehicular regulations in violation of Chapter 12 of Title 6 of the Bartlett Municipal Code entitled "Vehicular Compliance Citations" as an alternative to arrest (Compliance Violation Citations). To establish procedures for the use of Violation Citation forms (LO/LA tickets) by all personnel to enforce certain categories of Village Ordinances.

I. Compliance Violation Citations

- A. Sworn police officers will issue Compliance Violation Citations to motorists observed in violation of designated ordinances governing the condition or use of equipment on a vehicle or non-moving vehicular regulations, except under the following conditions:
 1. When at the officer's discretion a verbal or written warning is the appropriate action to be taken for the violation.
 2. When the violation(s) is used to establish probable cause for a more serious offense, the officer will utilize traffic citations.
- B. Issuance of Compliance Violation Citations
 1. Compliance Violation Citation books will be issued through the Records Section.
 2. All sections of the Citation will be completed by the issuing officer.
 3. The officer will complete the following steps upon issuing the citation:
 - a. Explain to the violator the purpose of the Compliance Violation Program in addition to providing information concerning payment of the fine and penalty and the local adjudication process.
 - b. No form of bond is required in the issuance of the Compliance Violation Citation. The officer will direct the violator to place his/her signature on the citation. The violator's signature serves only to document that he/she has received notice of the citation; instructions concerning what steps must be done to satisfy the violation and the possible fine and penalties for failure to comply with the terms of the Citation.
 - c. The Compliance Violation Citation will contain three copies and a payment envelope that will be distributed as follows:
 - 1.) **Complaint** (white paper)
Forwarded to Records Section
 - 2.) **Officer's Copy** (pink paper)
Retained by issuing officer
 - 3.) **Violator's Copy** (goldenrod paper)
 - 4.) **Payment Envelope** (white envelope with payment instructions on back) for mail-in and drop box payments.
 4. A maximum of two (2) Compliance Violation Citations may be issued to any one individual relating to the same incident. An officer may not issue a Compliance Violation Citation for a probable cause violation resulting in a criminal arrest.
 5. Voiding of Compliance Violation Citations: Strict accountability will be maintained in the disposition of Compliance Violation Citations. If a citation is to be voided, the Citation Void Form utilized for Parking Tickets will be completed.
- C. Violator Compliance
 1. The violator has ten (10) days from the date of issuance to pay the citation. Payment will be made by mail or personal appearance at the Village Clerk's Office or deposited in the Village's night depository. No payments will be accepted at the Police Department.
 2. Should the violator wish to contest a citation, they may submit a "Request for a Local Adjudication Hearing Date" form within ten (10) days from the date of the citation's issuance in order to obtain an administrative adjudication hearing date.

3. Should the violator wish to contest a citation in writing to waive their personal appearance at an administrative adjudication hearing, they need to complete the "Contest a Citation in Writing" portion of the "Request for a Local Adjudication Hearing Date" form and submit it within ten (10) days from the date of citation's issuance. The administrative hearing officer will make his/her determination of liability decision based on the statement/testimony and any supporting documentation that was provided by the violator.
4. Should the violator wish to contest a citation that is either dated more than ten (10) days from the date of issuance, they will be assigned an administrative adjudication hearing on the "Second Notice of Parking, Standing, or Compliance Violation" that will be sent by first class mail.

II. Local Ordinance and Local Adjudication Violation Citations ("LO/LA Tickets")

A. Member's Procedures

1. All police officers and community service officers will be issued a book of Local Ordinance Violation Citation forms and Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citations.
2. The Local Ordinance (LO) Violation Citation or the Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citation may be issued to persons under the age of 18. A parent or guardian must sign the citation to execute their acknowledgment of the same. Otherwise, the incident narrative must indicate the first and last name of the parent or guardian who is aware of the citation.
3. The LO/LA ticket may be issued for any violation of the Village of Bartlett's Municipal Ordinances, including, but not limited to: Title 3 (Business and License Regulations), Title 4 (Health and Sanitation), Title 5 (Police Regulations), Title 6 (Motor Vehicle and Traffic), Title 7 (Public Ways and Properties), Title 8 (Fire Protection and Prevention), Title 9 (Bartlett Building Code), Title 10 (The Bartlett Zoning Ordinance). A Local Ordinance (LO) Violation Citation or a Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citation should not be issued for any violations which involve prostitution or lewdness, sex offenses, or traffic offenses.
4. LO/LA citations should not be used to cite for violations that would normally be written on P or C tickets or on for offenses or offenders that belong in criminal court. Discretion considerations are as follows:
 - a. Nature, circumstances and seriousness of the offense.
 - b. Age of the alleged offender.
 - c. Alleged offender's police record, if any.
 - d. The culpability of the offender in committing the alleged offense.
 - e. Whether the offense was committed in an aggressive or premeditated manner.
 - f. The cooperation of a youth offender's parents.
 - g. An assessment of the parent's ability to supervise the activities of a youthful offender.
 - h. The availability of community based social service programs.
 - i. The desires and personal input of victims and complainants.
 - j. The stipulations of the cited ordinance.
5. The Local Ordinance (LO) Violation Citation or the Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citation may be used in situations where:
 - a. The citing officer is the complainant,
 - b. A private person is the complainant against another person, or
 - c. Two or more persons are complainants against each other (cross complainant cases).

B. In deciding whether to issue a LO/LA citation to a violator or affect a physical arrest, the officer will take into account the following information:

1. The likelihood that the violator will appear in court and answer to the charges:
 - a. A field interview of the violator will be conducted to establish and verify the identification of the violator.
 - b. If there are no valid reasons to further detain the violator, the officer will issue a LO/LA citation for the violation.
2. The LO/LA citation will not be used when an arrest is required for the safety of the violator or others.

3. The LO/LA citation will not be used if it appears that any type of violence will resume when the officer departs from the scene.
4. When the investigating officer is in doubt about the status of any case, they will contact the Shift Supervisor for a decision on whether to issue the LO/LA citation or make a formal arrest.

NOTE: Members shall not allow a private party to act as a complainant in the Local Ordinance (LO) Violation Citation or the Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citation Program when there does not appear to be a bonafide complaint. Such cases shall be referred to the State's Attorney for review.

C. Local Ordinance (LO) Violation Citations

1. Specified Local Ordinance cases are heard in the officer's assigned Cook County Traffic and Local Ordinance Court Room.
2. Officers shall attempt to keep all enforcement action in one court venue. Misdemeanor, felony, Local Ordinance (LO) Violation citations, Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citations and traffic cases should not be conjoined or co-mingled with Administrative Adjudication Hearing cases heard at local hearings unless approved by a supervisor.
3. If a defendant is charged with a local ordinance violation and is also cited with a must appear violation being heard in traffic court, a traditional "LO" citation shall be used and transmitted to court with the associated traffic violation(s).
4. Defendants do not need to be processed (fingerprinted and photographed).
5. If appropriate, officers may write a defendant more than one LO citation.

D. Preparation/Issuing LO Citations

1. The citation must be filled out in its entirety including the identification of which Village Department issued the citation.
2. The violation codes should be written exactly as they appear in the Village Code Book. Current ordinances are also always up to date on our Village website.
3. In the portion of the citation that requires a description of the act, the person preparing the citation must include the name of the violation; for example, Disorderly Conduct, Trespassing, etc. and describe the elements of the violation.
4. The issuing officer will assign a Cook County Traffic and Local Ordinance Court date at the time the citation is written.
 - a. Local Ordinance (LO) Violation Citation dates must be assigned at least 15 days from the date the citation was issued but no more than 49 days after the date the citation is issued.
 - b. Refer to the designed Cook County Traffic and Local Ordinance Court "key" dates for specific dates and times.
5. The issuing officer must provide the complainant with a copy of the violation notice (yellow copy) that outlines the date, time and place of the Cook County Traffic and Local Ordinance Court. Officers should also stress to the complainant the importance of being at the hearing. This notification will be documented along with all pertinent information surrounding the case in the Incident/Offense report which is required for all LO Citations.
6. The issuing officer must obtain the defendant's signature in order to document that the defendant received notice of the citation. If the defendant refuses to sign, the officer shall indicate the refusal on the citation and within the narrative section of their case report. The yellow copy of the citation will be given to the defendant.
7. The Local Ordinance (LO) Violation Citation will contain five copies that will be distributed as follows:
 - a. **Complainant** (white paper) Transmitted to the Cook County Circuit Court Clerk
 - b. **Defendant** (yellow paper) Provided to the violator
 - c. **Records** (goldenrod paper)
 - d. **Department** (pink paper) to the Records Section
 - e. **Officer** (blue paper) Retained by the issuing police officer or community service officer

E. Local Ordinance-Administrative Adjudication Hearing (LA) Violations

1. Specified Local Ordinance cases are heard in the Village Hall Council Chambers.
2. Officers should not send a Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citations to the Administrative Adjudication Hearing for any offense under the Illinois Vehicle Code, or similar offense that is a traffic regulation governing the movement of vehicles, and reportable offense under Section 6-204 of the IVC, or any offense for which a court appearance is required under Illinois Supreme Court Rule 551 (certain traffic offenses, multiple citations, truck violations, distracted driving offenses), or any violations which could involve incarceration.
3. Officers shall attempt to keep all enforcement action in one court venue. Misdemeanor, felony, Local Ordinance (LO) Violation citations, Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citations and traffic cases should not be conjoined or co-mingled with Administrative Adjudication Hearing cases heard at local hearings unless approved by a ranking supervisor.
4. If a defendant is charged with a local ordinance violation and also cited with a must appear violation being heard in traffic court, a traditional "LO" citation shall be used and transmitted to court with the associated traffic violation(s), except for local ordinance violations that are no longer heard in the Cook County Traffic and Local Ordinance Court.
5. Defendants do not need to be processed (fingerprinted and photographed).
6. If appropriate, officers may write a defendant more than one LA citation. Hearings will be held once per month on the 3rd Wednesday of the month at 1630 hours.
7. Officers will not attend regular Administrative Adjudication Hearing dates unless notified to appear by the Administrative Hearing Officer. Officers must notify their supervisor in advance of any absences. In the case of Sergeants, notification of absences will be made with their Commander. Notice of absences shall be forwarded to the Support Services Sergeant via email, voice mail, or in writing.
8. Officers should tell the complainant when and where the case will be heard and stress the importance of being at the hearing, however it is not mandatory for them to attend the hearing unless they are summoned by the Administrative Hearing Officer. This notification will be documented along with all pertinent information surrounding the case in the Incident/Offense report which is required for all LA citations.

F. Preparation/Issuing LA Citations

1. The citation must be filled out in its entirety including the identification of which Village Department issued the citation.
2. The violation codes should be written exactly as they appear in the Village Code Book. Current ordinances are also always up to date on our Village website.
3. In the portion of the citation that requires a description of the act, the person preparing the citation must include the name of the violation; for example, Disorderly Conduct, Trespassing, etc. and describe the elements of the violation.
4. The issuing officer will assign an Administrative Adjudication Hearing date at the time the citation is written.
 - a. Administrative Adjudication Hearing dates must be assigned at least 15 days from the date the citation was issued but no more than 49 days after the date the citation is issued.
 - b. Refer to the Administrative Adjudication Hearing dates in Records for specific dates and times.
 - c. The Ordinance Enforcement Administrator will be present at all Administrative Adjudication Hearings to collect fine payments in the form of United States Currency, online payments, check or by credit card. Finding and Notice of Determination are printed out at the Main Office at Village Hall for the Village clerks to collect fines following each case.

5. The issuing officer must provide the defendant with a copy of the violation notice (goldenrod copy) that outlines the date, time and place of the Administrative Adjudication Hearing. Officers should also notify the defendant of the required appearance at the Administrative Adjudication Hearing unless they have the option of paying the mandatory fine within ten (10) days after service of the notice of violation for certain ordinance offenses. This notification will be documented along with all pertinent information surrounding the case in the Incident/Offense report which is required for all LA citations.
6. The issuing officer must obtain the defendant's signature in order to document that the defendant received notice of the citation. If the defendant refuses to sign, the officer shall indicate the refusal on the citation and within the narrative section of their case report.
7. The Local Ordinance-Administrative Adjudication Hearing (LA) Violation Citation will contain three copies that will be distributed as follows:
 - a. Complaint (white paper) Forwarded to the Records Section
 - b. Officer's Copy (pink paper) Retained by the issuing police officer or community service officer
 - c. Defendant's Copy (goldenrod paper) Provided to the violator.
8. Adjudication Diversion: anyone charged under the following Sections shall have the option to avoid an appearance at an Administrative Adjudication Hearing by paying a mandatory fine of One Hundred Dollars (\$100.00) within ten (10) days after service of the notice of violation. Payment of the fine is an admission of liability and will act as a final determination of liability.
 - a. Disorderly Conduct. Section 5-3-2:A
 - b. False Alarms. Section 5-3-2:C
 - c. Loitering on Public Property. Section 5-3-2:D
 - d. Loitering on Business Property. Section 5-3-2:E
 - e. Trespassing Prohibited. Section 5-3-3:D
 - f. Curfew. Section 5-5-1
 - g. Truancy Prohibited. Section 5-5-3.
 - h. Offenses to Public Ways. Section 7-1-8:C
 - i. Discharge, Exhibition Prohibited (Fireworks). Section 8-6-1
9. Adjudication Diversion: anyone charged under the following Sections shall have the option to avoid an appearance at an Administrative Adjudication Hearing by paying a mandatory fine of Twenty Five Dollars (25.00) within ten (10) days after service of the notice of violation. Payment of the fine is an admission of liability and will act as a final determination of liability.
 - a. Uninvited Soliciting Prohibited. Section 3-18-5
 - b. Limitations on Soliciting. Section 3-18-6
 - c. Garage sale permits required. Section 3-21-1
 - d. Itinerant Food Establishment. Section 3-25-8
 - e. Garbage cans out too early/not removed from curb. Section 3-26-2B3
 - f. Mobile Food Vendors. Section 3-30
 - g. Deposit on Right of Way. Section 4-2-4A3
 - h. Dog License Required. Section 5-2-2
 - i. Prohibited Acts w/ respect to animal control. Sections 5-2-5 (A,B,E,H or M)
 - j. Animal Forbidden in Public Places. Section 5-2-7
 - k. Dog Feces. Sections 5-2-12 A and B
 - l. Wind Blown Refuse. Section 5-3-3B
 - m. Deposit of Grass and Rubbish. Section 5-3-3C
 - n. Motorbikes Required Equipment (muffler, headlight, taillight). Section 6-607-2A
 - o. Motorbike Required Equipment (brakes). Section 6-607-2B
 - p. Motorbike- Operating without drivers license. Section 6-607-3A
 - q. Motorbike- Operating on sidewalk. Section 6-607-3B
 - r. Motorbike- Operating without required equipment. Section 6-607-3C
 - s. Motorbike Minors, Penalty Provisions. Section 6-607-4.2
 - t. Disturbing Barricades. Section 7-1-4B
 - u. Deposits on Streets. Section 7-1-7A
 - v. Deposits on Sidewalks. Section 7-1-7B
 - w. Obstruction of Public Way. Section 7-1-8A
 - x. Obstruction of Drain in Public Way. Section 7-1-8B
 - y. Skateboarding Prohibited Uses. Section 7-1B-2

- z. Skateboarding on Public Rights of Way. Section 7-1B-3
 - aa. Noncompliance With Water Conservation Regulations. Section 7-5A-6
 - bb. Open Burning Restricted. Section 8-1-1A
 - cc. Burning Refuse, Garbage, Leaves and Other Waste. Section 8-1-2
 - dd. Fires. Section 8-1-3A
 - ee. Temporary/Holiday Lighting. Section 9-1-2F
 - ff. Accessible parking spaces, aisle, and route condition. Section 9-1-2G
 - gg. Stagnant Water. Section 9-1-2H
 - hh. Rubbish. Section 9-1-2H
 - ii. Building Permits required. Section 9-2-1
 - jj. Display of house number. Section 9-5-12
 - kk. Disposal of Garbage and Rubbish (garbage cans in front). Section 9-13-10
 - ll. Dumpster Enclosure. Sections 9-13-10 & 10-3-5C
 - mm. Home Occupation. Section 10-3-5E
 - nn. Commercial Motor Vehicles. Section 10-4A-3A
 - oo. Inoperable/Unlicensed Vehicles. Section 10-4A-3B
 - pp. Recreational Vehicles. Section 10-4A-3C
 - qq. Semi-Trailers. Section 10-4A-3D
 - rr. Parking on grass. Section 10-11-1-4B
 - ss. Signs in Right of Way or Public Property. Section 10-12-6C11
10. All original copies of the /LA Citation (white) must be placed in the Case Jacket and processed through Records for supervisor's approval.
- a. Copies of Incident Reports, related pictures and any other original BPD form(s) used for documentation (citations & bond receipts, etc.), will be placed in the case jacket using a standard Bartlett Police Department Arrest jacket. All citations will be entered into the citation tracking database which will be updated and maintained by Records personnel attending hearings and processing LA citations. Case dispositions will be entered into our Records Management System by the Records Section.
 - b. Once cases are adjudicated and the database is updated, Administrative Adjudication Hearing cases will be filed sequentially by the appropriate incident number in Records.
- G. Voiding LO/LA Citations
- 1. Mark VOID on the face of the spoiled citation.
 - 2. Fill in the COURT DATE and the ISSUING OFFICER'S SIGNATURE sections.
 - 3. Briefly note the reason for voiding the citation under the ORDER ENTERED section located on the reverse side of white copy on the LO citation and on the back of the white copy of the LA citation.
 - 4. Deliver the Complaint (White) copy and the Notice to Appear copy to the Records Section.
 - 5. Describe the circumstances for voiding the citation on an interdepartmental memorandum addressed to the Records Section Supervisor.
 - 6. Attach the memorandum to both Police Department copies of the citation and forward to the Records Section.
 - 7. Records Section Responsibility
 - a. Insert the court date on the Transmittal Listing for Personal Service Complaints.
 - b. Insert the words VOIDED TICKET under the BOND AMOUNT section of the Transmittal for Personal Service Complaints.
 - c. Forward the Complaint-Court (white copy) and the Notice to Appear (yellow) copy of the spoiled citation to the Clerk's Office.
- H. Accountability for Citations
- 1. A supply of LO/LA citations is maintained in the Records Room.
 - 2. If the need arises to replenish the supplies of LO/LA Citations, Records personnel shall issue LO/LA Citations in packs of twenty (20).
 - 3. Village Cashiers can accept payment on the above outlined ordinances. Those wishing to pay after hours shall be directed to the Village's online payment system or Village Hall during business hours.
 - 4. Original copies of this form are to be secured in the case jacket. The gold copy is given to the defendant and the pink copy goes with the payment to Finance.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Notification of Next of Kin

Special Order 617

Issued: July 9, 1996

Effective Date: July 9, 1996

Termination Date: N/A

Amended Date: September 28, 2015

Rescinds: N/A

Reference CALEA Standards:

55.2.6, 61.2.2.a

Related Directives:

SO600

PURPOSE: To provide for the proper notification of next of kin in cases of death or serious injuries/illness.

I. Procedures

- A. The Bartlett Police Department may be requested to make notifications in the following instances:
 1. Death or serious injury;
 2. Serious illness;
 3. Accident and non-accident situations.
- B. Notifications will be made in person, regardless of the fact that the injury/illness/death occurred within the Village of Bartlett or a notification is requested by another agency.
- C. Very minor injury notifications to next of kin may be made by telephone, based on the information known at the time.
- D. In those notifications that involve the death or serious injury of a member of the Bartlett Police Department, the notification will be made in accordance with Special Order 600 - Line of Duty Death.
- E. In those cases that involve a police officer from another agency, the Shift Supervisor will, when possible and reasonable, wait for a member of that agency to accompany him/her to make the notification.
- F. All notifications involving death, serious injury or illness will be made by sworn personnel only in person and will be documented in an Incident/Offense report.

By Order of:

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT

**Subject: Physical Fitness/Wellness****Program****Issued: June 21, 1996****Effective Date: June 21, 1996****Termination Date: N/A****Special Order 618****Rescinds: G.O. 95-03****Reference CALEA Standards:****22.3.2****Related Directives:****Amended Date: November 2, 2015****PURPOSE:**

The following program is intended to provide Department members with information, guidance and assessment in order to recognize the value of physical fitness to themselves, their families, their fellow officers and the general public. The Department encourages members in increasing their level of physical fitness by providing this program. This program is offered on a voluntary basis.

I. Police Officer Wellness Evaluation Report (POWER) Test

- A. Administration of the Police Officer Wellness Evaluation Report.
 1. Members will be administered the POWER test in accordance with the standards established by the Illinois Law Enforcement Training and Standards Board (**Annex III**).
 2. The Department will assign a Physical Fitness Specialist to administer the tests in accordance with the Field Assessment Protocols.
 3. Test descriptions, to include concept, equipment and procedure are described in Annex II of this Order to assist members in preparing for each event.
- B. For the medical safety and protection of each participating member being tested, immediately prior to the POWER test being given each member will receive a resting blood pressure test and a resting heart rate count.
 1. Resting blood pressure must be lower than 150/90.
 2. Resting heart rate must be less than 90 beats per minute.
 3. If the resting blood pressure or heart rate results exceed the guidelines, the member will not be allowed to participate in the POWER test and will be referred to their private physician for review. A release from the member's private physician will be required before testing will be allowed.

II. Procedure

Field assessment tests (POWER tests) will be administered annually beginning in the Spring. Re-tests, if needed, will be administered on a schedule made by the Wellness Coordinator. Fitness profiles/exercise prescriptions will be discussed after each attempt to complete the POWER test. The program is voluntary and no member will be compelled to participate. Participation is encouraged as a step toward overall health improvement.

III. Fitness Profiles/Exercise Prescriptions

- A. Fitness profiles: The raw scores of each member tested will be transferred to a Fitness Profile Sheet (**Annex I**). The Fitness Profile Sheet will depict an overall view of the member's fitness level as compared to that of the general public.
- B. Exercise profiles: Recommendations and program suggestions will be offered in an effort to maintain or improve the member's fitness level. This process is not mandatory and will depend entirely on the willingness of the member.
- C. Confidentiality: Both the raw scores and recommendations for exercise programs will be presented to the member in private. All correspondence will be confidentially maintained by the office of the Chief of Police.

By order of:

Patrick Ullrich
Chief of Police
Annex I – III



**BARTLETT POLICE DEPARTMENT
FITNESS PROFILE SHEET**

Field test results will be recorded. Results will then be given a point value and a corresponding percentile. The total amount of points scored in the four events will be averaged and rounded off to the highest percentile. This percentile will place the member in the appropriate fitness standard. These standards are taken from studies and findings by the Institute for Aerobic Research. The charts used to assign points and percentiles take into consideration sex, age, weight, and are based on the general population (Annex III).

<u>PERCENTILES</u>	<u>STANDARD</u>	<u>TOTAL POINTS</u>
0 - 9	Very poor	N/A
10 - 24	Poor	12
25 - 39	Fair	24
40 - 64	Good	36
65 - 89	Excellent	56
90 +	Superior	76

Name _____ Date _____

Age _____ Wt/Lbs _____

Blood Pressure _____ Heart Rate _____

FIELD TEST RESULTS

	Score/Time	Percentile	Points
	TARGET	ACTUAL	
Sit & Reach			
1.5 Mile Run			
1 Min. Sit Up			
Bench Press			
	Total		

PFS APPROVAL _____

Sit and Reach

Concept: This test is a measurement of the flexibility of the lower back and hamstring muscles. (Approximately 22% of early retirements and disabilities are associated with back problems).

Flexibility is defined as the range of movement in a joint or group of joints.

Equipment:

1. Yardstick (Or a Sit and Reach box).
2. Sturdy box.
3. Suitable area with a mat or carpet.

Procedure:

1. Participants will be advised by the specialists to screen themselves out of the assessment if for any reason performance of the assessment may cause harm or injury.
2. After allowing time for warm up and stretching exercises, the participant begins by sitting on the floor with their legs fully extended, the soles of their feet flat against the box, and their heels approximately eight (8) inches apart.
3. The yardstick is placed on top of the box with the fifteen-inch mark over the edge of the box closest to the participant. (No need for the yardstick if you have a sit and reach box).
4. The assessment begins with the participant placing his or her hands atop of each other and, while maintaining a proper position, reaching as far forward as possible.
5. Scoring of the assessment will be the furthest distance reached out of three (3) attempts.

CAUTION: While performing this test, participants are cautioned to keep their back straight and not to bounce or jerk forward causing strain to the muscle area.

One Minute Sit Up

Concept: This is a test which will assess muscular endurance and requires strict adherence to the proper form and the use of a standardized time frame to monitor effort.

Muscular endurance is defined as the ability to contract the muscles repeatedly over a period of time.

Equipment:

1. Stop watch with second hand.
2. Suitable area with a mat or carpet.

Procedure:

1. Participants will be advised by the specialists to screen themselves out of the assessment if for any reason performance of the assessment may cause harm or injury.
2. After allowing time for warm up and stretching exercises, the participant begins by lying on their back, knees bent, heels flat on the floor and their hands held toward the rear of their head.
3. A fitness specialist or other officer will hold the feet down.
4. Participant must touch their elbows to their knees and return to a full lying down position to be credited with a correct sit up.
5. Participants are to perform as many correct sit-ups as possible in a one (1) minute time period.

One Repetition Maximum Bench Press

Concept: This test is a measurement of muscular strength of the upper body.

Maximum strength is defined as the maximum contraction of force that one can generate for one maximum repetition in a given direction.

Equipment:

1. A bench press with the appropriate bar and adequate free weights to provide a maximum lift, or a Universal weight machine, which provides the bench and a variety of weights suitable for a maximum bench press.
2. After allowing time for warm up and stretching, the participants are advised to begin with approximately 2/3 of the maximum weight he or she believes they can lift.
3. After completion of the first lift, the weight will be increased by approximately 10 pounds each lift. The first three (3) to four (4) lifts will act as a warm up. Maximum weight should be realized by the fourth or fifth lift.
4. Using free weights, the participant will be advised to bring the bar down to his or her chest and press upward until the elbows are in a locked position. If the elbows fail to extend into a locked position, it will be considered an unsuccessful lift. The same procedure applies to the Universal machine.
5. Scoring of this assessment is based on the maximum number of pounds lifted in one repetition.

1.5 mile Run/Walk

Concept: This 1.5 Mile Run/Walk will assess the officer's cardiovascular endurance. Participants should not exert themselves to complete exhaustion, but rather should pace themselves to avoid early fatigue.

Equipment:

1. Stop watch with second hand.
2. Indoor or outdoor track or other suitable running area measured out to 1.5 miles.
3. Testing forms.

Procedure:

1. Participants will be advised by the fitness specialist to screen themselves out of the assessment if they feel for any reason that performance of the assessment will cause harm or injury.
2. Participants should refrain from smoking and eating two (2) hours prior to the assessment.
3. Participants will be allowed adequate time for warm up and stretching exercises (10 to 20 minutes).
4. It is recommended that while taking the assessment participants avoid a fast start and try to maintain a steady pace throughout the run.
5. Sufficient time at the end of the assessment will be provided for a cool down period. Approximately five (5) minutes of walking immediately after the assessment will help aid the recovery of the cardiovascular system. Participants are cautioned against standing still or sitting down after finishing the assessment.

The physical fitness minimum standards used in the testing have been established by the Illinois Law Enforcement Training Board and are used as an entry requirement for the Police Academy.



**BARTLETT POLICE DEPARTMENT
PHYSICAL FITNESS MINIMUM STANDARDS
AS ESTABLISHED BY THE ILLINOIS
LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**

P.O.W.E.R. CHART

	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
SIT & REACH	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 MINUTE SIT UP	37	34	28	23	31	24	19	13
MAXIMUM BENCH PRESS RATIO	.98	.87	.79	.70	.58	.52	.49	.43
1.5 MILE RUN	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

BARTLETT POLICE DEPARTMENT

**Subject: Court Procedures**

Issued: November 7, 1996
Effective Date: November 7, 1996
Termination Date: N/A

Amended Date: April 20, 2018

Special Order 619**Rescinds: Operations Order 220**

Reference CALEA Standards:
26.1.1, 61.1.4, 82.3.4

Related Directives:
AO105, AO107, OO203, OO219, SO616

PURPOSE: To provide uniform procedures for the scheduling of cases and the appearance of officers in Cook, DuPage and Kane Counties, and to prevent unnecessary appearances by members of the Department.

I. Cook County Court

- A. Traffic and Local Ordinance Court: **(61.1.4.a)**
 1. Traffic and Local Ordinance (excluding local Administrative Adjudication) cases are heard in
 2. Each officer will be issued court schedules with their designated court "key" dates. **(Annex I)**. Each officer will assign cases on the basis of their assigned court keys.
 3. All officers are required to attend all assigned Traffic court key dates. Absences must be cleared and approved by a Sergeant or the officer's supervisor. In the case of Sergeants, absences will be cleared with their respective Patrol Commander. Notice of absences shall be forwarded to the Court Liaison Officer via e-mail, voice mail or in writing.
 4. Local Ordinance Administrative Adjudication (LA) cases are heard according to Special Order 616-Local Ordinance/Compliance Violations Enforcement.
- B. Misdemeanor Court:
 1. Misdemeanor cases, except Domestic Battery cases, are heard in
 2. Each officer will be issued court schedules with their designated court "key" dates. **(Annex I)**. Each officer will assign cases on the basis of their assigned court keys.
 3. All officers are required to attend all assigned Misdemeanor court key dates. Absences must be cleared and approved by a Sergeant or the officer's supervisor. In the case of Sergeants, absences will be cleared with their respective Patrol Commander. Notice of absences shall be forwarded to the Court Liaison Officer via e-mail, voice mail or in writing.
- C. Domestic Battery cases involving misdemeanor offenses and parties that fit the criteria as protected persons will be heard on the arresting officer's misdemeanor court date in If an officer is needed for a case in this room, the officer will be notified by court personnel.
- D. Felony Court
 1. Felony cases are heard in Room
 2. Each officer will be issued court schedules with their designated court "key" dates. **(Annex I)**. Each officer will assign cases on the basis of their assigned court keys.
 3. Officers are required to attend Felony court key dates only when they have a case scheduled.
- E. Court Liaison Officer: The position of Court Liaison Officer will be assigned by the Chief of Police. In the event the Court Liaison Officer is unavailable, a substitute will be assigned by the Records Section Supervisor to cover the following duties:
 - 1.
 - 2.
 - 3.
 4. The Court Liaison Officer will attend both traffic and misdemeanor court dates.
 5. One police vehicle will be provided for the purpose of transportation to the Rolling Meadows Courthouse.
6. Completing the Court Call Report **(Annex II)**.

F. Bond Court
1.

2. Administrative Order 107 – Booking Procedures Annex III)
3.

ee

II. DuPage County

- A. Traffic Court: (61.1.4.a)
1. Traffic Court is held at the County Field Court location DWLS and DWLR cases are heard in this court also.
 2. Each officer will be issued court schedules of their Traffic court dates. (Annexes III)
 3. When issuing traffic citations in DuPage, officers will mark the citation either "Must Appear" or "Pay by Mail". Officers will not issue court dates for these citations, as the Clerk of the Court will do this.
 4. Officers will be notified by a message when they are required to appear for Traffic Court. A copy of this message will be placed in the officer's mailbox by Records personnel.
 - a. If no notice is received, then an officer does not need to appear unless a subpoena has been received.
 - b. If a notice is received, the officer's attendance may be necessary. Officers will check the event code on the notice against the code listing contained in Annex IV.
 - c. Notify the Court Liaison Officer (or substitute Court Officer) if unable to attend court due to an unscheduled circumstance.
 5. Officers will be responsible for taking related documents (i.e. case files, reports, tickets, etc) to each court appearance utilizing the Records Section sign out procedure.
 6. Warrants and continuances for Traffic Court will be handled by the Office of the Court Clerk. Officers will be notified via LEADS of any continuances. Warrants that originate from the Traffic Court will be handled in accordance with Operations Order 219 – Warrants and Subpoenas.
- B. DUI/Misdemeanor Court
1. Misdemeanor and DUI cases are heard at the County Judicial Center Wheaton. The courtroom is assigned by the Circuit Court Clerk.
 2. Each officer will be issued court schedules of their DUI and Misdemeanor court dates. (Annexes V)
 3. When assigning a date for a DUI offense, officers will assign a date that falls between 26 and 42 days from the date of arrest.
 4. In all other misdemeanor cases, officers will assign a court date that falls between 30 and 49 days following the arrest of the individual.
 5. In those cases where there is a combination of both DUI and Misdemeanor charges against an individual, the court date will be assigned on a date that falls between 26 and 42 days from the date of arrest.
 6. When an officer anticipates that he or she will be on vacation, the officer will still issue a preliminary court date in accordance with subsection B or C and will notify the DuPage County State's Attorney's Office of the vacation dates. This will be done to allow the State's Attorney to make the necessary motions to obtain a continuance of the case.

7. Both the arresting officer and the Breathalyzer operator will be present at the Summary Suspension Hearing in DUI cases. If a schedule conflict exists, it will be brought to the attention of the officer's and/or the Breathalyzer operator's supervisor as soon as possible. The Summary Suspension date is the first date assigned for the case.
8. All DUI and Misdemeanor cases will be booked into the DuPage County Judicial Center, County Farm Road, Wheaton. The room number will be assigned by the court clerk.
9. Notices of Trial - DUI and Misdemeanor Cases
 - a. With the exception of Summary Suspension hearings, officers will be notified by the State's Attorney whether the defendant has requested a bench trial, jury trial, or motions to suppress or to revoke. This will be done by a written "Notice of Trial" (Annex VI), which will be sent to the officer 28 days prior to the trial date.
 - b. If an officer will be unavailable on the date that is specified on the "Notice of Trial" the officer will immediately contact the State's Attorney and advise them of the reason for unavailability. This will allow for the State's Attorney to file motions to obtain a continuance.
 - c. Failure by an officer to make this notification will cause the State's Attorney's Office to assume the officer will be available for trial on that date.
 - d. The State's Attorney's Office will contact the Police Department between and notify the Records Section of any officers needed for court. The Records Clerk will record this information in the State's Attorney's Phone Call Log (Annex VII) maintained in the Records Section. The Records Clerk will then notify the officer via phone that his or her presence is needed in court and will note same in the log.
 - e. The notified officer(s) will then report to the State's Attorney's Office on the of the Judicial Center at Road, Wheaton hours for purposes of discussing the case. Trials generally begin at
 - f. With the exception of Summary Suspension Hearings, no officer will report to the Office of the State's Attorney in the morning, unless the officer has been specifically requested to do so.

C. Felony Court

1. Criminal cases are heard at the County Judicial Center, Wheaton.
2. Felony arrests will be handled through the State's Attorney's Felony Review Unit. Once charges are approved, the arrestee will be advised that the court date will be assigned by DuPage County.
3. In those cases where an arrest is made on a felony warrant for an existing case, the individual will be assigned a court date that is not less than 7 days and not more than 10 days from the date of the arrest at hrs. The courtroom will be assigned by the Clerk's Office of DuPage County.
4. If the individual is unable to post bond on the warrant, the subject will be transported to the DuPage County Jail to await a bond hearing.

III. Kane County Court

A. Traffic Court **(61.1.4.a)**

1. Cases will be heard at 1
- 2.

B. Misdemeanor Court

1. If the offender has committed an offense where bond is going to be sought, officers will utilize the straight misdemeanor complaint form issued by the Kane County Clerk. When the offense is of a lesser nature and no bond will be sought or required, officers will use the Notice to Appear complaint form.
2. When required, the person will be processed in accordance with Administrative Order 107 – Booking Procedures.
3. When processing is completed, the subject will be bonded out using a Kane County Bond Form.

C. DUI Court

1. DUIs that occur in Kane County will be handled in accordance with Operations Order 203 – Implied Consent Provisions, with the following additions made to the paperwork to be submitted to the State's Attorney:
 - a. Officers will complete a Kane County DUI/DWLR Prosecution Summary Form and will include it in the court file with the other paperwork.
 - b. With the exception of serious offenses (Reckless Homicide, et al), officers will not contact the Felony Review Hot Line to upgrade the offense. Upgrades to "Felony DUI" will be done in court by the State's Attorney.
2. Assign a court date between 14 and 49 days from the date of arrest in accordance with Illinois Supreme Court Rule 504. The case will be placed on the first court date. Officers will ensure they do not assign a court date that will conflict with other court dates they may have.
3. Cases are heard at the Kane County Judicial Center on Route 38 in Geneva
4. Officers are not required to be in court for the first court date unless the officer has been previously notified by the State's Attorney's Office. The Office of the Presiding Judge for Kane County requires that defendants requesting a Summary Suspension Hearing file a motion to that effect, prior to the first court date.

D. Felony Court

1. Complete the Kane County Police Department Synopsis Sheet (Annex VIII) and attach a copy of the completed case report to the sheet. These forms must accompany the subject to Bond Court.
 - a. A separate synopsis sheet must be completed for each person who is charged with a felony and the sheets must indicate whether or not there is a co-defendant(s).
 - b. The officer must indicate the status of each charge (whether it is a felony or a misdemeanor) and the name of the complainant and victim.
 - c. One copy of the Police Department Synopsis Sheet will be maintained in the court file and one copy will be forwarded to the State's Attorney's Office.
2. The Kane County Felony Form (Annex IX) must also be completed for all new felony arrests and sent to bond court.
3. The State's Attorney's Office will draft the Felony Complaints after the bond hearing. **Officers are not to complete complaints.**
4. Court dates for felony offenses will be set by the Court Clerk at the bond hearing. Cases are heard at the Kane County Judicial Center on Route 38 in Geneva

E. Bond Procedures

1. Kane County uses only one bond form that covers all types of bonds, to include Cash, Deposit and Personal Recognizance Bonds.
2. Kane County as a rule does not have emergency judges for the purpose of setting bonds. When practical, Recognizance Bonds will be used. In extreme situations, the supervisor on duty will contact the Felony Review Hot Line and request the assistance of the State's Attorney's Office.
3. When a subject is arrested without a warrant, the Bond Court Judges will recognize the following as probable cause:
 - a. The testimony of the arresting officer.
 - b. The testimony of an officer who is familiar with the details of the case.
 - c. In misdemeanor cases that are taken to bond call, officers will use the Police Department Synopsis Sheet.
4. A detective or an officer will appear in Bond Court for the purpose of representing the Department and testifying at bond hearings.

F. Cross Complaints

1. The Kane County State's Attorney's Office does not accept cross complaints.
2. Any person wishing to file a cross complaint should be advised to contact the Office of the State's Attorney _____ during normal business hours.

IV. Procedure for Voiding Traffic Citations (Cook, DuPage and Kane Counties) (82.3.4.b)

- A. Voiding of any traffic citations is strictly prohibited unless the need arises due to a written error(s) on the citation's face which cannot be corrected. Officers will consult with their Shift Supervisor prior to voiding a citation.
- B. Officers needing to void a citation will mark the word "VOID" on the face of the citation and note a brief reason for voiding. If a new citation is issued, the number of the new citation should be indicated on the voided citation. Forward the voided citations to the Records Section.
- C. It is the responsibility of Records Section personnel to process the voided citation in accordance with Clerical Operating Procedures 802 – "Ticket Processing/Court Transmittals".

V. Courtroom Attire (26.1.1)

- A. When appearing in court, the preferred attire will be a uniform.
- B. Officers may wear civilian clothing per the following guidelines:
 1. Males will wear a business suit, a sport coat and tie or a dress shirt and tie. Pants will be either suit pants or dress pants, jeans of any color are forbidden.
 2. Females will wear a business suit or dress shirt. Pants will be either suit pants or dress pants, jeans of any color are forbidden.
- C. Earrings, hair and makeup will be worn the same as if the officer was on regular duty as outlined by Administrative Order 105 – "Standards of Appearance/Uniforms".

By Order of

Patrick Ullrich
Chief of Police

Annexes I – IX

BARTLETT POLICE DEPARTMENT



Subject: Outside Agency Notifications

Special Order 620

Issued: January 10, 1997

Rescinds: N/A

Effective Date: January 10, 1997

Reference CALEA Standards:

41.2.4

Termination Date: N/A

Related Directives:

Amended Date: September 28, 2015

AO119

PURPOSE:

To establish guidelines for the notification of specialized outside agencies to assist the Bartlett Police Department meet its goals of maintaining the safety of the general public.

I. Notifications

- A. Medical Examiner/Coroner: Whenever an officer responds to a call involving a death of unusual circumstance or where the victim has not recently seen a physician, the Medical Examiner/Coroner for the county of jurisdiction will be notified. Notifications will also be made but not limited to:
 - 1. Homicide
 - 2. Suspicious Deaths
 - 3. Suicides
 - 4. Deaths involving employees and persons in custody
 - 5. Officer involved deaths
- B. Public Works: The Village of Bartlett Public Works Department may be called out with the permission of the Shift Supervisor for:
 - 1. Slippery or icy road conditions
 - 2. Roadway hazards or dangerous conditions
 - 3. Water main breaks
 - 4. Traffic lights out or malfunctioning (refer to jurisdiction guidelines maintained by the Records Section)
 - 5. When traffic barricades or stop signs are needed
 - 6. When a hazard exists which would pose a danger to the public
- C. Illinois Department of Transportation, County Highway Departments: Officers may contact any of these agencies for the following incidents:
 - 1. Slippery or icy road conditions
 - 2. Roadway hazards or dangerous conditions
 - 3. Traffic (stop and go) lights out (refer to jurisdiction guidelines maintained by the Records Section)
 - 4. When traffic barricades or stop signs are needed
 - 5. When a hazard exists which would pose a danger to the public
- D. Public Utilities: Officers may contact Public Utilities (Ameritech, NICOR, Commonwealth Edison, local cable, etc.) when:
 - 1. There are downed wires
 - 2. There are gas leaks
 - 3. Other hazardous situations involving Public Utilities
- E. News Media: The news media will be contacted in accordance with Administrative Order 119.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Habitual and Serious Offenders	Special Order 623
Issued: March 20, 1997	Rescinds: N/A
Effective Date: March 20, 1997	Reference CALEA Standards:
Termination Date: N/A	42.1.5
Amended Date: October 16, 2020	Related Directives:
	OO226

PURPOSE: This order establishes the criteria for the identification of habitual and serious offenders and provides for the notification of the proper prosecuting authority.

POLICY: It will be the policy of the Bartlett Police Department to identify persons who have exhibited a tendency towards criminal behavior, and to identify all cases in which this person is a party. The Department will cooperate with State's Attorneys, prosecutors and social service agencies in obtaining vigorous prosecution and/or determining diversionary solutions to the problem.

I. Definitions (42.1.5.a)

- A. **Habitual or Serious Offenders**—For purposes of this order, offenders who have repeatedly been arrested and convicted for similar serious offenses such as:
 1. Felonies, to include misdemeanors, which have been “upgraded” to felony status;
 2. Misdemeanor offenses that indicate a pattern of behavior of a career criminal such as, but not limited to, shoplifting, theft, prostitution, dangerous drugs, etc.;
 3. Sexually dangerous persons as defined in 725 ILCS 205/1.01.
 4. Habitual juvenile offenders who repeatedly commit serious delinquent acts.
 5. Persons who have two or more arrests and convictions for violations of 625 ILCS 5/11-501 of the Illinois Vehicle Code or similar offenses.
- B. **Habitual Criminal**—Every person who has been twice convicted in any state or federal court of an offense that contains the same elements as an offense now classified in Illinois as a Class X felony, criminal sexual assault, aggravated kidnapping or first degree murder, and is thereafter convicted of a Class X felony, criminal sexual assault or first degree murder committed after the two prior convictions, shall be adjudged an habitual criminal. The two (2) prior convictions need not have been for the same offense. (730 ILCS 5/5-4.5-95(a))

II. Identifying the Habitual Offender (42.1.5.b)

A.

B.

III. Notification to Prosecuting Authority (42.1.5.c)

- A. Felony cases will be screened through the State's Attorney's Office of jurisdiction. The procedure for this is in Operations Order 226 – Arrest Procedures.
- B. The arresting officer will inform the prosecutor that the defendant is a habitual offender prior to the case being heard on the first court date.

- C. Liaison with the Cook County State's Attorney's Office will be the responsibility of the Court Officer, and it will be the Court Officer's responsibility to ensure proper notification is made. In the case of DuPage and Kane Counties, this responsibility will fall on the arresting officer.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



**Subject: Extradition of Detainees
- Out of State Warrants**

Issued: August 6, 1997

Effective Date: August 6, 1997

Termination Date: N/A

Special Order 624

Rescinds: S.O. 91-03

**Reference CALEA Standards:
74.3.1**

Related Directives:

Amended Date: July 20, 2020

PURPOSE: This order ensures that all the criteria, as set down by the Chief Judges of Cook, DuPage and Kane Counties, are met as it pertains to the issuance of a writ of habeas corpus for subjects arrested on out of state warrants. These criteria must be met before the out of state detainee is transported for an extradition hearing.

I. Cook County (74.3.1)

- A. The following procedures will be followed for those subjects arrested in Cook County and when there are no outstanding or pending charges in Illinois:
 1. Have Records contact the issuing agency and verify the warrant and that the agency will extradite the individual.
 2. Upon confirmation of the warrant and arrival at the station, request that Records send a Directed Message to the issuing agency requesting the following information, and a faxed copy of the warrant:
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g. Issuing Judge's name and the name of the issuing court.
 3. DO NOT complete a complaint, Cook County will not accept it.
 4. The subject will be fingerprinted using Livescan (725 ILCS 225/13) and the prints will be faxed to the F.B.I. (not the State Police B of I) using the following procedure:
 - a. Fingerprint the subject but do not transmit. One copy of the arrest fingerprint card and one copy of fingerprints are to be enlarged to 129% and must be faxed to the F.B.I.
 - b. Use a fax cover sheet and include the following information:
 - 1) Department ORI of
 - 2) The Department fax and telephone number
 - 3) The subject's name and date of birth
 - c. Fax the above information to the
 - d. The F.B.I. will return the information on letterhead to our fax machine. The F.B.I. will contact this department if there is a problem. If we experience a problem, contact
 - e.
 - 5.
 - 6.
 - f. Positive FBI response to fingerprint submission (must have FBI number on response)
 - g. Copy of any out-of-state warrant(s)
 - h.
 - e.
 - f. Indicate whether or not there are local charges on the cover sheet.
 - g. If there are any issues, call the Cook County Fugitive From Justice Department

7. Upon receipt of all required items by the Acceptance Sheet (Annex I) and an intake number.
 - a. No out-of-state warrant defendants will be accepted by CCSO intake unless a CCSO and intake number accompanies all the required intake paperwork.
 - b. Further, no intake number will be issued prior to all the required fax submissions being received.
 8. Once the required information has been received, contact the at least two hours prior to transporting the subject.
 9. If subject has no local charges, transport to Cook County Sheriff's Police Fugitive Warrant Division.
 - a.
- B.** If the subject has been charged with a violation of Illinois law, fingerprint and transmit prints.
1. Include Bureau of Identification response in paperwork.
 2. The subject will be transported to the Sheriff's Lock-Up at Rolling Meadows, along with the necessary paperwork for the Illinois charges as well as the aforementioned out of state paperwork.
 3. The deputies in the lock-up will make notification to Fugitive Warrants.
- C.** If subject has local charges, transport to court.
1. Do not bond the subject.
 2. The local case must follow him/her with an out-of-state warrant.
- D.** U does not accept subjects with military, federal, or juvenile warrants.

II. DuPage County (74.3.1)

- A.** For subjects that have been arrested in DuPage County, the following procedures will be followed:
1. Obtain a directed message from the issuing agency which states that they will extradite, along with the statute, chapter and section on which the warrant was issued.
 2. Contact DuPage County Felony Review at
 3. Complete a DuPage County Complaint, charging the subject as a "Fugitive from Justice" (725 ILCS 225/13)
 4. Contact the DuPage County Jail at advise them that you are en route prior to transporting the subject.

III. Kane County (74.3.1)

- A.** Officers will contact the issuing agency and obtain a directed message that indicates the agency will extradite. The subject will then be transported to the Elgin Court for a bond hearing, along with a copy of the directed message. When the subject appears in court, he or she will be given the opportunity to execute a waiver of extradition.
- B.** If the subject refuses to waive extradition, the arresting and/or transporting officer will then complete the paperwork to charge the subject as a "Fugitive from Justice" (725 ILCS 225/13). The necessary paperwork is maintained in the courtroom.
- C.** The subject will then be turned over to the Kane County Sheriff's Department, who will take custody of the subject and who will complete the remainder of the paperwork.

By Order of

Patrick Ullrich
Chief of Police

Annex I



BARTLETT POLICE DEPARTMENT

Subject: Special Purpose Vehicles**Special Order 625****Issued: February 19, 1997****Rescinds: S.O. 626****Effective Date: February 19, 1997****Reference CALEA Standards:****Termination Date: N/A****41.1.3, 41.3.2, 46.1.6****Amended Date: May 1, 2018****Related Directives:****AO104, PO428**

PURPOSE: To establish and outline objectives and guidelines for the operation and use of Special Purpose Vehicles maintained by the police department. This order will provide guidelines for use, including conditions and limitations.

POLICY: It is the policy of the Bartlett Police Department to provide and maintain Special Purpose Vehicles for use in the provision of special services to the community.

I. Police Bicycles

- A. The police bicycles are used for increased citizen contact and to provide for more efficient policing of the bike paths. (41.1.3.a)
- B. While operating a police bicycle, officers will abide by the operational and equipment requirements of the Illinois Vehicle Code. (41.1.3.a)
- C. When assigned to bike officer duties, the officers will not be assigned as the primary beat officer and will not normally be assigned to calls as the primary responder. Officers are encouraged to notify DuComm when they are able to respond to a call near their locations. (41.1.3.a)
- D. No special qualifications or training are required for use of the bicycles. Those officers assigned to the Bicycle Patrol Team (Personnel Order 428), however, will be assigned to attend the "32 Hour Police Cyclist Class" depending on the availability of the class. (41.1.3.b)
- E. Bicycle officers will ensure the bicycles are in operational order. When repairs are beyond the capability of the individual officer, the Directed Patrol Supervisor will be notified and make arrangements for repair. (41.1.3.c)
- F. Prior to using a bicycle, each officer will inspect the vehicle for damage or maintenance. Should any discrepancies be found, the officer will complete a Police Bicycle Maintenance Checklist (Annex IX). The Police Bicycle Daily Log sheet (Annex IX) will be completed and the box checked if a maintenance form is completed.
- G. The checklist when completed will be signed off by the officer and turned over to the Directed Patrol Supervisor.
- H. The equipment listed below will be kept on the bicycles. (41.1.3.d)
 1. Headlights/taillights
 2. Red and Blue Police Lights (selected bikes)
 3. Foot clips
 4. Water bottle holder
- G. The bicycles are primarily used by members of the Bicycle Patrol Team. At the discretion of the Directed Patrol Supervisor and patrol shift supervisor, members of the patrol section may be assigned to bicycle duty when needed. (41.1.3.b)

II. Incident Command Vehicle

- A. The Incident Command Vehicle is used to establish initial incident command post operations. (41.1.3.a)
- B. The vehicle can respond in an emergency fashion if needed. The vehicle may also be used to transport evidence from a crime scene. The vehicle will not be used to transport prisoners as it is not equipped to do so. (41.1.3.a)
- C. I
- D. The Incident Command Vehicle is authorized for use at special events, traffic crash scenes, mass arrests, and any other emergency or disaster in which a command vehicle is necessary for the continuity of operations in the field. (41.1.3.a)
- E. There is no special training required for general use of the Incident Command Vehicle. Members of the Emergency Management Team receive special training for troubleshooting, maintenance, etc. (41.1.3.b)
- F. The vehicle is maintained by the Emergency Management Coordinator and will follow the normal vehicle maintenance schedule for all other department vehicles per Administrative Order 104. The Incident Command Vehicle Checklist (Annex III) will be completed by any employee prior to using the vehicle. The completed forms will be turned in to the Shift Supervisor who will forward copies to both the Emergency Management Coordinator and the Vehicle Maintenance Officer. (41.1.3.c)
- G. — .1.6)
- H. Whenever possible, a second individual will assist when the driver is backing the Incident Command Vehicle. Before backing, the driver or the assisting person shall first walk completely around the vehicle to ensure no obstructions will interfere with vehicle operation. The assisting person will remain outside at the rear of the vehicle and position themselves to have an unobstructed view and be in visual and voice/radio contact with the driver. If the driver loses visual contact with the assisting person, the driver shall stop the vehicle immediately. When backing into the storage garage, the assisting person shall pay close attention to the overhead door, making certain it is completely up and does not inadvertently come down.
- I. The Incident Command Vehicle may be operated only by those employees designated in Annex I except in an emergency and when an emergency response is necessary, then only sworn personnel on the designated list may operate the vehicle. The driver of the Incident Command Vehicle is directly responsible for the safe operation of the vehicle. (41.1.3.b)

III. Nuisance Abatement Vehicle

- A. There is one specialty vehicle designated as a Nuisance Abatement Vehicle. The vehicle is used for transporting tactical team (SPEAR) members to and from operations, officer/citizen rescue, and other emergency situations as needed. (41.1.3.a)
- B. The Nuisance Abatement vehicle will not be used for normal patrol duties, will not be used for transportation of persons under arrest and will not be used to respond in an emergency fashion. (41.1.3.a)
- C. The Nuisance Abatement Vehicle may be operated only by those employees designated in Annex I. (41.1.3.b)

- D. There is no special training required for the Nuisance Abatement Vehicle. Employees will be trained in the basic operation of the Nuisance Abatement Vehicle prior to actual use. (41.1.3.b)
- E. The vehicle is maintained by the SPEAR Team officers and follows the normal vehicle maintenance schedule for all other Department vehicles (Administrative Order 104 – “Vehicle Maintenance”). The Deputy Chief of Operations has overall responsibility for the Nuisance Abatement Vehicle. The Nuisance Abatement Vehicle Checklist (Annex IV) will be completed by any employee prior to using the vehicle. The completed forms will be turned in to the Shift Supervisor who will forward copies to the Vehicle Maintenance Officer. (41.1.3.c)
- F. Whenever possible, a second individual will assist when the driver is backing the Nuisance Abatement Vehicle. Before backing, the driver or the assisting person shall first walk completely around the vehicle to ensure no obstructions will interfere with vehicle operation. The assisting person will remain outside at the rear of the vehicle and position themselves to have an unobstructed view and be in visual and voice/radio contact with the driver. If the driver loses visual contact with the assisting person, the driver shall stop the vehicle immediately. When backing into the storage garage, the assisting person shall pay close attention to the overhead door, making certain it is completely up and does not inadvertently come down.
- G. The Nuisance Abatement Vehicle is equipped with appropriate decals identifying the vehicle and its purpose, emergency lighting as required, first aid kit, ^(41.1.3.d)

IV. Emergency Services Boat

- A. There is one specialty vehicle designated as an Emergency Services Boat. The boat is a heavy duty 12 foot inflatable Mercury Hypalon watercraft. The boat is used to respond to natural/manmade disasters involving high levels of water that do not allow wheeled vehicles to travel. The boat will be used to assist residents out of homes when trapped by high water, transport supplies to trapped residents, and ferry officials through flooded areas to assess damage. The boat can be used to assist other agencies requesting mutual aid. (41.1.3.a)
- B. Only six people can be in the boat at one time. The boat may only be operated in one foot of water or more. (41.1.3.a)
- C. The Emergency Services Boat may be operated only by those employees designated in Annex I. Designated operators must be able to swim, and be able to safely operate a vehicle while towing the boat to its destination. Operators must be trained in and demonstrate proficiency in the proper use and safety procedures of the boat prior to use. (41.1.3.b)
- D. The boat is maintained by the Emergency Management Team (see Personnel Order 426). Any officer who becomes aware of any mechanical problem or damage will report it in writing to the Emergency Management Coordinator who has overall responsibility for the Emergency Services Boat. Requests to use the boat must be made through the Emergency Management Coordinator. (41.1.3.c)
- E. The Emergency Services Boat Maintenance Checklist (Annex V) will be completed by any employee prior to using the vehicle. The completed forms will be turned in to the Shift Supervisor who will forward copies to the Emergency Management Coordinator.
- F. The Emergency Services Boat is equipped with appropriate decals identifying the vehicle, life vests, oars, flotation devices, blankets and a first aid kit. (41.1.3.d)

V. Surveillance Vehicle

A.

B.

C.

D. The vehicle is maintained by the Investigations and Support Services officers and follows the normal vehicle maintenance schedule for all other Department vehicles (Administrative Order 104 – “Vehicle Maintenance”). The Surveillance Vehicle Maintenance Checklist (Annex VI) will be completed by any employee prior to using the vehicle. The completed forms will be turned in to the Shift Supervisor who will forward copies to both the Detective Sergeant and the Vehicle Maintenance Officer.

E. The Detective Sergeant has overall responsibility for

(41.1.3.d)

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

VI. Ranger Utility Vehicle (UTV)

- A. There is one specialty vehicle designated as a Utility Vehicle (UTV). The UTV is a Polaris Ranger 570. The UTV is used for patrol, disaster response and festivals. The UTV can be used to assist other agencies requesting mutual aid. **(41.1.3.a)**
- B. Only three people can be in the UTV at one time. The UTV may only be operated on off-road areas, including bike paths and sidewalks. Unless all emergency lights are activated, it may not be used on roadways. **(41.1.3.a)**
- C. The UTV may be operated only by those employees designated in **Annex I**. Operators must be trained in and demonstrate proficiency in the proper use and safety procedures of the UTV prior to use. **(41.1.3.b)**
- D. The UTV is maintained by the Emergency Management Team. Any officer who becomes aware of any mechanical problem or damage shall report it in writing to the on-duty supervisor. These shall be forwarded to the Emergency Management Coordinator who has overall responsibility for the UTV. Requests to use the UTV must be made through the on-duty supervisor. **(41.1.3.c)**
- E. The Utility Vehicle Maintenance Checklist (Annex VII) shall be completed by any employee prior to using the vehicle. The completed forms shall be turned in to the Shift Supervisor who will forward copies to the Emergency Management Coordinator.

- F. The UTV is equipped with: **(41.1.3.d)**
1. Emergency lights
 2. Emergency sirens
 3. Police decals
 4. 2-inch ball hitch

By Order of

Patrick Ullrich
Chief of Police
Annexes I-VI



POLARIS UTILITY VEHICLE MAINTENANCE CHECKLIST



SQUAD # 103 MILEAGE _____ HOURS _____ DATE _____

EXTERIOR	GOOD	DEFICIENT	ENGINE	GOOD	DEFICIENT
Emergency lights.			Oil		
Wind shield			Coolant		
Dump tilt			Hoses		
Side doors			Gear shift		
Tires					
INTERIOR					
Sirens					
Seat belts					
Seats in good condition					
Interior clean					

UTILITY VEHICLE REPAIR REQUEST

Officer Performing Inspection / Reporting Problem: _____ Supervisor: _____



POLICE BICYCLE DAILY LOGSHEET



POLICE BICYCLE MAINTENANCE CHECKLIST

BIKE # _____ DATE _____

EXTERIOR	GOOD	DEFICIENT	EQUIPMENT	GOOD	DEFICIENT
Body/Paint			Pedals/Foot clips		
Tires/Wheels/Spokes			Water bottle & cage		
Headlights/Taillights			Seat		
Red & Blue lights			Storage bag		
MECHANICAL	GOOD	DEFICIENT			
Brakes					
Cables					
Shocks					
Gear Shifter					
Chain					

POLICE BICYCLE REPAIR REQUEST

Officer Performing Inspection / Reporting Problem: _____ Supervisor: _____

Comments: _____

BARTLETT POLICE DEPARTMENT



Subject: Respiratory Protection Program Special Order 627

Issued: September 13, 2004
Effective Date: September 13, 2004
Termination Date: N/A

Rescinds: N/A

Reference CALEA Standards:
17.5.2, 46.3.2
Related Directives:
SO615, SO637

Amended Date: October 1, 2020

PURPOSE: This order provides Department members with procedures for the use of respiratory protection for the purpose of escape from a contaminated area during a weapons of mass destruction event, and for protection from airborne infectious diseases.

POLICY: The Bartlett Police Department has a responsibility to develop and implement a respiratory protection program which will contribute to and preserve the health and safety of its members. The Department, within the bounds of available resources, shall provide for the protection of members in incidents involving chemical, biological, or nuclear weapons, and incidents involving airborne infectious diseases. The Department shall comply with OSHA Standard 1910.134 et seq. (Respiratory Protection).

I. Definitions

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

BARTLETT POLICE DEPARTMENT



Subject: Employee Status – Court Orders	Special Order 628
Issued: October 6, 1998	Rescinds: N/A
Effective Date: October 6, 1998	Reference CALEA Standards:
Termination Date: N/A	
Amended Date: October 12, 2015	

PURPOSE: To provide viable assignment alternatives, when applicable, for Department members unable to perform their assigned duties due to limitations imposed by court orders and to provide departmental guidelines of review for the circumstances involving each case.

POLICY: It will be the policy of the Bartlett Police Department to review a Department member's assignment status when external litigation and/or court orders have limited the member's ability to perform required job functions.

I. Responsibility of the Employee

- A. As soon as a member of the Department is involved in a situation in which the likelihood of a job-limiting court order may be imposed (e.g. order of protection, traffic charge with suspension/revocation pending, etc.), the member will notify his/her immediate supervisor in writing and provide available documentation. It will be the responsibility of the supervisor to forward the memo through the chain of command.
- B. If the employee has been served with a court order, the employee will immediately notify his/her supervisor and will comply with the court order. All available documentation will be provided to the immediate supervisor to be forwarded to the Chief of Police via the chain of command.
- C. Any Department employee who has been convicted of a misdemeanor or felony crime of domestic violence as defined in the Gun Control Act of 1968 will upon notice of conviction, notify the Chief of Police through the chain of command. The employee will comply with the Omnibus Consolidated Appropriations Act of 1997 (18 U.S.C 923) and take immediate steps to lawfully dispose of his/her firearms.

II. Department Responsibilities

- A. Upon notification by a Department member of the loss of full duty job abilities, a determination will be made by the Chief of Police for the employee's assignment status, based on the facts and circumstances available at the time of notice.
- B. The Chief of Police or his designee will review the totality of the circumstances and the member's past record to determine whether or not departmental intervention at the request of the member is appropriate.
- C. It will be at the discretion of the Chief of Police or his designee to initiate an Internal Affairs Investigation, if one has not already been completed.
- D. It will be the responsibility of the person handling the Internal Affairs Investigation to ensure a Department representative attends every court date and/or administrative hearing involving the affected Department member.
- E. The person conducting the Internal Affairs Investigation will document and report to the Chief of Police after each hearing with updated information, at which time the Department member's assignment status may be reconsidered.

- F. If at any time the Chief of Police determines that the inability of the member to perform basic job functions has become detrimental to the Department, he will consult with the appropriate village authorities for further consideration of the member's status, which may include an extended suspension or termination of employment.

III. Considerations

- A. Each incidence of a member's absence from full duty due to any of the circumstances described in Section I.A. will be reviewed on a case-by-case basis by the Chief of Police or his designee, with consideration given to the totality of the circumstances surrounding the situation.
- B. The Chief of Police and the Department may attempt to accommodate the affected member who is temporarily restricted from full duty status, pending final rulings with non-law enforcement duties.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Automated External Defibrillators/ Special Order 629
First Aid/CPR

Issued: September 13, 2000
Effective Date: September 13, 2000
Termination Date: N/A

Rescinds: Personnel Order 415

Reference CALEA Standards:

Related Directives:
AO124

Amended Date: May 1, 2018

PURPOSE:

The purpose of this Order is to define department policy regarding first aid provided by members of the department and the use, storage and maintenance of the Automated External Defibrillator (AED) machines.

POLICY:

All personnel of the Bartlett Police Department have the responsibility to give first aid to any person in need. As first responders, Bartlett Police personnel are able to render this aid in medical emergencies in a timely fashion. The trained use of automated external defibrillators can increase the number of lives saved. It will be the policy of the Bartlett Police Department to train selected personnel in the use of AED machines and to use these machines in appropriate medical emergencies. All officers and CSOs will be trained in basic first aid and CPR. Officers will be trained in the use of the Naloxone kits.

I. Treatment of Injuries/Basic First Aid

- A. An accident or sudden illness may cause an emergency which necessitates immediate first aid/CPR, and subsequent medical attention. The Bartlett Fire Protection District is well equipped to handle all emergencies and life threatening problems. In the case of a medical emergency, the officer, employee or supervisor should contact them immediately. The person calling should be ready to describe the situation and give the location of the emergency. If possible, determine the nature of the illness or complaint from the patient; what medication, if any, was taken, and the patient's doctor's name.
- B. Only qualified personnel should treat someone during a medical emergency. Appropriate first aid actions should be taken only to the degree an employee has been trained in. Use Personal Protective Equipment (PPE) for example, gloves, mouth shield, etc. Help the ill or injured person remain calm by assuring them that help is on the way.

II. Equipment

- A. The Bartlett Police Department maintains First Aid/Rescue Bags. There are 11 bags for squad cars, as well as bags for special events. Officers will check out their bag and secure it in the squad car at the beginning of their shift according to the 911Tech System in Administrative Order 124. The bags will then be returned to the equipment room at the end of their shift. The contents of the bags will be checked and replenished by the Commander, or designee, using the First Aid Bag Checklist (Annex II)
- B. There are three first aid supply boxes located in the police station (Holding Facility, Lunchroom, First Floor Patrol/Records work area). These boxes are maintained and replenished once a month by American First Aid Services.
- C. The Bartlett Police Department will use six "Heart Start FRX" AED machines and 20 "Heartstream FR2" overseen by the Director of Emergency Medical Services (EMS) at Advocate Sherman Health in Elgin.
- D. Instruction and maintenance of the AED machines will be conducted in accordance with **410 ILCS 4/1 et al.**
- E. Each on duty marked patrol unit will have one AED machine. Officers will check out the AED and secure it in the squad car at the beginning of their shift. The AEDs will then be returned to the equipment room at the end of their shift. Additional machines will be kept in the station, one on each floor.

F.

Training will be completed during CPR/AED/First aid training every odd-numbered year. Training and administration is in accordance with Public Act 096-0361. An Incident/Offense Report will be completed by the administering officer any time a Naloxone kit is used.

G.

completed by the Narcan Program Administrator any time a Naloxone kit is used and sent to the DuPage Health Department.

III. AED Procedures

- A. Only those personnel who have received training in the use and operation of the AED will be allowed to operate the machine. Trained AED users must have received training either through the Department or through a qualifying outside agency that follows the American Red Cross or the American Heart Association course of training.
- B. Whenever an AED machine is used, the Report of Use (Annex I) will be completed. The use will also be documented in an Incident/Offense Report.

By Order of

Patrick Ullrich
Chief of Police

Annex I-III

**AUTOMATED EXTERNAL DEFIBRILLATOR
REPORT OF USE***This form is to be completed every time an AED is applied to a patient.*

Agency/Company _____	
Contact Person _____	
Date of AED use _____	Time _____
Name of victim (if available) _____	
Name of person who determined patient unresponsiveness _____	
Was the victim breathing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did the victim have a pulse? <input type="checkbox"/> Yes <input type="checkbox"/> No
Was unresponsiveness witnessed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was CPR in progress before AED application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of person(s) who administered CPR _____	
Name of person who operated AED _____	
Was shock advised? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times was shock administered? _____	
Time 911 called _____ Responding Ambulance _____	
Was pulse present on arrival of the first emergency vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was patient breathing on arrival of the first emergency vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Heart Rhythm (attach printout from AED)	
Initial _____	
Final (on arrival of emergency vehicle) _____	
Was there any problem with AED application or use? Please explain: _____ _____ _____	

Submit completed form and attachments within one week of incident to:
Sherman Hospital – EMS • 934 Center Street • Elgin IL 60120

**Greater Elgin Area Mobile Intensive Care Program
Sherman Hospital**



BARTLETT POLICE DEPARTMENT

Subject: Liquor & Tobacco Compliance	Special Order 630
Issued: October 27, 2004	Rescinds: N/A
Effective Date: October 27, 2004	
Termination Date: N/A	
Reference CALEA Standard(s):	
Amended Date: May 1, 2013	

POLICY: It will be the policy of the Bartlett Police Department to uniformly enforce the Village Liquor and Tobacco Codes by conducting compliance check control buy operations on a continuous basis.

PURPOSE: To define the procedures used to check compliance of licensed establishments selling alcoholic beverages and tobacco products in Bartlett. When compliance checks are conducted, every effort will be made to complete a check at all vendors licensed to sell the applicable product in Bartlett.

I. Definitions

- A. Compliance Check – A supervised attempt by an underage youth to purchase either tobacco or alcohol at a vendor licensed to sell those products.
- B. Licensee – Holder of a license to sell alcoholic beverages or tobacco, or both.
- C. Observers – Civilians who are pre-approved by the Chief of Police to view the control buy operations.
- D. Official Identification – Picture identification issued by the State of Illinois in the form of a driver's license or state ID card.
- E. Youth Participant – A volunteer under the legal age to purchase alcohol or tobacco products who assists the Police Department with the compliance check operation.
- F. Supervising Officer (SO) – An officer assigned to the compliance check operation to oversee the youth participant.
- G. The Village of Bartlett's Tobacco Enforcement Program Application "Plan" – The plan submitted to the Illinois Liquor Control Commission to assist in the compliance checks conducted (**Annex IV**).

II. Pre- Compliance Check Procedures

- A. The Support Services Sergeant will be responsible for establishing a twelve-month schedule for monitoring all liquor and tobacco licensees in the Village which are open to the public. The schedule shall be submitted to the Chief of Police for review prior to implementation. Licensees that limit sales to employees or members will not be checked on a regular basis. Operations will be conducted at least three times a year or as otherwise directed by the Chief of Police.
- B. Operations may also be conducted, with approval of the Chief of Police, in response to documented citizen complaints of underage purchases. The reasons for this special operation will be transmitted by the Support Services Sergeant to the Chief of Police via a "To-From" memorandum.
- C. The Support Services Sergeant will assist in obtaining the Youth Participant to be utilized during the compliance checks. Tobacco enforcement Youth Participants will be between 15 and 17 years of age; Liquor enforcement Youth Participants will be between 18 and 20 years of age. All Youth Participants will be approved prior to the operation date by the Chief of Police.
 1. A certified copy of the Youth Participant's birth certificate from the County shall be furnished to the SO prior to the operations.
 2. All Youth Participants should be of good character. They will have no record of liquor or tobacco-related violations, nor will they have made any prior attempts to unlawfully purchase these items.

3. Youth Participants should have the appearance, demeanor and mannerisms appropriate to their age.
4. Youth Participants will dress appropriately for their age group, and will not have facial hair, nor wear any type of heavy make-up or excessive jewelry.
5. A photograph of the Youth Participant will be taken prior to the start of the compliance check.
6. Youth Participants under the age of 18 will have a parent complete a Parental Consent Form (Annex I) prior to the operation date.
7. Youth Participants over the age of 18 will complete a Youth Participant Consent Form (Annex II).
8. A training session will be held prior to the compliance check. The Youth Participant Guidelines (Annex III) form will be reviewed with the Youth Participant by the SO.

III. Compliance Check Procedures

- A. The Youth Participant will carry legal identification, either a current school ID card or a legal Illinois driver's license. If an adult observer, other than a Bartlett police officer, is used, the adult observer will be instructed to dress in a casual manner and will make no effort to confuse the sales person or otherwise influence a sale to the Youth Participant.
- B. A Bartlett police officer will drive the Youth Participant and the adult observer to each tobacco/alcohol vendor location to be checked. The Youth Participant will be accompanied into the location by either the adult observer or the police officer. If no adult observer is used, a police officer will be present within the business during the purchase attempt. The Youth Participant will attempt to make a purchase of either tobacco or alcohol. If the youth's age is questioned, they will provide their legal age and show valid identification.
- C. The Youth Participant will be courteous and polite at all time and will not argue or make any effort to influence the decision of the sales person.
- D. At the completion of a sale or if refused, the Youth Participant will immediately leave the business and report to the police officer. The adult observer, if possible, will remain in the business for the purpose of correct identification of the person making the sale. If the police officer is present, he/she will advise the offender of the sale and issue the appropriate citation.
- E. The safety of the Youth Participant and the adult observer will not be compromised at any time.

IV. Post Compliance Check Procedures

- A. Upon completion of a series of compliance checks, the Support Services Sergeant or his/her designee will forward a report of the outcome to the Chief of Police. The report will contain the name of each business checked, the result of the check, if a citation was issued when a sale was completed and the recommended follow up.
- B. When compliance with the local ordinance is gained and no sale is completed, a congratulatory letter will be sent to the business.
- C. When a sale is completed and a citation issued, the business will be notified via the following format:
 1. Alcohol Vendors
 - a. If the violation is a first offense, a warning letter will be sent to the business and vendor education classes will be offered.
 - b. If the violation is a second offense, a meeting will be scheduled between the business owner and the Village President who acts as Liquor Commissioner. The future status of the applicable liquor license will be discussed at this meeting.

- c. If the violation is a third or subsequent offense, a complaint against the business will be drafted and a hearing in front of the Liquor Commissioner will be scheduled. Based on the number of sales completed, the Liquor Commissioner may fine the business, require additional employee training or suspend or revoke the liquor license issued to the business.
- 2. **Tobacco Vendors**
 - a. Warning letters will be sent to the business advising of the sale.
 - b. Vendor education classes will be offered.
- D. Youth Participants will be available for testimony at hearings and field court proceedings at the request of the Village Prosecutor. If possible, the same clothing will be worn for these proceedings as was worn during the compliance check.
- E. At the completion of each compliance check, regardless of the outcome, the Youth Participant, adult observer/police officer will complete an Inspection Outcome Report.

By Order of:

Patrick Ullrich
Chief of Police

Annex I-IV



DEPARTMENT OF POLICE



The Village of
Bartlett

Police Department, 228 South Main Street, Bartlett, Illinois 60103-4495
 Telephone 630-837-0846 Fax 630-837-0865

PARENT/GUARDIAN CONSENT FORM
Release and Hold Harmless Agreement

I, _____, parent and/or legal guardian of _____, do hereby give permission for my son/daughter/ward to participate in a Bartlett Police Department compliance check controlled buy operation. I understand that my son/daughter/ward, acting as a Youth Participant of the department will be attempting to purchase items which normally cannot be legally sold to minors.

In consideration of the foregoing, the undersigned, on behalf of myself and my son/daughter/ward, hereby releases and holds harmless the Village of Bartlett, its Police Department, and their respective officers, officials and/or employees, harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the Village of Bartlett Police Department. In addition, the undersigned intends, by executing this release and hold harmless, to waive all claims the undersigned and/or my son/daughter/ward has or may in the future have whatsoever against the Village of Bartlett, its Police Department, and their respective officers, officials and/or employees.

I understand my son/daughter/ward may be requested to appear in administrative proceedings before the Village of Bartlett Liquor/Tobacco Commission and/or the Circuit Court of Cook County – District 3 Rolling Meadows. I will cooperate in making my son/daughter/ward available for these appearances.

Parent/Legal Guardian Signature

Date



450th Nationally
 Accredited



DEPARTMENT OF POLICE



The Village of
Bartlett

Police Department, 228 South Main Street, Bartlett, Illinois 60103-4495
 Telephone 630-837-0846 Fax 630-837-0865

YOUTH PARTICIPANT CONSENT FORM
 Release and Hold Harmless Agreement

I, _____, am voluntarily agreeing to assist the Bartlett Police Department in a compliance check controlled buy operation. I am doing this freely and not part of any plea agreement or in lieu of any other legal action.

In consideration of the foregoing, the undersigned hereby releases and holds harmless the Village of Bartlett, its Police Department, and their respective officers, officials and/or employees, harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the Village of Bartlett Police Department. In addition, the undersigned intends, by executing this release and hold harmless, to waive all claims the undersigned has or may in the future have whatsoever against the Village of Bartlett, its Police Department, and their respective officers, officials and/or employees.

I understand that my participation in this compliance check controlled buy operation does not endow me with any police powers, and I will not take enforcement action of any kind, including, but not limited to arrest, search, seizure of property, or use of force.

I understand I may be requested to appear in administrative proceedings before the Village of Bartlett Liquor/Tobacco Commission and/or the Circuit Court of Cook County – District 3 Rolling Meadows, and will comply with all such requests to appear.

 Youth Participant Signature

 Date



450th Nationally
 Accredited



YOUTH PARTICIPANT GUIDELINES

As a participant of the Tobacco Enforcement Program, you will adhere to the following guidelines. Your failure to comply with these guidelines can and will result in your termination from the program.

- Youth participant will conduct himself/herself in a professional manner at all times.
- Youth participant will indicate to the program supervisor when he/she feels uncomfortable at any location.
- Youth participant will not use profanity
- Youth participant will arrive promptly at the scheduled work time to ensure timely departure. Failure to arrive on time will be considered "tardy".
- Youth participant will contact the program supervisor no less than 24 hours before the scheduled work time in the event of an expected absence.
- Youth participant will contact the program supervisor no less than two (2) hours before the scheduled work time in the event of an unexpected absence.
- Youth participant will be allowed only one (1) excused absence and one (1) excused tardy. Any more can result in my termination from the program.
- Participation in this project will not have a negative affect on the youth participant's academic or household responsibilities.

THE VILLAGE OF BARTLETT'S TOBACCO ENFORCEMENT PROGRAM APPLICATION “PLAN”

GOALS

The goal of the Bartlett Police Department is to conduct a program that will have an end result of no tobacco product sales to underage persons.

SHORT TERM STRATEGIES

The tobacco ordinance enforcement program will be continued. We will continue to use underage youth participants to conduct compliance checks attempting to purchase tobacco at all local vendors.

The Bartlett Police Department will disperse to all vendors the Tobacco Retailer Kit, which is provided by the Illinois Liquor Control Commission.

The community will be notified via news releases of upcoming compliance checks and the results of the checks. The vendors then will be notified of the outcome of their business.

LONG TERM STRATEGIES

While conducting the compliance checks, we will continue to comply with the “Kids Can’t Buy ‘Em Here” protocol. The vendors who are new to the program will receive a written warning on the first round violations, and will be charged under local ordinance for any further violations. Any repeat vendors in the program will be charged throughout all three compliance checks for any violations.

The program will be ongoing with a minimum of three compliance checks annually. Vendors who continue to sell products to underage persons will face hearings and possible license suspensions.

Vendor education programs will be offered on an annual basis or when requested.

The Alternative to Suspension Tobacco Cessation classes are offered to offenders as an alternative to a citation when underage persons are found in possession of tobacco products.

PROGRAM PROMOTION

Our tobacco enforcement program is promoted through the following media:

- Press releases and letters to vendors
- Continuous enforcement with underage persons found in possession of tobacco
- Ongoing compliance checks scheduled a minimum of three times annually
- Vendor education programs when needed

BARTLETT POLICE DEPARTMENT



**Subject: Bias Based Profiling/
Discriminatory Practices/
Traffic Stop Data Collection Procedure**

Special Order 631

Issued: November 28, 2000

Rescinds: N/A

Effective Date: November 28, 2000

Reference CALEA Standards:

Termination Date: N/A

1.2.9, 1.2.3

Amended Date: December 21, 2011

PURPOSE:

The purpose of this Order is to prevent and prohibit the practice of bias based profiling and other discriminatory practices by any member of the Bartlett Police Department. This Order will also serve to describe how the Department will comply with the requirements of Illinois Public Act 93-209, a four-year study of Traffic Stops and Data Collection.

POLICY:

It is the policy of this Department to investigate suspicious persons, incidents and other activities that officers encounter on patrol. It is also the intent of the Department to respect and protect the constitutional rights of all individuals during law enforcement contacts and/or enforcement actions. In the absence of any specific report, the race, ethnic background, age, gender, sexual orientation, religion, economic status or cultural group of any person will not be the basis for the detention, interdiction or other disparate treatment of any individual by any member of the Bartlett Police Department. The Department will participate in a four-year study of traffic stops by collecting data as required by law and forwarding it to the Illinois Department of Transportation (IDOT).

I. Definitions

- A. Bias based profiling is the detention, interdiction, or other disparate treatment of an individual on the basis of the race, ethnic background, age, gender, sexual orientation, religion, economic status or cultural group of such individual.
- B. Data Collection is the gathering of information by a police officer on individuals subjected to traffic stops as a result of violations of the Illinois Vehicle Code or similar municipal ordinance.
- C. Census Benchmarking is a process of establishing a reference point to serve as a basis for comparing or judging Traffic Stop Data.

II. Procedures

(1.2.9.a)

- A. Bias based profiling of individuals is strictly prohibited by members of the Bartlett Police Department.
 1. In the absence of a specific report, race or ethnicity of an individual shall not be a factor in determining the existence of probable cause to place in custody or arrest an individual, or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.
 2. In response to a specific credible report of criminal activity, race or ethnicity of an individual shall not be the sole factor in determining the existence of probable cause to place in custody or arrest an individual.
 3. Officers must be able to articulate specific facts, circumstances and conclusions that support probable cause or reasonable suspicion for any search or seizure, including but not limited to traffic stops, field contacts, and in arrest seizure forfeiture efforts.
- B. Stops or detentions based on race, age, gender, or sexual orientation or any other prejudicial basis by any member of the Bartlett Police Department are prohibited.
 1. The detention of any individual, which is not based on factors related to a violation of federal law, Illinois statutes, Village Ordinances, or any combination thereof, is prohibited.
 2. No officer shall stop, detain, or search any person when such action is motivated by race, color, ethnicity, age, gender, or sexual orientation.
 3. Officers must be able to articulate specific facts, circumstances and conclusions that support probable cause or reasonable suspicion for any search or seizure, including but not limited to traffic stops, field contacts, and in arrest seizure forfeiture efforts.

- C. Asset seizure and forfeiture efforts and procedures shall be based on violations of federal law, Illinois statutes or any combination thereof and shall not be motivated by race, color, ethnicity, age, gender, sexual orientation, religion, economic status or cultural group.

III. Traffic Stop Statistical Study

- A. Whenever an officer issues a uniform traffic citation or warning citation subsequent to a traffic stop for an alleged violation of the Illinois Vehicle Code, he or she shall record on the citation and on a Data Collection Sticker (Annex I), which shall be attached to the back of the Police Records Copy of the citation, the following:
1. The name, address, gender, and the officer's subjective determination of the race of the person stopped; the person's race shall be selected from the following list:
 - a. Caucasian;
 - b. African-American;
 - c. Hispanic;
 - d. Native American/Alaskan;
 - e. Asian/Pacific Islander.
 2. The alleged traffic violation that led to the stop of the motorist chosen from the following:
 - a. Moving Violation;
 - b. Equipment Violation;
 - c. License Plate/Registration.
 3. If the alleged violation is a moving violation, the type of violation shall be indicated from the following list:
 - a. Speed;
 - b. Lane Violation;
 - c. Seat Belt;
 - d. Traffic Sign or Signal;
 - e. Following Too Close;
 - f. Other.
 4. The make and year of the vehicle stopped.
 5. The date and time of the stop, beginning when the vehicle was stopped and ending when the driver is free to leave or taken into physical custody.
 6. The reporting beat number (sub-beat) location of the observation of the traffic violation and the type of roadway selected from the following:
 - a. Interstate;
 - b. U.S. Highway;
 - c. State Highway;
 - d. County/Township Road;
 - e. City Road.
 7. Whether or not a search contemporaneous to the stop was requested of the vehicle, driver, passenger, or passengers; and, if so, whether consent was given or denied.
 8. Whether or not a search contemporaneous to the stop was conducted of the vehicle, driver, passenger, or passengers; and if so, what the search type was from the following list:
 - a. Consent;
 - b. Reasonable Suspicion;
 - c. Probable Cause;
 - d. Incident To Arrest;
 - e. Custodial Arrest;
 - f. Drug Dog Alert;
 - g. Other.
 9. The results of the search if a search was conducted, chosen from the following list:
 - a. Drugs/Alcohol/Paraphernalia;
 - b. Weapons;
 - c. Stolen Property;
 - d. Other.
 10. If contraband was found during a search, the location found, type and amount of contraband seized.
 11. The name and badge number of the issuing officer.

- B. Whenever an officer stops a motorist for an alleged violation of the Illinois Vehicle Code and does not issue a uniform traffic citation or warning citation subsequent to a traffic stop for an alleged violation of the Illinois Vehicle Code (Verbal Warning – no copy issued to the violator), he or she shall complete a Warning Notice and utilize a Data Collection Sticker (Annex I), which shall be attached to the back of the Police Records Copy, that records the following;
1. The name, address, gender, and the officer's subjective determination of the race of the person stopped; the person's race shall be selected from the following list:
 - a. Caucasian;
 - b. African-American;
 - c. Hispanic;
 - d. Native American/Alaskan;
 - e. Asian/Pacific Islander.
 2. The alleged traffic violation that led to the stop of the motorist chosen from the following:
 - a. Moving Violation;
 - b. Equipment Violation;
 - c. License Plate/Registration.
 3. If the alleged violation is a moving violation, the type of violation shall be indicated from the following list:
 - a. Speed;
 - b. Lane Violation;
 - c. Seat Belt;
 - d. Traffic Sign or Signal;
 - e. Following Too Close;
 - f. Other.
 4. The make and year of the vehicle stopped.
 5. The date and time of the stop, beginning when the vehicle was stopped and ending when the driver is free to leave or taken into physical custody.
 6. The reporting beat number (sub-beat) location of the observation of the traffic violation and the type of roadway selected from the following:
 - a. Interstate;
 - b. U.S. Highway;
 - c. State Highway;
 - d. County/Township Road;
 - e. City Road.
 7. Whether or not a search contemporaneous to the stop was requested of the vehicle, driver, passenger, or passengers; and, if so, whether consent was given or denied.
 8. Whether or not a search contemporaneous to the stop was conducted of the vehicle, driver, passenger, or passengers; and if so, what the search type was from the following list:
 - a. Consent;
 - b. Reasonable Suspicion;
 - c. Probable Cause;
 - d. Incident To Arrest;
 - e. Custodial Arrest;
 - f. Drug Dog Alert;
 - g. Other.
 9. The results of the search if a search was conducted, chosen from the following list:
 - a. Drugs/Alcohol/Paraphernalia;
 - b. Weapons;
 - c. Stolen Property;
 - d. Other.
 10. If contraband was found during a search, the location found, type and amount of contraband seized.
 11. The name and badge number of the issuing officer.
- C. **The officer will not ask the driver, or when necessary, the passenger their race. The officer will use his or her subjective determination of the person's race using the individual's driver's license and the officer's own observation to make this determination. Officers should consult with their supervisors for any clarification.**

IV. Data Tabulation, Dissemination and Analysis

- A. The standardized forms for data collection shall be provided by the Department and will be utilized by the officer collecting this data. Data Collection Stickers will be attached to the Department copy of the Uniform Traffic Citation for the primary stop violation committed by the driver of the Illinois Vehicle Code or similar municipal ordinance when a citation or written warning is issued.
- B. The Records Section will be responsible for tabulating the data collected and transmitting it to IDOT in a format approved by IDOT by March 1st with regard to data collected during July through December of the previous calendar year and by August 1st with regard to data collected during January through June of the current calendar year.
- C. Information related to the data collected as required by the Public Act 93-209 and this Order is not subject to the Freedom of Information Act and shall not be released to the public or other organization(s) unless required by law or order of court.
- D. Patrol Commanders will conduct periodic checks of citations, written warnings and verbal warnings to ensure completeness and consistency as well as evaluate training needs and, if necessary, disciplinary action. Quarterly reports summarizing the evaluation process will be prepared and submitted to the Deputy Chief of Operations. Reports will be due within 30 days following the end of the quarter.
- E. Census Benchmarking is a process best undertaken by those individuals trained in the study of the social sciences. Northwestern University's Center for Public Safety will be analyzing traffic stop data in Illinois under a contract with IDOT. The Bartlett Police Department will review the findings as reported by Northwestern University and IDOT as part of its internal analysis process. The Department may also engage its own benchmarking study using other processes which adjust the population for such factors as vehicular traffic on major state highways and shifts based on daytime and evening populations in primarily residential communities.

V. Training

- A. All Department members will receive training annually on the harms of bias based profiling and discrimination, including legal aspects and a review of this policy. The Department will include as part of its In-Service Training Program to officers concerning cultural diversity, including sensitivity toward racial and ethnic differences. (1.2.9.b)
- B. Additional diversity and sensitivity training will be designated for members with sustained bias based profiling or other sustained discrimination complaints filed against them. (1.2.9.c)

VI. Duties of Members

- A. Any employee who believes there is, or is made aware of any violation of this Order, will immediately contact his/her immediate supervisor.
- B. All complaints of bias based profiling or discriminatory practices will be investigated in accordance with the established internal affairs procedures.
- C. Each supervisor will be responsible for continually monitoring and examining all members under their direct supervision to ensure that members' actions and activities adhere to this policy and to discover any indications of racial profiling or discriminatory practices.

VII. Disciplinary Procedures (1.2.9.c)

- A. Appropriate discipline will be implemented for non-compliance with this policy up to and including dismissal.
- B. Failure to report any observed or known violations of this order by any member of the Department will result in disciplinary action.

VIII. Administrative Review (1.2.9.d)

- A. There will be an annual documented review of this Order and Department practices conducted by the Chief of Police, or his designee.
- B. The review will include concerns expressed by citizens.

By Order of:

Patrick Ullrich
Chief of Police

Annex I

RACE		<input type="checkbox"/> White	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American		<input type="checkbox"/> Native Hawaiian or		
<input type="checkbox"/> American Indian or Alaska Native		Other Pacific Islander		
SUBBEAT OF VIOL:		SEARCH REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
		SEARCH CONDUCTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
SEARCH TYPES: (indicate number)		Vehicle _____	<input type="checkbox"/> Passenger 3 _____	<input type="checkbox"/>
1 – Consent		Driver _____	<input type="checkbox"/> Passenger 4 _____	<input type="checkbox"/>
2 – Reasonable Suspicion		Passenger 1 _____	<input type="checkbox"/> Passenger 5 _____	<input type="checkbox"/>
3 – Probable Cause		Passenger 2 _____	<input type="checkbox"/> Passenger 6 _____	<input type="checkbox"/>
4 – Incident to Arrest		Contraband Found Yes _____ No _____		
5 – Custodial Arrest		If yes, check box(es) above where it was found		
6 – Other		If yes, what was found:		
7 – Consent Search Request Denied		<input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Paraphernalia <input type="checkbox"/> Weapon <input type="checkbox"/> Stolen Property <input type="checkbox"/> Other		
Police Dog Sniff Search		Contraband Found Yes _____ No _____		
<input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, check box(es) above where it was found		
Dog Alert?		If yes, what was found:		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Paraphernalia <input type="checkbox"/> Weapon <input type="checkbox"/> Stolen Property <input type="checkbox"/> Other		
Duration of Stop: minutes		Amount of drug contraband found in grams: <input type="checkbox"/> < 2 <input type="checkbox"/> 2-10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> >100		

RACE		<input type="checkbox"/> White	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American		<input type="checkbox"/> Native Hawaiian or		
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SUBBEAT OF VIOL:		SEARCH REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
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SEARCH TYPES: (indicate number)		Vehicle _____	<input type="checkbox"/> Passenger 3 _____	<input type="checkbox"/>
1 – Consent		Driver _____	<input type="checkbox"/> Passenger 4 _____	<input type="checkbox"/>
2 – Reasonable Suspicion		Passenger 1 _____	<input type="checkbox"/> Passenger 5 _____	<input type="checkbox"/>
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<input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, check box(es) above where it was found		
Dog Alert?		If yes, what was found:		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Paraphernalia <input type="checkbox"/> Weapon <input type="checkbox"/> Stolen Property <input type="checkbox"/> Other		
Duration of Stop: minutes		Amount of drug contraband found in grams: <input type="checkbox"/> < 2 <input type="checkbox"/> 2-10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> >100		



BARTLETT POLICE DEPARTMENT

Subject: Grant Management

Special Order 634

Issued: April 25, 2019

Rescinds: N/A

Effective Date: April 25, 2019

Reference CALEA Standards:

Termination Date: N/A

Amended Date: N/A

**Related Directives: SO631;
AO103: AO109: Rule 52**

PURPOSE: This policy creates a grant management system for initiating grant applications, assigning responsibilities and accountability to specific Department members, and insuring grant-required reporting procedures are followed.

POLICY: It is the policy of the Bartlett Police Department to use awarded grant funds as a means to assist in financially supporting programs, equipment, and/or personnel essential to fulfilling overall Department goals and objectives. The Department shall apply for grants, insofar as possible, to fund the implementation of new programs or to supplement existing programs. Grant based programs and expenditures shall be properly managed and coordinated among Department members to insure that funds are expended in a timely fashion and in accordance with grant guidelines. Grant guidelines and procedures shall be strictly adhered to.

I. Definitions

- A. **Grant:** The award of funds to the Police Department, for the purpose of providing supplemental services or programs. Grants are normally made by federal, state, and local governments, and by corporations, foundations, and service organizations.
- B. **Grants Manager:** A Department member who has primary responsibility for the pursuit of, application for, and overall administration of allowable grant funding. The Accreditation Manager shall serve as the Grants Manager.
- C. **Project Director:** The Department member named in an individual grant application, or appointed by the Chief of Police, as being responsible for the administration and operations of a specific grant-funded project. The Project Director is responsible for timely submission of fiscal and operational status reports and for organizing and maintaining operational and fiscal records for grantor audit purposes.

II. Procedures

- A. No member of the Department, shall seek grant funding, submit an application for a grant, participate in a grant program, or commit the Department to a grant program without the prior approval of the Chief of Police or his/her designee.
- B. Any member of the Department seeking grant funding for a police program or who learns that the Department has been made eligible for grant funding shall submit this information via internal correspondence (email or memorandum) through the chain of command to the Deputy Chief of Support Services. When available, copies of the grant announcement, application, and application instructions shall be forwarded with the internal correspondence. The correspondence shall provide the information needed to prepare a grant application or to look for potential funding sources. This information may include, but is not limited to:
 1. Objective of the grant. Is it consistent with the mission of the Bartlett Police Department?
 2. Funding Source, i.e. announcement, solicitation, legislation, legislative contact, etc.
 3. Substantive elements of the program:
 - a. Resources required.
 - b. Department units involved.
 - c. Matching funds or matching resources required.
 - d. Identity of subcontractors involved (other agencies, private or nonprofit organizations, etc.).
 - e. Identity and contact information of other project directors.

- f. Associated documentation required, e.g. Programmatic Risk Assessments, budget templates, conflict of interest disclosures, lobbying disclosures, non-compliance disclosures.
- C. Final authority for any grant approval rests with the Chief of Police.
- D. If it is determined that the Department will apply for the grant, the Deputy Chief of Support Services, aided by the Grants Manager and/or designated Project Director, shall be responsible for the development and submission of the application.
- E. If the grant is approved, the Deputy Chief of Support Services shall be responsible for the preparation of all required contracts, Village resolutions, etc.
- F. The designated Project Director, with the assistance of the Grants Manager, shall be responsible for all required reporting and general overview and supervision of the grant.

III. Project Director Responsibilities

- A. The Project Director is responsible for:
 - 1. The timely submission of fiscal and operational status reports.
 - 2. Scheduling and tracking work performed under the grant.
 - 3. Ensuring work performed is signed-off by the Department member and supervisor.
 - 4. Organization and maintenance of all operational and fiscal records for audit purposes.
 - 5. Notifying the Grants Manager of the following:
 - a. Requests for grant extensions.
 - b. Budget modifications.
 - c. Changes in assigned Project Director.
 - d. Cost overruns and underruns.
 - e. Purchasing problems or delays.
 - f. Problems with grant sub-contractors or vendors (performance, contractual, fiscal, etc.).
 - 6. Meeting periodically with the Deputy Chief of Support Services, Grants Manager, and members of the Finance Department, to report on the status of the grant.

IV. Grants Manager Responsibilities

- A. The Grants Manager is responsible for developing the grant application with the Project Director to ensure that:
 - 1. The application addresses the allowable needs of the Department.
 - 2. The application meets the requirements and format of the grantor and ensures that the fiscal requirements of the grantor and the Village of Bartlett are satisfied without conflict.
 - 3. The Department has identified the federal and State statutes that correspond to the grant.
 - 4. The application is completed properly prior to being submitted to the Chief of Police for review and approval.
 - 5. The grant proposal is processed and submitted to the grantor.
 - 6. Grant guidelines and terms are complied with.
 - 7. Progress reports are reviewed for accuracy and compliance with funding guidelines, and are submitted to the grantor on time.
 - 8. Upon receipt of the completed fiscal cost report and reimbursement voucher, they are forwarded to the grantor with a cover letter and progress report for reimbursement.
 - 9. The grantor reimburses the Department for all applicable expenses.
 - 10. Grant program outcomes are tracked and reported to the Chief of Police periodically through the chain of command.

- B. The Grants Manager shall work with the Village of Bartlett Finance Department to ensure all financial reporting obligations are met, including compliance with the Illinois Grant Accountability and Transparency Act (30 ILCS 708/1 et seq.). All grant financial information shall be submitted to the Finance Department along with all expenditures associated with the specific grant.
- C. The Grants Manager shall maintain all relevant grant documentation, including applications, records of services, performance, and goods delivered, and financial reports, for a minimum of five (5) years from the grant's closing date, or otherwise in accordance with the Illinois Local Records Act (50 ILCS 205/).
- D. The Grants Manager shall be responsible for fiscal controls that govern grant program delivery, including, but not limited to:
 - 1. Quality assurance reporting.
 - 2. Unit cost and expense analysis and management.
 - 3. Compliance with accreditation standards and licensing requirements.
 - 4. Performance measurements are tied to financial data, e.g. number of arrests or citations compared to funding.
 - 5. Providing budget data, e.g. salary, fringe, personnel and equipment costs.
 - 6. Generating purchase orders in conjunction with the Finance Department.
 - 7. Ensuring accurate invoicing and having a second person sign off on invoices.
 - 8. Ensuring that monies are expended on reasonable, necessary, and prudent grant related purchases.
 - 9. Ensuring that Department revenue and expenditure records balance with Finance Department records.
- E. The Grants Manager shall identify each federal grant program in operation by CFDA (Catalog of Federal Domestic Assistance) title and number. All Federal grant financial information shall be submitted to the Finance Department along with all expenditures associated with the specific grant. The Finance Department will track each federal grant by CFDA title, number, year, and name of the federal agency, and will maintain a document file for each grant. All grant records and files will be updated throughout the year.

V. Other Provisions

- A. All grant funds, property, or other assets shall be used for their intended and authorized purpose and shall be safeguarded from any unintentional use or disposition.
- B. All grants are subject to an independent audit by the Village of Bartlett Finance Department, auditing officials retained by the Village, and/or audits by the granting authority, in addition to any audit deemed reasonable and necessary by the Chief of Police. All members of the Department who have participated within the affected grant shall cooperate fully with any authorized grant auditor.
- C. Any real or perceived conflict of interest related to the selection, award, or administration of grants shall be reported to the Deputy Chief of Support Services as soon as possible. A conflict of interest occurs when an individual's private interests might reasonably be construed to affect his or her independent, unbiased judgment, or there is potential for improper personal gain or influence, in applying for, conducting, managing, or reporting on any grant.
- D. Department members are prohibited from falsifying any grant applications, documentation, or financial reporting of grants (see also Rules of Conduct no. 52).
- E. Department members are prohibited from any form of discrimination or disparate treatment pertaining to the selection, award, or administration of grants (see also Special Order 631 and the Village of Bartlett Anti-Harassment and Anti-Discrimination Policy).
- F. Any complaints or grievances related to the administration of grants shall be resolved in accordance with applicable collective bargaining agreements, Department policies, or Village of Bartlett procedures.

- G. The Department shall obtain written approval from the grantor when key personnel change or the funding scope changes during any grant. Notification to the grantor shall be in writing either on grantor forms or Bartlett Police Department letterhead.
- H. Any changes in the eligibility of the Bartlett Police Department to participate in a grant shall be reported to the grantor in writing, either on grantor forms or Bartlett Police Department letterhead.
- I. Grants involving matching funds may require approval of the Village Administrator or Village Board. Reporting of matching funds should be done in conjunction with the Finance Department and include sign-off by a second person.
- J. In instances where a grant awarded to the Bartlett Police Department involves a sub-grantee/sub-recipient/sub-award, the Grants Manager shall ensure that the sub-grantee/sub-recipient performs its responsibilities appropriately and consistent with the terms of the grant. The Grants Manager shall monitor the sub-grantee/sub-recipient with on-site reviews whenever possible but may also, under certain circumstances and with the approval of the Deputy Chief of Support Services, use desk/quantitative review.
- K. Department members shall report any instances of grant fraud, waste, or abuse to their immediate supervisor. Fraud, waste, and abuse may be investigated in accordance with Administrative Order 103 Internal Affairs Manual/Procedure – Sworn, and Administrative Order 109 Non-Sworn Employee Disciplinary Procedures. Grant fraud awareness information for Department members is located in Annex I and shall be provided to sub-grantees/sub-recipients as appropriate.

By Order of

Patrick Ullrich
Chief of Police

Annex I

GRANT FRAUD AWARENESS

Grantees and government employees play an important role in fighting fraud, waste and abuse related to taxpayer funded programs. Offices of Inspectors General exist to help prevent and investigate fraud, waste, abuse and misconduct related to government operations. It is in everyone's best interest to ensure government operates at optimum efficiency and effectiveness and that grant funds are used properly.

Fraud Assumptions

Fraud can and does happen. The best strategy to mitigate the risks is to increase awareness of the common fraud schemes and encourage appropriate risk management efforts to prevent issues or detect them as early as possible.

Fraud Consequences

The consequences of fraud can include debarment from receiving future funding, administrative recoveries of funds, civil law suits and criminal prosecution— or a combination of all or some of these remedies.

What is Grant Fraud?

Grant funds are awarded for a specific “public purpose” and grantees must use those funds as agreed and within certain parameters including the Office of Management and Budget Circulars and granting agency guidelines. Most issues of fraud, including grant fraud, essentially relate to “lying, cheating, and stealing.”

Overview of the Grant Process

The grant process is an “Integrity Based System”—we rely on everyone to act with honesty in using public funds and in reporting on their use of such funds. Any concern about a lack of integrity anywhere in the process requires careful analysis and follow-up.

The “Fog of Fraud”—what is really happening?

Indicators of fraud, waste & misuse of grant or other public funds can be due to a variety of causes and are rarely a simple “black and white” issue— we must follow-up on all such concerns to determine what is really happening.

The Keys to Success

The keys to preventing, detecting and stopping fraud are professional skepticism and communication. We must all follow-up on issues that cause concern and share such information with the appropriate officials.

Common Grant Fraud Risks

Conflicts of Interest

Grantees are required to use funds in the best interest of their program. Decisions about the use of funds must be free of undisclosed personal or organizational conflicts of interest— both in appearance and fact. Typical issues include:

- Less than Arms-Length Transactions: purchasing goods or services or hiring an individual from a related party such as a family member or a business associated with an employee of a grantee.
- Sub grant award decisions and vendor selections must be accomplished using a fair and transparent process free of undue influence. Most procurements require full & open competition.
- Consultants can play an important role in programs; however, their use requires a fair selection process, reasonable pay rates, and specific verifiable work product.

“Lying” or Failing to Properly Support

A grant agreement is essentially a legally binding contract and grantees are obligated to use their grant funds as outlined in the agreement and to act with integrity when applying for and reporting their actual use of funds. Grantees are also obligated to properly track the use of funds and maintain adequate supporting documentation.

Typical issues include:

- Unilaterally redirecting the use of funds in a manner different than outlined in the grant agreement.
- Failing to adequately account for, track or support transactions such as personnel costs, contracts, subcontracts, indirect cost rates, matching funds, program income, or other sources of revenue.
- Grantee's must accurately represent their eligibility for funding and cannot provide false or misleading information in their application or subsequent narrative progress or financial status reports.

Theft

Theft is the most common issue in almost all organizations— including those that receive federal grant funding. Some considerations:

- People that embezzle funds can be extremely creative and appear very trustworthy— precisely why they can do so much damage to an organization and remain undetected for extended periods of time.
- Poor or no internal controls equal virtually inevitable theft. A lack of appropriate separation of duties is one of the most common weaknesses.
- Checks routinely written to employees as “reimbursement” of expenses and the use of ATM / Debit / Gift / Credit Cards must be carefully controlled and require robust oversight.

Risk Mitigation

We cannot stop all fraud, but there are ways to reduce the risk. They include:

- Examine your specific operations & programs to identify fraud vulnerabilities.
- Implement specific fraud prevention strategies including educating others about the risks— the more people are aware of the issues, the more they can help prevent problems or detect them as early as possible.
- Maintain a well designed and tested system of internal controls. Consider the benefits of a fiscal agent.
- Ensure all financial or other certifications and progress reports are adequately supported with appropriate documentation and evidence.
- Identify any potential conflicts of interest issues and disclose them to the appropriate officials for specific guidance and advice. Ensure everyone involved in the grant process understands the conflict of interest prohibitions.
- Ensure there is a fair, transparent, and fully-documented procurement process especially when utilizing consultants. Ensure the rate of pay is reasonable and justifiable and that the work product is well-defined and documented.
- Follow-up with unsuccessful or unresponsive grant-funded programs— what is really occurring?

Communicate Your Concerns

Share your concerns related to fraud, waste, and abuse of government funds with others including the appropriate Office of the Inspector General.

BARTLETT POLICE DEPARTMENT



Subject: Bartlett Community Care Initiative
Issued: August 29, 2019
Effective Date: August 29, 2019
Termination Date: N/A
Amended Date: N/A

Special Order 635
Rescinds: N/A
Reference CALEA Standards: 17.4.2, 55.1.1, 55.2.3
Related Directives: PO423

PURPOSE: This order establishes policies and procedures for the management of resources provided by members of the Bartlett Police Department to members of the public through the Bartlett Community Care Initiative (BCCI).

I. Definitions

- A. **Bartlett Community Care Initiative (BCCI)**—A collaboration between Bartlett Police Department and the Village Church of Bartlett, supported by donations to a 501(c)(3) fund that Village Church of Bartlett oversees and manages. The fund provides Department members with financial resources for assistance to members of the community. The BCCI is not funded by the Village of Bartlett nor the Department.
- B. **BCCI Resources**—Financial resources provided by the Bartlett Community Care Initiative, including but not limited to gift cards for meals, groceries, METRA train passes, gasoline cards, and vouchers for hotel stays. BCCI shall not provide cash to the Department.

II. Bartlett Community Care Initiative (BCCI)

- A. Bartlett Police Department has partnered with the Village Church of Bartlett in the Bartlett Community Care Initiative (BCCI). The BCCI is designed to provide Department members with resources to assist members of the public with short-term financial and social service needs such as: (55.1.1)
 - 1. Transportation assistance for people in need of drug/alcohol treatment or mental health services.
 - 2. Lodging assistance for victims of violent crimes or domestic abuse.
 - 3. Service projects in Bartlett for residents who need assistance with clothing, home maintenance, etc.
 - 4. Transportation, gasoline, groceries, meals, etc. in emergency situations. (55.2.3.a)
- B. Department members have the discretion to disburse BCCI resources to individuals they encounter on calls for service on a case-by-case basis when a short-term financial or a social service need is identified. Disbursements should be of a reasonable dollar amount to fulfill short-term needs. Long-term needs should be referred to the appropriate social service agency.
- C. All disbursements require written documentation in an Incident or Supplemental Report.
- D. The BCCI has provided the Department with additional resources. A prepaid cellular telephone or a laptop computer, linked to a BCCI credit card, will allow access to ride sharing services.

III. Program Coordinator

- A. The Crisis Intervention Team (CIT) Coordinator, as defined in Personnel Order 423, is the designated Bartlett Community Care Initiative (BCCI) Coordinator. The BCCI Program Coordinator has the following responsibilities:
 - 1. Liaison between BCCI and the Department.
 - 2. Oversight of BCCI resources maintained at the Bartlett Police Department, including requesting replenishment of the resources as needed.
 - 3. Ensuring that financial accounting of the resources takes place in accordance with this order and Department policies.
 - 4. Ensuring that Department members are trained in the purpose of the BCCI and the procedures for obtaining resources.
 - 5. Publicizing BCCI activities through press releases, social media, etc. as appropriate.

IV. Disbursements and Resource Maintenance

- A. Gift cards, vouchers, passes and gift certificates on hand in total shall not exceed \$1000.00.
- B. [Redacted]
- C. Resources needed by Department members shall be requested through a Records Section member on duty.
- D. All requests shall have a Bartlett police report number for reference.
- E. A ledger book shall be maintained with the resources. The ledger information shall include (17.4.2.a):
 - 1. Initial balance
 - 2. Resources received
 - 3. Resources disbursed
 - 4. Balance on hand
- F. All transactions, incoming and outgoing, shall be recorded in the Disbursement Ledger (Annex I) with the following information:
 - 1. Date of disbursement.
 - 2. Department member name and badge number.
 - 3. Initials of Records Clerk.
 - 4. Police report number.
 - 5. Recipient name and address.
 - 6. Dollar amount of disbursement.
 - 7. Type of disbursement, e.g. meal card, gas card, grocery card, hotel voucher, train pass, etc.
 - 8. Brief summary of circumstances that warranted the disbursement.
 - 9. If a disbursement is canceled it shall be so noted on the ledger and the resources returned.
 - 10. Replenishment of resources supplied from BCCI shall be noted in the ledger.
- G. The BCCI resources are subject to an audit at any time. The Program Coordinator or his/her designee and a member of the Village Finance Department shall conduct at minimum a quarterly audit of the BCCI resources maintained at the Department. Village Church of Bartlett is responsible for accounting of the BCCI funds it maintains. The Department shall cooperate with any fund accounting by the Village Church of Bartlett. (17.4.2.f)
- H. Any irregularities in resource balances or with cards and vouchers shall be immediately reported to the Program Coordinator through the chain of command.
- I. Under no circumstances will BCCI resources be used for a reason outside the scope and purpose of this order.
- J. The ledger shall contain an Equipment Sign-Out Sheet (Annex II). Department members shall record when BCCI equipment such as the smart phone, laptop, etc. is removed from the Records Section.

By Order of:

Patrick Ullrich
Chief of Police



BARTLETT COMMUNITY CARE INITIATIVE (BCCI)



BARTLETT COMMUNITY CARE INITIATIVE (BCCI)

Equipment Sign-Out Sheet

Special Order 635

BARTLETT POLICE DEPARTMENT



Subject: COVID-19 Operations Plan	Special Order 637
Issued: April 1, 2020	Rescinds: N/A
Effective Date: April 1, 2020	Reference CALEA Standards: 46.1.5
Termination Date: N/A	Related Directives: SO615, SO627, SO636
Amended Date: October 16, 2020	

PURPOSE: This order provides policies and procedures in response to the COVID-19 coronavirus pandemic. This order is a constantly changing working document that will indicate current dates of orders given by the Chief of Police or his designee(s). Some orders may supersede others listed. The most recent updates to this order will be highlighted in yellow and dated when reissued.

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I. Definitions

- A. **Asymptomatic**—A person who does not report or appear to have any symptoms or signs of illness.
- B. **Civilian Department Members**—For the purpose of this order, the Records Supervisor, Records Clerks, Data Entry Clerks, Court Liaison Officer/Property Control Officer, Administrative Secretary, and the Investigations Secretary.
- C. **Close Contact**—Being within less than six (6) feet of a member of the public for a prolonged period of time.
 1. Factors to consider when defining close contact include proximity, the duration of exposure (e.g. longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g. coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).
 - a. Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but generally are fifteen (15) minutes or more. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g. did the person cough directly into the face of the individual) remain important.
 2. Having direct contact with bodily fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.
- D. **COVID-19**—A highly infectious respiratory disease caused by a new coronavirus. The disease was discovered in China in December 2019 and has since spread around the world.

- E. **Emergency Symptoms of COVID-19**—If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include: trouble breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or inability to arouse, or bluish lips or face. This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.
- F. **Exposure**—In terms of COVID-19 exposure, the US Centers for Disease Control defines risk exposure categories based on most common scenarios with a focus on presence/absence of source control measures, use of personal protective equipment (PPE) by Department members, and degree of contact with the individual (i.e. prolonged versus brief). See definition of Close Contact above.
- G. **Isolation**—The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and/or potentially infectious, from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.
- H. **Personal Protective Equipment (PPE)**—Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. For the purpose of this order, PPE will consist of procedural facemasks, medical facemasks, N-95 Particulate Respirators, disposable gloves, safety goggles, disposable face shields, and a supply of disposable paper isolation gowns. All of these items follow US Centers for Disease Control (CDC) recommendations for law enforcement.
- I. **Quarantine**—In general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
- J. **Self-Monitoring**—Persons should monitor themselves for fever by taking their temperature twice a day and remain alert for respiratory symptoms as defined by the Centers for Disease Control (CDC). Persons self-monitoring should contact their health care provider if they develop fever or respiratory symptoms during the self-monitoring period to determine whether medical evaluation is needed.
- K. **Symptomatic**—For the purpose of this order and as defined by the Centers for Disease Control (CDC), a person who is experiencing symptoms of coronavirus COVID-19, including subjective or measured fever, cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, and diarrhea. The symptoms may appear 2-14 days after exposure.

II. Personal Protection

- A. **Daily Protective Steps:**
1. Wash your hands often with soap and water for at least twenty (20) seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 2. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol for at least thirty (30) seconds. Always wash hands with soap and water instead of hand sanitizer if hands are visibly dirty.
 3. Stay home when you are sick.
 4. Avoid close contact with people who are sick.
 5. Avoid touching your eyes, nose, and mouth.
 6. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 7. Clean/disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- B. **Steps to Reduce the Transmission of Communicable Diseases:**
- All Department members must cooperate in taking steps to reduce the transmission of communicable diseases in and out of the workplace. Members are expected to:
1. Not come to work if you are sick. Contact your doctor and get tested, if needed.
 2. Wash your hands frequently with warm, soapy water for at least twenty (20) seconds. Use hand sanitizer for at least thirty (30) seconds, sanitizer wipes or other similar anti-viral practices. Hand

- washing cannot be done too frequently. Department members must wash hands before and after all physical contacts with individuals in the public, and with physical structures and equipment.
3. Cover your mouth with tissues whenever you sneeze or cough, and discard used tissues in the trash.
 4. Avoid people outside the workplace who are sick.
 5. Avoid close contact with other people. Practice social distancing by keeping a distance of at least six (6) feet between yourself and other people. This is especially important for people who are at higher risk of getting very sick. Avoid contact with a known symptomatic person unless all recommended PPE is used except in situations where contact is necessary to protect against a greater health or safety hazard.
 6. Clean surfaces that are frequently touched.
 7. Avoid touching your face, nose, or mouth, to prevent the spread of viruses from your hands.
 8. Follow travel guidelines from the CDC.
 9. Duty belts and gear, including tactical gloves, should be disinfected after close or physical contact with any individual. Disposable gloves should be worn during the disinfection process.
 - a. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA approved household disinfectants should be effective for most gear.

C. Recommended PPE for First Responders:

1. According to the DuPage County Health Department (DCHD):
 - a. There are likely a large number of asymptomatic cases of COVID-19 in each community that have not been confirmed by a test.
 - b. Many people who are ill with COVID-19 may not have been tested yet.
 - c. Many who have tested positive for COVID-19 are no longer contagious.
2. Because of the limits on the usefulness of current COVID-19 test result information, Department members should assume that every individual they deal with, including Department members and the general public, has COVID-19 and must take appropriate precautions and follow existing policies and procedures, in accordance with this order and Special Order 615 – Infectious Disease Control in regard to the use of Personal Protective Equipment (PPE), to limit their exposure to COVID-19.
3. Maintaining social distance is a recommended safety method; however, it is an imperfect solution for Department members as situations are dynamic and fluid. Rapid reduction of distances and close, physical contact between members and the public can occur, particularly when placing people in custody. It is critical that members practice safety measures even in these fluid and rapidly changing circumstances. The Department recognizes that members may not always have the ability to use personal protective equipment (PPE) prior to physical encounters. Based on these realities, Department recommendations to members have been modified to be both protective and practical.
4. According to the CDC website, EMS clinicians, including law enforcement, fire services, emergency medical services, and emergency management officials, who will directly care for or respond to a patient with possible COVID-19 infection or who will be in the medic unit compartment with the patient should follow Standard, Contact, and Airborne Precautions, including the use of safety goggles or disposable face shield.
5. Bartlett Police Department has made available the following PPE and other items to its police officers and Community Service Officers:
 - a. Disposable nitrile patient examination gloves.
 - b. Disposable paper isolation gowns.
 - c. Respiratory protection in the form of N-95 Particulate Respirators without exhalation valves. N-95 Particulate Respirators without exhalation valves are prioritized for procedures that are likely to generate respiratory aerosols, which would pose the highest exposure risk to responders).
 - d. Disposable face shields that fully covers the front and sides of the face, and indirect vent anti-fog safety goggles).
 - e. Safety glasses.
6. Bartlett Police Department has provided you with training on the procedural facemasks, N-95 Particulate Respirators, indirect vent anti-fog safety goggles, and disposable face shields. The Police Department also continues to monitor the PPE recommendations in order to ensure you have the protection you need to limit exposure as much as possible if you must go on a call where someone is confirmed to have COVID-19 or is exhibiting symptoms of the virus. The Police

Department will provide police officers and Community Service Officers with N-95 Particulate Respirator protection without exhalation valves as the supply chain allows and fit testing is complete.

7. All sworn Department members and CSOs shall wear respiratory protection (N-95 Particulate Respirators without exhalation valves (if fit tested), procedural facemasks, cloth face coverings, or medical facemasks) at all times inside the police station.

a. Exceptions include while alone inside an individual assigned office with the door closed, on personal relief, or while eating or consuming beverages.

- 8.

a. [REDACTED]

b. [REDACTED]

c. [REDACTED]

d. [REDACTED]

e. [REDACTED]

f. [REDACTED]

g. [REDACTED]

h. [REDACTED]

D. Recommended PPE for Civilian Department Members—Records Supervisor, Records Clerks, Data Entry Clerks, Court Liaison Officer/Property Control Officer, Administrative Secretary, and the Investigations Secretary:

1. Maintaining social distance is a recommended safety method; however, it is an imperfect solution for Department members as situations are dynamic and fluid. Rapid reduction of distances and close, physical contact between members and the public can occur. It is critical that members practice safety measures even in these fluid and rapidly changing circumstances. The Department recognizes that members may not always have the ability to use personal protective equipment (PPE) prior to physical encounters. Based on these realities, Department recommendations to members have been modified to be both protective and practical.
2. Bartlett Police Department has made available the following PPE to its civilian members:
 - a. Disposable nitrile patient examination gloves.
 - b. Respiratory protection (procedural facemasks and medical facemasks).
3. Bartlett Police Department has provided civilian Department members with training on the procedural facemasks and medical facemasks. The Police Department also continues to monitor the PPE recommendations in order to ensure you have the protection you need to limit exposure to COVID-19 as much as possible.
4. All civilian Department members as defined in this order shall wear respiratory protection (procedural facemasks, cloth face coverings or medical facemasks) at all times inside the police station.
 - a. Exceptions include while alone inside an individual assigned office with the door closed, on personal relief, or while eating or consuming beverages.

E. Use of Personal Protective Equipment (PPE):

1. Re-Use of N-95 Particulate Respirators:

- a. Effective immediately, Department members who have been fit tested will have an N-95 Particulate Respirator without an exhalation valve readily accessible. (10-16-2020)
 - 1) The N-95 Particulate Respirator should be used following the procedures below, including touching the respirator, wearing of gloves, and washing hands prior to and after contact with the respirator.
- b. N-95 Particulate Respirators must only be used by a single user.
- c. Keep used N-95 Particulate Respirators in a paper bag between uses. Put your initials on the paper bag. Do not write on the actual respirator.
 - 1) Storage paper bags should be disposed of at the end of each shift or if they are torn, wet, or soiled.

- d. Always use clean gloves when donning a used N-95 Particulate Respirator and performing a user seal check.
 - 1) The face will be clean-shaven until further notice. Department members must ensure that the N-95 Particulate Respirator seals properly on the face. Per Occupational Safety and Health Administration (OSHA) fit testing procedures, there shall not be any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface. Any type of apparel which interferes with a satisfactory fit shall also be altered or removed with supervisor approval.
 - c. Perform hand hygiene over gloves before and after touching or adjusting the N-95 Particulate Respirator (if necessary for comfort or to maintain fit).
 - f. Discard gloves after the N-95 Particulate Respirator is donned and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal. Perform hand hygiene after removing gloves.
 - g. Avoid touching the N-95 Particulate Respirator. Any time one touches the respirator, it is necessary to perform hand hygiene as described above.
 - h. If used in the rain, try to protect the N-95 Particulate Respirator with a medical facemask over the respirator if possible. If you cannot cover the respirator with a medical facemask, avoid getting the respirator wet as much as possible. Let the respirator dry out before re-use.
 - i. Considerations can be made for longer use if the seal check (instructions below) is performed and integrity is maintained, otherwise it to be replaced immediately. If the N-95 Particulate Respirator is not soiled, it is good for thirty (30) days. The EMA Coordinator or Support Services Sergeant will be notified to track respirator supplies and usage expirations.
2. **Discard and DO NOT Reuse N-95 Particulate Respirators If:**
 - a. The respirator becomes contaminated with blood, respiratory secretions, or other bodily fluids from patients, or if it gets disinfectant on it.
 - b. The straps are stretched out and no longer provide enough tension for the respirator to seal the face.
 - c. The nosepiece or other fit enhancements are broken.
 - d. The respirator is obviously damaged or becomes hard to breathe through.
 3. **Seal Check for the N-95 Particulate Respirator Mask:**
 - a. A user seal check takes less than a minute to perform, and it can go a long way in making sure the wearer stays protected.
 - b. National Institute for Occupational Safety and Health (NIOSH) explains that there are two ways to test the seal: a positive pressure or a negative pressure check. See NIOSH instructions in Annex III.
 - 1) To perform a positive pressure check, the wearer should press down on the sides of the facepiece to ensure no air can enter. Then, the wearer should exhale gently. A successful fit should cause the respirator to become slightly pressurized before the air leaks out.
 - 2) In a negative pressure seal check, the user should inhale quickly while pressing down on the sides of the respirator to prevent air from entering. In a successful check, the respirator should collapse slightly when this negative pressure is created.
 - c. It is recommended to complete a pressure check each time when donning the N-95 Particulate Respirator.
 - d. Visual instructions for a user seal check are available in Annex III and at:
 4. **Procedural Facemasks:**

Procedural facemasks are paper facemasks similar in design to N-95 Particulate Respirators that cover the nose and mouth, and have ear loops or ties or bands at the back of the head. Procedural facemasks do not afford the same protection as N-95 Particulate Respirators and are not NIOSH-certified.

 - a. Members should demonstrate competency to don and doff procedural facemasks correctly.
 - b. Procedural facemasks should be used according to product labeling and local, state, and federal requirements.
 - c. Procedural facemasks should be removed if soiled, damaged, or hard to breathe.

- d. Store procedural masks in brown paper bags between uses.
 - e. Do not touch procedural facemasks when worn.
5. Medical Facemasks and Cloth Face Coverings:
Medical facemasks and cloth face coverings are loose fitting masks that cover the nose and mouth, and have ear loops or ties or bands at the back of the head.
 - a. Uniformed members shall only wear a black or blue solid colored cloth face covering (with no designs or images) or the Bartlett Police Department cloth face covering that was purchased for every member. (10-16-2020)
 - b. Non-uniformed members shall only wear a cloth face covering (with no designs or images) or the Bartlett Police Department cloth face covering that was purchased for every member. (10-16-2020)
 - c. Members should demonstrate competency to don and doff medical facemasks or cloth face coverings correctly.
 - d. Medical facemasks or cloth face coverings should be used according to product labeling and local, state, and federal requirements.
 - e. Medical facemasks may be worn to cover the N-95 Particulate Respirator.
 - f. Replace your cloth face covering when wet, damaged or it no longer fits your face. Cloth face coverings should not be worn damp or when wet from spit or mucus
 - g. Medical facemasks should be removed if soiled, damaged, or hard to breathe.
 - 1) If your medical facemask is damaged or soiled, or if breathing through the mask becomes difficult, you should remove the mask, discard it safely, and replace it with a new one. To safely discard your mask, place it in a plastic bag and put it in the trash.
 - 2) Wash your hands after handling the used medical facemasks or cloth face coverings.
 - 3) Store medical facemasks in brown paper bags between uses.
 - h. Do not touch medical facemasks or cloth face coverings when worn.
6. Use and Cleaning of Safety Goggles and Disposable Face Shields:
 - a. Department members will have their safety goggles and face shields readily accessible. Safety goggles or disposable face shields will be worn under the following circumstances unless wearing them creates an immediate safety hazard: (10-16-2020)
 - 1) If DuComm provides a "Symptom Alert," "Contact Alert," or provides information in CAD "Special Situations" fields after receiving information from the DuPage County Health Department (DCHD) about a COVID-19 positive patient address in the DuPage County portion of Bartlett.
 - 2) During death investigations.
 - 3) When performing Hands-Only CPR and utilizing the AED on calls requiring life-saving intervention.
 - 4) When Bartlett Fire Protection District requests a police response during non-life saving medical calls as defined in this order in Section IX.B.
 - 5) Responding to calls for service at any senior citizen living facility.
 - 6) Accompanying paramedics in the ambulance compartment during patient transport.
 - 7) Medical calls for service when bodily fluids are present.
 - b. Safety goggles will be issued to each police officer and Community Service Officer (CSO) that can be used in lieu of a face shield. Safety goggles or disposable face shields shall be reused unless damaged.
 - 1) If your safety goggles or disposable face shield are damaged, e.g. torn, strap broken, etc., please notify Commander McGuigan for replacement. If the lens is scratched, the Department probably will not replace the item. Use care not to put the safety goggles or face shield face down on hard or abrasive surfaces, or wipe them with abrasive materials.
 - c. Cleaning Safety Goggles:
 - 1) While wearing a clean pair of disposable gloves, rinse the safety goggles under running water to dislodge the worst of the dirt.
 - 2) Add mild soap and water on the lenses and scrub with the pads of your fingertips, rubbing the soapy water all over the lenses on both sides for at least 20 seconds.

- i. Do not use ammonia, rubbing alcohol, alkaline cleaners, Lysol, disinfectant wipes, or abrasive cleaning compounds or solvents as these methods could damage the goggles.
 - 3) Rinse the goggles in clean water to remove the soap.
 - 4) Air dry or pat dry with a clean soft tissue. (Paper towels will scratch the lenses and it is always better to air dry if possible)
 - 5) Remove gloves and perform hand hygiene.
 - d. Cleaning Disposable Face Shields:
 - 1) While wearing gloves, carefully wipe the inside, followed by the outside of the face shield using a clean cloth saturated with neutral detergent solution or cleaner wipe.
 - 2) Carefully wipe the outside of the face shield using a wipe or clean cloth saturated with EPA-registered disinfectant solution.
 - 3) Wipe the outside of face shield with clean water or alcohol to remove residue.
 - 4) Fully dry (air dry or use clean absorbent towels).
 - 5) Remove gloves and perform hand hygiene.
 7. Disposable Gloves:

Disposable gloves should be worn, when possible:

 - a. If contact between a Department member and an individual is imminent or if the recommended six (6) feet of distance cannot be maintained.
 - b. When handling any items such as documentation or property.
 - c. When an N-95 Particulate Respirator, procedural facemask, cloth face covering, medical facemask, or eye protection is put on or taken off. Department members should properly sanitize their hands before and after taking off disposable gloves.
 8. Disposable Paper Isolation Gowns:

Disposable paper isolation gowns should be worn when necessary when responding to medical calls and dealing with medical patients, as described in Section IX – Police Response to Medical Calls or when a member deems it prudent to wear the gown.

 - a. These gowns are to be properly disposed of as a biohazard after use in compliance with our general order.
- F. PPE Location, Storage, and Disposal:
- Extra disposable paper isolation gowns and safety goggles will be kept in the red patrol medical bags. Officers are responsible for checking their medical bag for PPE at start of their shifts. Also, please notify your supervisor so the PPE can be replenished in your patrol medical bag.
1. If you need to replace your procedural facemask, N-95 Particulate Respirator, medical facemask, disposable face shield, or disposable paper isolation gown, please make sure the item is properly disposed of as a biohazard in compliance with our general order.
 2. Additional disposable face shields, medical facemasks, and N-95 Particulate Respirators are kept in the storage room located in the basement of the police department. See your supervisor for approval for replacement of these items from the storage room.
 3. Additional disposable nitrile patient examination gloves, disposable paper isolation gowns, and procedural facemasks are kept in the evidence processing room of the police department.
 4. If there are shortages of disposable paper isolation gowns, they should be prioritized for aerosol-generating procedures, care activities where splashes and sprays are anticipated, and high-contact patient care activities that provide opportunities for transfer of pathogens to the hands and clothing of responders.
 5. Updated guidance about recommended EPA-registered disinfectants to include reference to a list now posted on the EPA website.
- G. Safety Glasses:
- The Department will make safety glasses available to members. Safety glasses may be worn at times when safety goggles or disposable face shields are not required. Safety glasses are not considered personal protective equipment (PPE) for infection control purposes, according to the CDC.

IV. Department-Wide Information

- A. Any Department member that receives information or resources about COVID-19 is directed to send the information directly to the Deputy Chief of Support Services to minimize conflicting information. The Deputy Chief of Support Services or the Chief of Police will disseminate the information as appropriate.
 - 1. A COVID-19 information folder has been set up on the [REDACTED]
 - 2. A COVID-19 Procedure Updates binder is maintained in the Patrol Section on the common file cabinets.
 - 3. If any activity is done in reference to COVID-19, e.g. conference calls, meetings, webinars, purchasing, etc., please notify the Chief of Police, either Deputy Chief, or Heidi Atkinson, for documentation purposes
- B. Members will be guided by the following orders or protocols:
 - 1. Special Order 636 – Continuity of Operations Plan (COOP)
 - 2. Village of Bartlett – Continuity of Operations Plan for Pandemic COVID-19
 - 3. Special Order 627 – Respiratory Protection Program
 - 4. Special Order 615 – Infectious Disease Control
- C. Sworn officers must have an additional patrol uniform in their locker and ready at any time. Officers who have been exposed to coronavirus should:
 - 1. Change into the spare uniform before leaving the police facility. Without shaking the contaminated uniform, spray it with disinfecting spray and place it in a red biohazard bag. Clean and disinfect the duty belt and gear prior to reuse using disinfecting spray or wipes. Refer to Special Order 615 – Infectious Disease Control, section VIII – Contaminated Clothing and Equipment.
 - 2. Take the uniform to a dry-cleaner or launder it using detergent and hot water.
- D. Every effort should be made to limit social interactions within the police facility unless social distancing can be maintained.
- E. Training:
All training (in-house, external, and out-of-state) shall only be authorized and approved by the Chief of Police or his designee.
- F. Roll Call:
 - 1.
- G. Meetings:
 - 1. The Monday Meeting for the Chief, Deputy Chiefs, Administrative Secretary, Records Supervisor, Accreditation Manager, and on-duty Commanders and Sergeants will be held remotely using the Zoom video conferencing platform or in the training room while maintaining social distancing.
 - 2. The Monthly Staff Meeting for the Chief, Deputy Chiefs, Commanders, Sergeants, Administrative Secretary, Records Supervisor, and Accreditation Manager will also be held remotely using the Zoom video conferencing platform or in the training room while maintaining social distancing.
 - 3. The Round Table Team Meetings will take place in the training room while maintaining social distancing.

V. Reporting of COVID-19 Incidents

- A. COVID-19 Secondary Disposition Code:
 - 1. All Bartlett Police Department members shall add a second disposition code on all COVID-19 related calls for service. Since the Village of Bartlett issued a Declaration of Local State of

from licensure, shall require students, employees, and other individuals who are over age two (2) and able to medically tolerate a face covering, to cover their nose and mouth with a face covering when on premises. Schools and day cares may permit face coverings to be removed while eating or drinking, when individuals are outdoors and social distance is maintained, while playing a musical instrument if necessary, and, for staff, while using a face shield when necessary to allow for facial visualization during instruction and communication.

2. School Gatherings:

Gatherings of more than fifty (50) people (or gatherings of fifty percent (50%) or more of a building's maximum occupancy as determined by the authority having jurisdiction, if fifty percent (50%) of a building maximum occupancy is less than fifty (50) people) are prohibited, unless exempted by law or Executive Order. Public and nonpublic schools serving pre-kindergarten through twelfth (12th) grade students must limit the number of people in one (1) space to fifty (50) or fewer.

3. Enforcement Against a School or Day Care:

Department members will not respond to investigate an alleged complaint about a school or day care violating the Illinois Department of Public Health Notice of Emergency Amendment. All follow-up and enforcement shall be done by the local health department or IDPH.

a. The Department member shall notify the local health department of the alleged complaint so it can investigate, take action to ensure a school or day care complies with the rules and regulations issued by the Illinois Department of Public Health, and order the closure of the school or day care if necessary.

b. The Department member shall also document the information on an Incident/Offense Report to be forwarded to the Deputy Chief of Operations.

C. Any Business, Service, Facility or Organization Open to the Public—IDPH Emergency Provisions—Violations

Per Section 690.50 "Pandemic or Epidemic Respiratory Disease – Emergency Provisions EMERGENCY" of the Department of Public Health (IDPH) Notice of Emergency Amendment, enacted August 11, 2020, the Illinois Department of Public Health implemented the following restrictions and requirements:

1. Face Coverings:

Any business, service, facility or organization open to the public or employees shall require employees, customers, and other individuals on the premises who are over age two (2) and able to medically tolerate a face covering, to cover their nose and mouth with a face covering when on premises and unable to maintain at least a six (6) foot social distance. Businesses, services, facilities or organizations that offer food or beverages for in-person consumption may permit employees, customers, and other individuals to remove their face coverings while eating or drinking, but must require face coverings at all other times. Businesses, services, facilities or organizations that take reasonable efforts to require patrons and employees to wear a face covering shall be in compliance with the emergency provision. For retail businesses, reasonable efforts to comply with regard to customers shall be determined based on the totality of the circumstances and include, but are not limited to: posting signage requiring face coverings to be worn on the premises; providing face coverings to customers; giving verbal warnings to customers to wear a face covering when on the premises; and requesting that customers leave the premises if not wearing a face covering.

2. Gatherings:

Gatherings of more than 50 people (or gatherings of 50% or more of a building's maximum occupancy as determined by the authority having jurisdiction, if 50% of a building maximum occupancy is less than 50 people) are prohibited unless exempted by law or Executive Order.

3. Enforcement Against a Business, Service, Facility or Organization Open to the Public:

a. In the event the Department receives a complaint of a violation of the Illinois Department of Public Health Notice of Emergency Amendment, Department members will attempt to notify the Health Officer from the Village of Bartlett Planning and Development Services Department if the complaint occurs during regular business hours. Department members shall only respond and attempt to identify if there is a violation if the Health Officer is unavailable or at the request of the Health Officer.

b. If a Department member determines there is a violation of the Emergency Amendment, he/she shall inform the individual or business of the violation and ask for voluntary compliance with the Emergency Amendment. A Department member may give a verbal warning of non-compliance and a reasonable opportunity to comply, to a business,

- service, facility or organization open to the public that fails to comply with face masking and gathering restrictions described in sections C.1 and C.2 above.
- c. **Written Notice:**
A Department member may give, with supervisory approval, a written notice of non-compliance and a reasonable opportunity to comply, if the business, service, facility or organization open to the public fails to comply with face masking and gathering restrictions only after being verbally warned by the Department member. The written notice shall be given using the Facility Notice of Non-Compliance (Annex IV).
- d. **Written Order:**
If the Department member concludes that the business, service, facility, or organization open to the public has not voluntarily complied in a reasonable period of time after receiving a written notice, the Department member may, with supervisory approval, issue a written order to the business, service, facility or organization open to the public to have all or some of the persons on premises disperse (order to disperse) in order to restrict and suppress COVID-19, until such time as the business or establishment is in compliance. The written order shall be given using the Facility Order to Disperse (Annex V). The Department member may observe until voluntary compliance is achieved or return at a later time to ensure that compliance was achieved, depending on the time period provided to allow for compliance. The Department member shall not shut down the business, service, facility or organization open to the public after it receives the written order.
- e. **Notifications:**
The member shall notify the following entities after issuing a verbal warning, written notice, or written order of non-compliance to the business, service, facility or organization open to the public:
1. Village of Bartlett Planning and Development Services Health Officer.
 2. The Deputy Chief of Operations, through the chain of command.
- f. **Follow-Up Enforcement:**
Local police do not have the authority, or obligation, to institute a prosecution including an arrest or a local ordinance violation against a business, service, facility or organization open to the public. All follow-up enforcement shall be referred to the local health department to institute a prosecution with the local State's Attorney's Office.
- g. **Reporting:**
The member shall write an Incident Report and include a copy of the written notice and/or written order of non-compliance. The member shall document if the business, service, facility, or organization open to the public complied with the request for compliance, the written notice, and/or the written order.
- h. Members shall keep in mind the following:
- 1) Businesses, services, facilities or organizations open to the public shall be responsible for compliance with this rule. No individual shall be held responsible for compliance with this rule on behalf of a business, service, facility or organization open to the public even if the individual is an owner, officer, principal or employee of that business, service, facility or organization.
 - i. Any written notice to businesses, services, facilities or organizations shall be done in the name of that entity, not to any individual person.
 - 2) Businesses, services, facilities or organizations open to the public given a written notice of non-compliance shall be given a reasonable opportunity to take prompt actions to comply.
 - i. The reasonableness of the time period to take prompt action will be determined by the Department member depending on the facts and circumstances, including but not limited to the nature of the activity taking place, whether the activity is being conducted indoors or outdoors, the public health risk, the number of individuals at risk of exposure to COVID-19, and the size of the building and crowd occupying the building.
- D. **Businesses and Industries—Executive Order and DCEO Guidelines:**
1. Per the Governor's Executive Order 2020-43 (COVID-19 Executive Order No. 41), beginning on June 26, 2020, covered businesses including any for-profit, non-profit, or educational entity, regardless of the nature of the service, the function it performs, or its corporate or entity structure,

must take the following public health measures to protect their employees, their customers, and all others who come into physical contact with their operations:

- a. Continue to evaluate which employees are able to work from home, and are encouraged to facilitate remote work from home when possible;
 - b. Ensure that employees practice social distancing and wear face coverings when social distancing is not always possible;
 - c. Ensure that all spaces where employees may gather, including locker rooms and lunchrooms, allow for social distancing; and
 - d. Ensure that all visitors (customers, vendors, etc.) to the workplace can practice social distancing; but if maintaining a six (6) foot social distance will not be possible at all times, encourage visitors to wear face coverings; and
 - e. Prominently post the guidance from the Illinois Department of Public Health (IDPH) and Office of the Illinois Attorney General regarding workplace safety during the COVID-19 emergency.
2. Department members are reminded that the Illinois Department of Commerce & Economic Opportunity's Guidelines in Phase 4 of the Restore Illinois Plan are meant to be guidance and not restrictions. Therefore, per the Executive Order, Department members shall not take enforcement action solely based on a violation of the Illinois Department of Commerce & Economic Opportunity's Guidelines.
 3. Wearing a Face Covering in Public Places or When Working:
Per the Executive Order, any individual who is over age two and able to medically tolerate a face covering (a mask or cloth face covering) shall be required to cover his/her nose and mouth with a face covering when in a public place and unable to maintain a six (6) foot social distance. This requirement applies whether in an indoor space, such as a store, or in a public outdoor space where maintaining a six (6) foot social distance is not always possible.
 4. Restaurants and Bars—Requirements and Guidance:
 - a. Per the Executive Order, all businesses that offer food or beverages for on-premises consumption—including restaurants, bars, grocery stores, and food halls—may resume service for on-premises consumption, as permitted by Illinois Department of Commerce & Economic Opportunity (DCEO) guidance. Such businesses continue to be permitted and encouraged to serve food and beverages so that they may be consumed off-premises, as permitted by law, through means such as in-house delivery, third-party delivery, drive-through, and curbside pick-up. Establishments offering food or beverages for on-premises consumption or for carry-out must ensure that they have an environment where patrons maintain adequate social distancing. All businesses covered in this section may permit outdoor on-premises food and beverage consumption in accordance with Illinois Department of Commerce & Economic Opportunity's Restaurants and Bars Outdoor Dining Guidelines and when permitted by local ordinances and regulations.
 - b. The Illinois Department of Commerce & Economic Opportunity's Restaurants and Bars Outdoor Dining Guidelines in Phase 4 of the Restore Illinois Plan are available at:
 - 1) Restaurant and Bar Guidelines:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/restaurantbars.pdf>

5.

Business Offices—Requirements and Guidance:

- a. Businesses that conduct operations from within non-customer-facing office spaces (standalone and within multi-tenant buildings) such as businesses operating within offices, including (non-exhaustive): legal services, accounting services, architectural/engineering design, must ensure all employees practice social distancing and must take appropriate additional public health precautions, in accordance with Illinois Department of Commerce & Economic Opportunity's Offices Guidelines guidance, which may include:
- b. Office guidelines are available at:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/offices.pdf>

6.

Service Counters—Requirements and Guidance:

- a. Customer-facing stores providing assorted services for dropped off goods such as service counter, including (non-exhaustive): dry cleaners, electronics repair shops, shoe repair shops, car washes need to meet the criteria outlined in the Illinois Department of Commerce & Economic Opportunity's Service Counter Guidelines in Phase 4 of the Restore Illinois Plan.

- b. Service counter guidelines are available at:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/servicecounters.pdf>
 7. Personal Care Services—Requirements and Guidance:
 - a. Per the Executive Order and the Illinois Department of Commerce & Economic Opportunity's Personal Care Services Guidelines in Phase 4 of the Restore Illinois Plan, personal services facilities such as spas, hair salons, barber shops, nail salons, waxing centers, massage parlors, tattoo parlors, tanning salons, and similar facilities may be open but must ensure the use of face coverings, adherence to social distancing requirements, and use of capacity limits in accordance with Illinois Department of Commerce & Economic Opportunity's Personal Care Services Guidelines.
 - b. Personal care services guidelines are available at:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/personalcare.pdf>
 8. Health and Fitness Businesses—Requirements and Guidance:
 - a. Fitness and exercise gyms may be open for the following activities, but must conduct business in a manner consistent with Illinois Department of Commerce & Economic Opportunity's Health & Fitness Business Minimum Guidelines, which involves operating for member workouts at a maximum of 50 percent (50%) capacity and with social distancing and other precautions
 - b. Health and fitness business guidelines are available at:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/healthandfitness.pdf>
 9. Retail Stores—Requirements and Guidance:
 - a. Retail stores (including, but not limited to, grocery stores, hardware stores, clothing stores, pharmacies, department stores, shopping malls) must ensure all employees practice social distancing and must take appropriate additional public health precautions, in accordance with Illinois Department of Commerce & Economic Opportunity's Retail Guidelines.
 - b. Retail guidelines are available at:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/retail.pdf>
 10. Manufacturers—Requirements and Guidelines:
 - a. Non-customer-facing facilities engaged in mechanical, physical, or chemical transformation of materials, substances, or components into new products such as manufacturing facilities including (non-exhaustive): plants, factories, or mills, must ensure all employees practice social distancing and must take appropriate additional public health precautions, in accordance with Illinois Department of Commerce & Economic Opportunity's Manufacturing guidance.
 - b. Manufacturer's guidelines are available at:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/manufacturing.pdf>
 11. Compliance of Executive Orders or DCEO Guidelines from Businesses and Industries:
 - a. In the event the Department receives a complaint of a violation of the Executive Order or the Illinois Department of Commerce & Economic Opportunity's (DCEO) Guidelines in Phase 4 of the Restore Illinois Plan, Department members will respond and attempt to identify if there is a violation.
 - b. If a Department member determines there is a violation of the Executive Order or DCEO guidelines, he/she shall inform the individual or business of the violation, ask for voluntary compliance with the guidelines, and document the information on an Incident/Offense report to be forwarded to the Deputy Chief of Operations and Village of Bartlett Planning and Development Services.
 - c. If DuComm receives an "in-progress" complaint about a violation of the Executive Order or Illinois Department of Commerce & Economic Opportunity Guidelines, the dispatcher will create an incident and dispatch a police officer to investigate unless a shift supervisor deems it unnecessary for the police officer to respond.
- E. Religious Institutions:
1. The Governor's Executive Order 2020-38 (COVID-19 Executive Order No. 36), beginning on May 29, 2020, does not limit the free exercise of religion. Religious organizations are encouraged

- to take steps to ensure social distancing, the use of face coverings, and implementation of other public health measures.
2. As of May 28, 2020, the Illinois Department of Public Health provided guidance for places of worship and providers of religious services to support the safest possible environment for faith leaders, employees, volunteers, scholars, and all other types of workers, as well as congregants, worshippers, and visitors. This guidance does not obligate or encourage places of worship to resume in-person activity. Indeed, it is strongly recommended that places of worship continue to facilitate remote services, particularly for those who are vulnerable to COVID-19 including older adults and those with co-morbidities. Recognizing the centrality of worship in many people's lives and the spiritual and emotional value of prayer, community, and faith, this guidance provides recommendations for places of worship that choose to resume or expand in-person activities, and for those that do not.
 3. The IDPH COVID-19 Guidance for Places of Worship and Providers of Religious Services is available at:
<https://www.dph.illinois.gov/sites/default/files/Church%20Guidance.pdf>
 4. Department members are reminded that the Executive Order and the Illinois Department of Public Health's Guidance for Places of Worship and Providers of Religious Services is meant to be guidance and not enforceable restrictions. Therefore, no Department members shall take enforcement action solely based on a violation of the Executive Order or the IDPH's Guidance for Places of Worship and Providers of Religious Services.
 - a. If a Department member observes an alleged Executive Order or IDPH violation or if DuComm receives an "in-progress" complaint about a religious institution violating the Executive Order or IDPH guidance, he/she shall not seek voluntary compliance. No enforcement action shall be taken nor shall an Incident/Offense report will be generated.

F. Outdoor Activities:

1. Wearing a Face Covering in Public Places:
Per the Executive Order, any individual who is over age two (2) and able to medically tolerate a face-covering (a mask or cloth face covering) shall be required to cover his/her nose and mouth with a face-covering when in a public place and unable to maintain a six (6) foot social distance. This requirement applies in a public outdoor space where maintaining a six (6) foot social distance is not always possible.
2. Practicing Social Distancing:
Per the Executive Order, to the extent individuals are using shared spaces when outside their residence, including when outdoors, they must at all times and as much as reasonably possible maintain social distancing of at least six (6) feet from any other person who does not live with them.
3. Park District:
 - a. Police officers should conduct extra patrols of the Bartlett Aquatic Center, and the Log Cabin to deter vandalism and help remind residents that these facilities are currently closed to the public.
 - b. Department members will not respond to any complaints of individuals not practicing social distancing, not covering his/her nose and mouth with a face-covering when in a public place and unable to maintain a six (6) foot social distancing, or any gathering of more than fifty (50) people, unless a shift supervisor deems it necessary for the Department member to respond.
4. Indoor and Outdoor Recreation:
 - a. Fishing, boating, and golf will be permitted under strict safety guidelines provided by the Illinois Department of Commerce and Economic Opportunity (DCEO) and when ensuring that social distancing is followed.
 - 1) Boating and fishing guidelines are available at:
https://www2.illinois.gov/dceo/RestoreIL_DOCS/J011328%20DCEO%20Restore%20IL%20-%20Guidelines%20-%20Boating-fishing%20-%20r7.pdf
 - 2) Golf guidelines are available at:
https://www2.illinois.gov/dceo/RestoreIL_DOCS/J011328%20DCEO%20Restore%20IL%20-%20Guidelines%20-%20Golf%20restrictions%20-%20r7.pdf
 - b. Customer-facing establishments primarily engaged in providing indoor and outdoor recreational and amusement services such as outdoor recreation businesses including (non-exhaustive): driving ranges, recreational swimming, and water parks need to meet

the criteria outlined in the Illinois Department of Commerce & Economic Opportunity's Outdoor Recreation Guidelines in Phase 4 of the Restore Illinois Plan.

- 1) Outdoor recreation guidelines are available at:

<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/indooroutdoorrec.pdf>

5. Youth and Recreational Sports and Day Camp Guidelines:

- a. Youth and Recreational Sports guidelines are available at:

<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/youthsports.pdf>

- b. Day Camp guidelines are available at:

<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/day-camps/>

- c. Department members will not respond to any Youth and Recreational Sports or Day Camp DCEO guideline complaints, unless a shift supervisor deems it necessary for the Department member to respond.

G. Gatherings:

1. Any gathering of more than fifty (50) people is prohibited unless exempted by the Executive Order. Nothing in the Executive Order prohibits the gathering of members of a household or residence. Because in-person contact presents the greatest risk of transmission of COVID-19, Illinoisans are encouraged to continue limiting in-person contact with others and to expand their social contact cautiously. Gathering remotely continues to be the safest way to interact with those outside a household or residence.
 - a. Police officers are urged to seek voluntary compliance from individuals.
 - b. DuComm shall verify with the shift supervisor to see if a police officer should respond to an "in-progress" complaint about a gathering violation of more than fifty (50) people.

H. Disinfecting Department Vehicles:

1. Department members shall routinely and frequently use disinfecting wipes to clean Department vehicles, including interior surfaces and exterior door handles.
2. If a member transports a person identified as being under investigation for or confirmed as having COVID-19, the following disinfecting procedures shall be used:
 - a. After transport, leave the front and rear doors and windows of the vehicle open to allow for sufficient air changes to remove potentially infectious particles.
 - b. Notify the supervisor. Vehicle will be taken out of service until disinfected.
 - 1) A contaminated vehicle may be cleaned by Bartlett Fire Protection District using their portable power sanitizing system, with supervisory approval.
 - c. When cleaning the vehicle, members should wear a disposable gown and gloves. A face shield should also be worn if splashes or sprays during cleaning are anticipated.
 - d. Ensure that environmental cleaning and disinfection procedures are followed consistently and correctly, to include the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle.
 - e. Cleaning and disinfection shall be done with an EPA-registered, hospital-grade disinfectant. Products with EPA-approved emerging viral pathogens claims are recommended for use against coronavirus. The Department has a supply of Lysol and Microban on the counter in the Evidence Processing Room.
 - f. All surfaces or materials that may have come in contact with the individual should be thoroughly cleaned and disinfected.
 - g. Follow Special Order 615 – Infectious Disease Control for the containment and disposal of used PPE and regulated medical waste.
 - h. A supervisor may determine if the vehicle should be sent to an auto detailer for further cleaning.

VIII. Police Response—Calls for Service

- A. On any call for service, members should attempt to request the involved parties to meet the officer(s) outside. Officers should utilize, whenever contacting involved parties indoors or outdoors, the N-95 Particulate Respirator and should maintain social distancing as best as possible. If circumstances change during the call for service regarding the nature or duration of the contact, additional PPE including

be 16-year-old driver applicants, customers with expired driver's licenses and ID cards, and vehicle transactions).

C. FOID Cards and Concealed Carry Licenses:

1. Per a press release issued April 10, 2020 entitled "Illinois State Police Director Files Emergency Rules Regarding FOID and CCL Renewals," the Illinois State Police filed emergency rules to address renewals of Firearm Owner Identification and Concealed Carry Licenses during the COVID-19 epidemic. These rules are designed to provide FOID card holders and CCL relief from the renewal requirements during the effects of COVID-19 pandemic. These rule changes are effective immediately and are as follows:
 - a. FOID card holders, who submit their renewal application will remain valid during the duration of the State's disaster proclamation and for a period of twelve (12) months following the termination of the disaster, even if their renewal application is/was not submitted prior to expiration.
 - b. CCL licensees, who submit their renewal application, will remain valid during the duration of the State's disaster proclamation and for a period of twelve (12) months following its termination, even if their CCL renewal application was not submitted prior to expiration.
 - c. CCL licensees will not be required to immediately submit proof of three-hour training with their CCL renewal application.
 - d. CCL licensees will need to submit proof of their three-hour renewal training within twelve (12) months following the termination of the State's disaster proclamation in order to maintain the validity of their CCL license.
2. ISP will continue to enforce both FOID and CCL prohibitors. FOID card holders who receive revocation notices shall return their FOID and Firearm Disposition Record form to the Illinois State Police. CCL holders who receive revocation notices shall return their CCL license to the Illinois State Police.

D. DUI Enforcement:

1. Portable Breath Testing (PBT) Devices:

In order to reduce the likelihood of a COVID-19 exposure, Department members shall refrain from using a portable breath testing (PBT) device, as these devices generate aerosol droplets.

2. Breathalyzer Instruments:

Breathalyzer instruments may continue to be used, with the following precautions:

- a. Wait at least five minutes between test subjects.
- b. Operate the instrument in a manner that the subject and the breath operator are least exposed to possible disease transmission during the testing process.
- c. If the breath operator used a hand sanitizer before placing the gloves on, and that sanitizer has alcohol on it, the operator should wait fifteen minutes after the sanitizer has dried in order to ensure that the evaporated alcohol from the sanitizer has dissipated.
- d. Instruct the subject to avoid touching the instrument; if possible.
- e. Have the subject remove and dispose of the mouthpiece or remove (with disposable gloves) and dispose of the mouthpiece after each subject test sequence.
- f. After the test is completed, the breath operator should remove and dispose of his/her gloves before washing his/her hands.
- g. The breath operator should wash his/her hands after subject testing and handling of contaminated mouthpieces or the contaminated instrument.

3. Cleaning or Disinfecting a Breathalyzer Instrument:

- a. Take proper care to inspect, clean and/or disinfect the instrument.
- b. Clean or disinfect the parts of the instrument that the subject touched during a test sequence before subsequent subject testing.
- c. Cleaning and/or disinfecting the counter or underneath the instrument, where the breath flow exits should be considered.
- d. Follow the directions for proper use of the cleaning product.
- e. If the disinfecting substance used has alcohol in it make sure the areas that you cleaned or disinfected are dry and there has been adequate time for evaporated alcohol to dissipate before testing the next subject. Waiting fifteen minutes after the cleaner has dried will ensure that all volatilized alcohol has dissipated.
- f. Use disposable gloves to clean and/or disinfect the instrument.

XIX. First Responder Alternate Housing

A. DuPage County Health Department:

1. On April 22, 2020, DuPage County announced in a press release <https://www.dupageco.org/Content.aspx?id=62746> a partnership with Wheaton College to provide temporary housing for first responders during the COVID-19 response. Apartments will be available free of charge for any first responders who have either:
 - a. Been exposed to COVID-19, but do not need hospitalization;
 - b. Tested positive for COVID-19 and need to be isolated, but do not need hospitalization; and/or
 - c. As a precautionary measure for asymptomatic, high-risk individuals.
2. DuPage County is considering this facility to be an "extension of the first responder's home." Basic amenities such as linens, towels, toilet paper, cleaning products, and internet access are provided. Responders are strongly encouraged to bring personal items needed for hygiene, comfort, and entertainment. The Health Department will provide three meals per day to responders isolating and/or quarantining in this facility.
3. DuPage County has developed an on-boarding process for first responders which will require the Chief of Police or department head to certify the individual's need for alternative housing, using DuPage County's First Responder Alternate Housing Authorization Form which is available from the Chief of Police or designee. This form shall be sent to ~~the DuPage County Health Department~~ completed.
4. Departments with questions may contact the DuPage County Health Department at ~~the DuPage County Health Department~~. Inquiries regarding the immediate use of the facility can be made 24/7.

XX. Government Mandates

A. Village of Bartlett Local State of Disaster:

1. On Wednesday, March 18, 2020, Village President Wallace declared a Declaration of Local State of Disaster-to help the Village better respond to the COVID-19 pandemic. On Tuesday, March 24, 2020, the Village Board approved the extension of the Declaration of Local State of Disaster. The declaration allows the Village flexibility in rule making and financial expenditures, as well as activates the Village's Emergency Operations Plan.

B. State of Illinois:

1. The applicable Illinois Governor's Executive Orders in Response to COVID-19, the Illinois Department of Commerce & Economic Opportunity's Guidelines in Phase 4 of Restore Illinois, and the Illinois Department of Public Health's Guidance for Places of Worship and Providers of Religious Services, and Section 690.50 "Pandemic or Epidemic Respiratory Disease – Emergency Provisions EMERGENCY" of the Department of Public Health (IDPH) Notice of Emergency Amendment, enacted August 11, 2020, are listed above in section VII. – Patrol.

By Order of

Patrick Ullrich
Chief of Police

Annexes I-V

Filtering out Confusion: Frequently Asked Questions about Respiratory Protection

User Seal Check

Over 3 million United States employees in approximately 1.3 million workplaces are required to wear respiratory protection. The Occupational Safety and Health Administration (OSHA) (29 CFR 1910.134) requires an annual fit test to confirm the fit of any respirator that forms a tight seal on the wearer's face before it is used in the workplace.¹ Once a fit test has been done to determine the best respirator model and size for a particular user, a user seal check should be done every time the respirator is to be worn to ensure an adequate seal is achieved.



What is a User Seal Check?

A user seal check is a procedure conducted by the respirator wearer to determine if the respirator is being properly worn. The user seal check can either be a positive pressure or negative pressure check.

During a **positive pressure user seal check**, the respirator user exhales gently while blocking the paths for air to exit the facepiece. A successful check is when the facepiece is slightly pressurized before increased pressure causes outward leakage.

During a **negative pressure user seal check**, the respirator user inhales sharply while blocking the paths for air to enter the facepiece. A successful check is when the facepiece collapses slightly under the negative pressure that is created with this procedure.

A user seal check is sometimes referred to as a fit check. A user seal check should be completed each time the respirator is donned (put on). It is only applicable when a respirator has already been successfully fit tested on the individual.

How do I do a User Seal Check while Wearing a Filtering Facepiece Respirator?

Not every respirator can be checked using both positive and negative pressure. Refer to the manufacturer's instructions for conducting user seal checks on any specific respirator. This information can be found on the box or individual respirator packaging.

The following positive and negative user seal check procedures for filtering facepiece respirators are provided as examples of how to perform these procedures.



Centers for Disease Control
and Prevention
National Institute for Occupational
Safety and Health

How to do a positive pressure user seal check

Once the particulate respirator is properly donned, place your hands over the facepiece, covering as much surface area as possible. Exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure is being built up inside the facepiece without any evidence of outward leakage of air at the seal. Examples of such evidence would be the feeling of air movement on your face along the seal of the facepiece, fogging of your glasses, or a lack of pressure being built up inside the facepiece.

If the particulate respirator has an exhalation valve, then performing a positive pressure check may be impossible. In such cases, a negative pressure check should be performed.

How to do a negative pressure user seal check



Negative pressure seal checks are typically conducted on particulate respirators that have exhalation valves. To conduct a negative pressure user seal check, cover the filter surface with your hands as much as possible and then inhale. The facepiece should collapse on your face and you should not feel air passing between your face and the facepiece.

In the case of either type of seal check, if air leaks around the nose, use both hands to readjust the nosepiece by placing your fingertips at the top of the metal nose clip. Slide your fingertips down both sides of the metal strip to more efficiently mold the nose area to the shape of your nose. Readjust the straps along the sides of your head until a proper seal is achieved.²

If you cannot achieve a proper seal due to air leakage, you may need to be fit tested for a different respirator model or size.

Can a user seal check be considered a substitute for a fit testing?

No. The user seal check does not have the sensitivity and specificity to replace either fit test methods, qualitative or quantitative, that are accepted by OSHA (29 CFR 1910.134). A user should only wear respirator models with which they have achieved a successful fit test within the last year. NIOSH data suggests that the added care from performing a user seal check leads to higher quality donnings (e.g., reduces the chances of a donning with a poor fit).³

Where can I Find More Information?

This information and more is available on the [NIOSH Respirator Trusted-Source webpage](#).

References

1. OSHA [1998]. Respiratory Protection. 29 CFR 1910.134. Final rule. Fed Regist 63:1152-1300.
 2. NIOSH [2010]. How to properly put on and take off of a disposable respirator. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 2010-133 <http://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf>
 3. Viscusi DJ, Bergman MS, Zhuang Z, and Shaffer RE [2012]. Evaluation of the benefits of the user seal check on N95 filtering facepiece respirator fit. *J Occup and Environ Hyg*. 9(6):408-416.
- Photos courtesy of NIOSH

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BARTLETT POLICE DEPARTMENT

FACILITY NOTICE OF NON-COMPLIANCE

DATE: _____

NAME OF FACILITY: _____

Re: NON-COMPLIANCE WITH COVID-19 REGULATIONS FROM THE ILLINOIS DEPARTMENT OF PUBLIC HEALTH (77 Ill. Admin. Code 690.50)

On January 27, 2020, the United States Secretary of Health and Human Services declared that COVID-19, a respiratory illness spread by close contact through respiratory droplets, presents a public health emergency, and the World Health Organization characterized the COVID-19 outbreak as a pandemic on March 11, 2020.

Pursuant to the Department of Public Health Act, 20 ILCS 2305, the Department of Public Health Powers and Duties Law, 20 ILCS 2310, and the Communicable Disease Code, 77 Ill. Admin. Code 690, the Department of Public Health adopted emergency regulations, 77 Ill. Admin. Code 690.50, on August 7, 2020, to restrict and suppress COVID-19 as follows:

- Any business, service, facility or organization open to the public or employees shall require employees, customers, and other individuals on the premises who are over age two and able to medically tolerate a face covering to cover their nose and mouth with a face covering when on premises and unable to maintain at least a six-foot social distance. Businesses, services, facilities or organizations that offer food or beverages for in-person consumption may permit employees, customers, and other individuals to remove their face coverings while eating or drinking, but must require face coverings at all other times. Businesses, services, facilities or organizations that take reasonable efforts to require patrons and employees to wear a face covering shall be in compliance with this subsection. For retail businesses, reasonable efforts to comply with regard to customers shall be determined based on the totality of the circumstances and include, but are not limited to: posting signage requiring face coverings to be worn on the premises; providing face coverings to customers; giving verbal warnings to customers to wear a face covering when on the premises; and requesting that customers leave the premises if not wearing a face covering. Section 690.50(c)(2).
- Gatherings of more than 50 people (or gatherings of 50% or more of a building's maximum occupancy as determined by the authority having jurisdiction, if 50% of a building maximum occupancy is less than 50 people) are prohibited unless exempted by law or Executive Order. Section 690.50(c)(4).

Please be advised that your business, service, facility or organization is currently operating in a manner that is not in compliance with one or more of the above requirements as described below.

CHECK ALL THAT APPLY:

- Failure to comply with Section 690.50(c)(2) regarding the wearing of coverings
 Failure to comply with Section 690.50(c)(4) regarding gatherings of more than 50 people.

Description of non-compliance: _____

For the safety of your patrons, your staff, and our community, it is imperative that you take the necessary steps to address non-compliance with State guidelines immediately, but no later than _____ . Such measures include:

- Ensuring compliance with face covering requirements within your facility;
- Ensuring capacity limits within your facility;
- Notifying employees and customers/patrons of the need to comply with face covering and capacity limits;
- OTHER: _____

Should we receive additional reports of non-compliance, further action may be taken. Such action may include an order to disperse patrons and employees from the premises until compliance can be achieved. If compliance is not achieved through an order to disperse, further action may include charges of a Class A misdemeanor pursuant to 20 ILCS 2305/8 .1 against the violating business, facility, service or organization named as follows: _____.

We are available to discuss public health safety measures and the essential steps you must take to reduce transmission of COVID-19. For additional information, please call the Health Officer at the Village of Bartlett Planning and Development Services Department at (630) 837-0800.

Thank you for your immediate attention to these issues.

Signature of Officer

Date and Time

BPD Case Number: _____

**BARTLETT POLICE DEPARTMENT****FACILITY ORDER TO DISPERSE****DATE:** _____**NAME OF FACILITY:** _____**Re: NON-COMPLIANCE WITH COVID-19 REGULATIONS FROM THE ILLINOIS DEPARTMENT OF PUBLIC HEALTH (77 Ill. Admin. Code 690.50)**

On January 27, 2020, the United States Secretary of Health and Human Services declared that COVID-19, a respiratory illness spread by close contact through respiratory droplets, presents a public health emergency, and the World Health Organization characterized the COVID-19 outbreak as a pandemic on March 11, 2020.

Pursuant to the Department of Public Health Act, 20 ILCS 2305, the Department of Public Health Powers and Duties Law, 20 ILCS 2310, and the Communicable Disease Code, 77 Ill. Admin. Code 690, the Department of Public Health adopted emergency regulations 77 Ill. Admin. Code 690.50, on August 7, 2020, to restrict and suppress COVID-19, including the following requirements:

- Any business, service, facility or organization open to the public or employees shall require employees, customers, and other individuals on the premises who are over age two and able to medically tolerate a face covering to cover their nose and mouth with a face covering when on premises and unable to maintain at least a six-foot social distance. Businesses, services, facilities or organizations that offer food or beverages for in-person consumption may permit employees, customers, and other individuals to remove their face coverings while eating or drinking, but must require face coverings at all other times. Businesses, services, facilities or organizations that take reasonable efforts to require patrons and employees to wear a face covering shall be in compliance with this subsection. For retail businesses, reasonable efforts to comply with regard to customers shall be determined based on the totality of the circumstances and include, but are not limited to: posting signage requiring face coverings to be worn on the premises; providing face coverings to customers; giving verbal warnings to customers to wear a face covering when on the premises; and requesting that customers leave the premises if not wearing a face covering. Section 690.50(c)(2).
- Gatherings of more than 50 people (or gatherings of 50% or more of a building's maximum occupancy as determined by the authority having jurisdiction, if 50% of a building maximum occupancy is less than 50 people) are prohibited unless exempted by law or Executive Order. Section 690.50(c)(4).

Please be advised that your business, service, facility or organization is currently operating in a manner that is not in compliance with one or more of the above requirements as described below:

CHECK ALL THAT APPLY:

- Failure to comply with Section 690.50(c)(2) regarding the wearing of coverings
 Failure to comply with Section 690.50(c)(4) regarding gatherings of more than 50 people.

Description of non-compliance: _____

As a result of this non-compliance, you are hereby ordered to disperse some or all of the patrons, employees, and other visitors on your premises, as described below, in order to restrict and suppress COVID-19 until such time as the business or establishment is in compliance.

Order to Disperse: _____

For the safety of your patrons, your staff, and our community, it is imperative that you take the necessary steps to address non-compliance with State guidelines immediately, but no later than _____.

Should we receive additional reports of non-compliance, further action may be taken. Such action may include charges of a Class A misdemeanor pursuant to 20 ILCS 2305/8.1 against the violating business, facility, service or organization named as follows: _____.

For additional information, please call the Health Officer at the Village of Bartlett Planning and Development Services Department at (630) 837-0800.

Thank you for your immediate attention to these issues.

Signature of Officer

Date and Time

BPD Case Number: _____