

PROCEDURE MANUAL
CHAPTER 3

Chapter 3 / Personnel Structure and Process

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PALOS PARK POLICE DEPARTMENT

Title: *PERSONNEL CLASSIFICATION*

Procedure: *3.000*

Date Issued: *JANUARY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To provide a structured classification plan with specific requirements and descriptions for each position.

To provide a clear description of those duties and tasks which define the specific job.

To list the job specifications for every position within the Department.

Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion;

Assist in the establishment of training curricula; and

Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

3. A written job analysis of every position in the Department will be maintained as part of the Village Ordinances in Chapter 248.
4. The job analysis will include:
The work behaviors (duties, responsibilities, functions, tasks, etc. of each position).

The frequency with which the work behavior occurs.

The criticality of the job related skills, knowledge, abilities and behaviors.

PROCEDURE:

JOB TASK ANALYSIS

1. Job analysis is a systematic examination of the functions and objectives of each job to be performed as it relates to the knowledge, training, and skills required to perform the tasks or duties of the job. Job analysis supplies the Department with the basic information needed for many personnel functions.

2. The objectives of job analysis are:
Serve as a basis for the determination of a position classification plan and compensation;

CLASSIFICATION PLAN

1. The Police Department will maintain a Classification Plan consisting of the following elements:

Categorization of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements.

Class specifications for every job within a class.

Provisions for relating compensation to classes.

Provisions for reclassification.

2. The Police Department will identify the responsibilities within a class specification to inform personnel assigned to a particular classification of their primary duties.

3. Positions in the Police Department are controlled to varying degrees by the Village Council. The Village Council lawfully defines all positions, classifications and salaries within the Department, and is responsible for the recruitment, selection and promotion of all sworn personnel.

4. The Chief of Police will annually review the Department's Classification Plan and, if necessary, make recommendations for revisions.

PALOS PARK POLICE DEPARTMENT

Title: *Conduct Professional*

Procedure: 3.001

Date Issued: 3/01/18

Revised:

Reviewed: 3/01/22

Policy:

1. Police Department members, whether on duty or off duty, shall be governed by the reasonable rules of good conduct and behavior, and shall not commit any act tending to bring reproach or discredit upon the Village of Palos Park Police Department or the Village of Palos Park.

2. Members will conduct themselves in a professional manner in the discharge of their duties and in relations with the public.

3. Every member will constantly strive to attain the highest professional standard of conduct.

4. Members shall not publicly criticize the Police Department, its policies, programs, actions, or members, or perform any acts, or make any written or oral statements which would impair or diminish the orderly and effective operations, supervision, or discipline of the Police Department.

5. Members shall not share information that is known to be false or disparaging about other members, community members, future policies or activities.

PALOS PARK POLICE DEPARTMENT

Title: **SPECIALIZED ASSIGNMENTS**

Procedure: **3.004**

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: **October 2014**

PURPOSE:

To establish within the Police Department certain assignments that require specialized skills, knowledge and abilities above that of a Patrol Officer.

POLICY:

The Police Department is committed to providing the most effective, efficient and professional services available. The Department recognizes that certain skills and abilities are necessary to provide that level of service. Specialized assignments will be utilized to accomplish that goal.

PROCEDURE:

1. The Department has identified certain assignments requiring special skills, knowledge and abilities to perform various job related duties and responsibilities.

2. These specialty assignments are:
Field Training Officer
Range Officer
Criminal Investigator
Juvenile Officer
Evidence Technician
Emergency Response Team Officer
Bicycle Officer
Traffic Accident Investigator
Federal Task Forces

3. The needs of the Department determine which specialty assignments are required and the number of officers necessary to fill that assignment. The Chief of Police will have the final determination as to which specialty assignments are

necessary, the number of officers assigned and which officers will be selected.

4. Officers selected for a specialty assignment will be provided the appropriate training, when available and manpower permitting.

5. Consideration for selection to a specialized assignment will be based on the following:

Department needs in the development of personnel.

Education, training and qualifications.

Previous experience.

Performance evaluations.

Supervisory recommendation.

Performance in current work assignment.

6. The Chief of Police will annually review each specialized assignment for the purpose of determining whether it should be continued. This review will include:

The evaluation of the initial problem or condition that required the implementation of the specialized assignment; and,

A cost-benefit analysis of continuing the specialized assignment.

7. Temporary or rotating assignments of personnel to specialty assignments may be made on a periodic basis.

Any specialty assignment is available for temporary or rotating

assignment provided that an opening exists and the pre-requisite training requirement has been met.

The duration of the specialty assignment will vary depending on the needs of the Department.

The criteria and selection process for a specialty assignment is outlined in section six (6) of this procedure.

PALOS PARK POLICE DEPARTMENT

Title: **COMPENSATION AND BENEFITS**

Procedure: **3.100**

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: **October 2014**

PURPOSE:

To outline certain compensations and benefits for Department employees.

salary for both segments is made by the Mayor and Village Council.

POLICY:

The Police Department will strive to provide and maintain a compensation and benefit program that will attract and retain qualified personnel and to provide the community with professional and efficient police services.

3. The Department's salary program is reviewed each year by the Chief of Police as part of the budget review process.

PROCEDURE:

COMPENSATION

1. The Department's salary program is established and controlled by the policies and procedures of the Village government, and by applicable collective bargaining agreements. This salary program addresses the following areas:

- Entry level salary;
- Salary differential within ranks;
- Salary differential between ranks;
- Educational incentive;
- Compensatory time;
- Overtime;
- Longevity pay;
- Court pay; and
- Acting watch commander pay.

2. Elements of the salary program for personnel covered by a Labor Agreement are determined by the collective bargaining process. Elements of the salary program for all other Department personnel is determined by comparisons of wages of other Village employees; comparisons of wages with other communities; and the fiscal position of the Village. Village approval on

4. Salary augmentation is any pay that is added to the member's base salary. Such salary augmentation includes overtime pay, incentive pay, and any temporary increase due to working out of classification to a position with a higher base salary. Provisions for salary augmentation are subject to applicable collective bargaining agreements or the approval of the Commissioner and Village council.

BENEFITS

1. Elements of the fringe benefits program for personnel covered by a Labor Agreement are determined by the collective bargaining process and described in said Labor Agreement. Elements of the fringe benefits program for all other Department personnel as described in the Village Personnel Policy are determined by comparisons of benefits of other Village employees; comparisons of benefits with other communities; and the fiscal position of the Village. Village approval on benefits is made by the Commissioner and Village Council. Benefits provided include:

- Administrative Leave
- Holiday Pay
- Sick Leave
- Vacation Leave
- Retirement Programs
- Health & Life Insurance
- Death & Disability Insurance
- Liability Protection

Uniform Allowance
Education/Tuition Pay
Employee Assistance Program
Bereavement Leave

2. All police department employees are required to maintain a level of fitness, which will permit them to effectively carry out their assigned duties. Sworn personnel, prior to being hired, and as a requirement of the Training Academy, must pass the Law Enforcement Training Standards Board standards for physical fitness. These standards are the criteria that sworn officers, based upon age and sex, would be expected to pass as a general level of health and fitness.

3. Non sworn personnel, and clerical, because of their sedentary job tasks will maintain a level of general health and fitness necessary to perform their assigned duties.

PALOS PARK POLICE DEPARTMENT

Title: *TIME CARDS, OVERTIME REQUEST FORM, VACATION / COMPENSATORY TIME AND USAGE REQUEST FORM AND PAYROLL SUMMARY FORM PREPARATION*

Procedure 3.101

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: **October 2014**

PURPOSE:

To establish procedures for the proper preparation and processing of time cards, overtime request forms, and vacation and compensatory time usage request forms.

To establish procedures for the supervisor's preparation of the payroll summary form.

POLICY:

The proper preparation and processing of time cards, overtime request forms and vacation time and compensatory time usage request forms is vital to the effective administration of payroll and the record keeping of vacation and compensatory time. Every department employee uses a time sheet for payroll purposes. He/she shall properly complete their time sheet during each two-week pay period. Overtime request forms will be properly completed whenever overtime is worked. Whenever a department employee would like to use accumulated vacation or compensatory time, a request shall be made on a "Leave Request" form. The time sheet, overtime request forms, and vacation / compensatory time usage request forms will be processed by the Chief of Police, or his designee.

PROCEDURE

TIME SHEET:

Submitted by 0900 hrs on Monday following the end of the two-week pay period.

Time sheets are to reflect all hours worked, including overtime, vacation, holiday, and compensatory time earned / used during the pay period. Any hours worked as acting watch commander/OIC are to be listed where indicated

Any request for overtime pay, must be approved by the department, and have been submitted and approved prior to the end of the payroll period, and a copy attached to the employee's time sheet.

All requests for vacation, holiday, or compensatory time, on pay sheets shall have been approved by the department and shall have a copy of the approved request attached to the employee's time sheet.

Any time sheet not being submitted on time will result in no pay check being issued by the payroll department

PAYROLL PREPARATION:

The Support Staff or his designee shall calculate the accuracy of each employee's time sheet, by comparison with department records. Any discrepancy shall be reported to the employee.

In the case of discrepancies, the department will attempt to contact the employee to resolve the difference. If the employee cannot be contacted, the department records will be used to compute the correct payroll. A copy of the revisions to a time sheet shall be forwarded to the employee in question for resolution. Any

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necessary adjustments shall be made on the next payroll period.

The Chief of Police, or his designee shall sign all employee time sheets prior to being submitted to the Village payroll department

PALOS PARK POLICE DEPARTMENT

Title: **SICK LEAVE AND ON-DUTY INJURY REPORTING** **Procedure 3.102**

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: October 2014

PURPOSE:

To properly document when personnel report sick or injured for duty.

To provide for a sufficient workforce when personnel call in sick.

To provide for control of absenteeism due to sickness and injury.

To establish guidelines for when an employee is injured on duty.

mission, certain procedures covering the use of sick leave and on duty injury reporting and time off must be established.

PROCEDURE:

EMPLOYEE'S RESPONSIBILITY FOR REPORTING SICK

1. Employees who will be absent from work because of illness or off duty injury must notify the Department no later than eight (8) hours before the start of their work shift.

2. The employee, or relative making notification, is required to provide accurate information concerning the type of illness or injury, and if possible an estimated length of time the employee will be absent from work.

3. Except where a doctor has set a specific date for the employees' return, employees are required to notify the Department each day that they will be absent.

4. Sick or injured employees that are scheduled to appear in court or attend training must advise the Department when making notification so that the Court Officer and Training Officer can be notified.

5. Notification of absence to the Department is made by the employee calling the Watch Commander on duty. The watch commander will complete a sick call - off duty injury form.

6. Employees are expected to remain at home unless hospitalized, visiting their doctor, picking up medicine or food, acting

POLICY:

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. To the extent permitted by law, sick employees are expected to remain at home unless hospitalized, visiting their doctor, acting pursuant to reasonable instructions for care or caring for a sick member of the immediate family.

The Village maintains workers compensation insurance to protect its employees that suffer a job related injury. All injuries, no matter how minor, incurred in the course of performing assigned work duties shall be reported immediately so that proper documentation occurs and treatment begins.

To ensure that a sufficient workforce is available to accomplish the Department's

pursuant to reasonable instructions for care or caring for a sick member of the immediate family.

7. The Department may, at its discretion and expense, require an employee to submit a physician's verification of illness from a physician designated by the Village. If it is a family member who is sick, the Department may require a doctor's verification of the illness.

8. In all circumstances, a physician's verification of illness and authorization to return to work will be required when an employee is absent for three (3) or more consecutive work days due to an illness or injury. Such verification must be provided upon the employee's return to work.

9. Employees shall be allowed contract designated sick leave annually. Sick leave cannot be taken before it is actually earned. Sick leave shall be used in increments of no less than six (6) hours.

10. The Accounting department will provide an accumulated sick leave balance report to any employee, upon their request.

SUPERVISOR'S RESPONSIBILITY

1. When the on duty supervisor is notified of an absence for an on coming shift, he will check the work schedule to determine if sufficient staffing remains. If additional staffing is required to maintain minimum, he will contact part time officers to fill the vacant position and if none are available he is to follow Department procedure for assigning overtime.

2. The on duty supervisor will submit the sick call - off duty injury form to the administration.

3. The on duty supervisor will notify the on coming supervisor of the employee's absence and the action that he has taken.

4. The supervisor to whom an ill or injured employee is assigned will be responsible for making sure that the sick

call - off duty injury form has been completed in its entirety.

5. The employee's supervisor is responsible for detecting and controlling sick leave abuse. If an employee establishes a pattern of chronic sick leaves, the supervisor will investigate the matter. The supervisor should consider the employee's past performance as it relates to the use of sick leave.

6. Supervisors may conduct an inspection to determine if the employee is at home. Normally, inspections will be made at a reasonable time, between 0900 and 2100 hrs. however, circumstances may call for an inspection at any hour.

7. Supervisors may conduct the inspection by telephone. If an answering machine is encountered during the sick audit, the supervisor will leave his name, rank, date and time of the call and a message for the employee to return a call to the supervisor immediately upon his return.

EMPLOYEE'S RESPONSIBILITY FOR REPORTING AN ON DUTY INJURY

1. All employees will immediately report any injury, sustained while on duty, to their supervisor.

2. All employees that have sustained an on duty injury will document fully, on a memo, the circumstances surrounding the injury and provide all pertinent information to help in any subsequent investigation. This report will be completed as soon as possible after the incident, considering the extent of the injuries and submitted to the employees' immediate supervisor.

3. All injuries of a minor nature should be initially treated at a Medical Center however, employees are free to choose where and by whom treatment is received. Employees who require immediate hospital attention should be transported to one of the area hospitals. Employees that are unconscious will be transported to the nearest hospital.

4. If treated by a physician and relieved from duty, the employee will inform his supervisor of the extent of the injury, next required visit with a physician and the approximate number of days before the employee will be able to return to duty.

5. Any employee that is absent from work due to an on duty injury must submit a physicians' authorization to return to work.

SUPERVISOR'S RESPONSIBILITY FOR REPORTING AN ON DUTY INJURY

1. Supervisors will ensure that injured employees receive prompt medical attention.

2. Minor injuries may be treated by Fire Department Paramedics or at a local facility.

3. Depending on the seriousness of the injury, the employee should be directed to seek treatment at one of the area hospitals.

4. If the employee is admitted to a hospital, the Chief of Police will be notified immediately, through the chain of command.

5. The supervisor will complete an Incident Report. This report; the employees' memo and any other documentation will be forwarded to the Chief of Police, through the chain of command.

6. The supervisor's investigation should cover the following areas, when applicable:

Photographs of any injuries, damaged property, scene of the accident/injury, and any other relevant materials.

Names, addresses, telephone numbers, dates of birth and statements of any witnesses.

Statements of any Department personnel with direct knowledge or involvement with the incident.

Any findings of improper procedures, unsafe actions, discrepancies and an investigative conclusion concerning the incident with recommendations to correct or prevent recurring of similar injuries.

7. The supervisor's responsibility for promoting safety includes:

Enforcement of all safety regulations.

Documenting all on duty injuries.

Ensuring prompt medical care to injured employees.

Reporting unsafe equipment.

Instructing employees in the safe operation of Department equipment in the performance of their assigned duties.

Ensuring that protective equipment is utilized whenever warranted.

CHIEF'S RESPONSIBILITY

1. The Chief of Police shall be responsible for submitting all reports of on duty injuries to the Village's administrative staff for processing.

PALOS PARK POLICE DEPARTMENT

Title: *UNIFORM SPECIFICATIONS /
DRESS CODE*

Procedure: 3.104

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

PURPOSE:

To establish the standards and specifications of police department uniform parts for full-time sworn officers, reserve officers, and uniformed civilian personnel.

To set guidelines that provide for uniformity in the wearing of seasonal, work and dress uniform.

POLICY:

All personnel of the Police Department, individually and collectively, will exhibit a professional appearance in order to:

Gain respect, trust and support from the community.

Maintain discipline and uniformity of the department as a semi-military organization.

Promote public recognition of uniformed officers.

PROCEDURE:

UNIFORM REGULATIONS

1. Department personnel, when working in uniform, attending a department authorized function in uniform or on a paid detail in uniform, will wear the designated uniform of the day and may not vary the parts of the uniform without specific permission from the Chief of Police or his designee.

2. All uniforms and accessories will be purchased from department approved uniform dealers.

3. All department personnel will have a serviceable uniform, as described in this procedure; available at all times to perform uniformed duty.

4. All cloth portions of the uniform must conform to the standards authorized by the department.

5. Uniforms and accessories will fit properly, will be clean and neatly pressed, and will be free of rips, tears, holes, frayed edges, missing buttons, scuffs and faded colors. Cloth parts of the uniform will not be patched.

6. All leather and nylon articles will be kept clean and give the appearance of being new. Leather articles will appear polished.

7. Pockets will not have a bulging appearance and only two pens will be kept in the left uniform shirt pocket.

8. It will be the responsibility of all department personnel to replace any uniform or accessory items that are lost, destroyed, worn out, stolen or unfit for use.

9. No insignia, medal, patch or ribbon, other than that which is specifically approved in this or another department procedure, will be worn on any portion of a department member's uniform without written permission from the Chief of Police.

10. Uniforms will be classified into two categories, work and dress.

11. The work uniform is further categorized into a summer uniform and winter uniform. Summer work uniforms will be worn as of May 1 until October 14. Winter work uniforms will be worn as of October 15 until April 30. Records clerks are exempt from this calendar schedule.

12. Seasonal inspections will be conducted by the watch commander on each shift prior to uniform changeovers. The uniforms will be inspected for serviceability. When a portion of an officer's uniform is deemed unfit for use, the officer will be so advised by his/her watch commander. It will be the responsibility of the watch commander to notify the Chief of Police of any violations. Seasonal inspections are not intended to take the place of periodic inspections by the Chief of Police, or Watch Commander.

WORK UNIFORM:

Black uniform slacks or Black "BDU" style slacks.

Black uniform shorts will be optional for summer.

Black uniform shirt with department patches on both sleeves. Long or short sleeve depending upon the season.

At any time a long sleeve shirt is worn a black tie or "dickie" shall be worn.

Silver metal nametag bearing the first initial and last name of the officer shall be worn over the right pocket flap.

Silver metal department star shall be worn over the left pocket flap.

Silver metal department "PPPD" insignia shall be worn on the collar flaps of the shirt, parallel to the collar line.

Black laced shoes or boots with black hose shall be required.

Black department baseball cap may be worn as a substitute for the uniform cap.

DRESS UNIFORM:

Black polyester uniform slacks

Black uniform shirt with department approved accouterments as stated in the work uniform section.

Officers above the rank of Sergeant shall wear white shirts, with gold accouterments.

Black Uniform "5 Star" cap with approved department insignia and silver or gold band depending on rank.

Black Uniform Dress Blouse or "Ike" jacket, or black squad jacket is permissible.

Black leather polished shoes and black hose is required.

PLAIN CLOTHES OFFICER

1. Officers assigned to duties requiring civilian clothes will wear appropriate clothing for their assignment.

2. Officers are encouraged to dress smartly and in good style. Gaudy, flashy or ill fitting attire will not be permitted.

3. Supervisors may approve a deviation from the above attire if an assignment dictates.

CADETS

1. Refer to Cadet manual for dress code and personal appearance.

STATION DUTY AND COURT APPEARANCE

1. All uniformed officers assigned to duty inside the police station, whether on a permanent or temporary basis, or attending court in uniform shall be required to dress in accordance with the uniform regulations. Officers may wear the trouser belt visible and an approved black in color holster.

2. Male officers attending court in civilian attire will wear dress slacks, dress shirt, suit coat or sport coat and tie.
3. Female officers attending court in civilian attire will wear a pants suit, skirt and blouse or other business attire.
4. Officers assigned to bicycle patrol duties, may wear black shorts and polo type shirts as approved by the chief of Police.

PALOS PARK POLICE DEPARTMENT

Title: AWARDS/RECOGNITION
PROGRAM

Procedure: 3.110

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

PURPOSE:

The Department's Awards and Recognition Program is intended to provide tangible recognition for exemplary service by Department personnel as well as to serve as a means of reinforcing the type of performance the Department wishes to encourage.

POLICY:

It is the belief of this Department that law enforcement work, which is distinguished through formal recognition, is more likely to be repeated. Exemplary performance should, therefore, be recognized and rewarded through an established, uniform awards program.

PROCEDURE:

AWARD RECOMMENDATION PROCESS

1. Supervisory personnel who become aware of meritorious performance and who desire to award a commendation or another form of Department recognition to a Department member should prepare a detailed, written description of the act or performance and forward it to the Chief of Police for review.
2. Non-supervisory personnel may recommend a Department member for an award or commendation by submitting a detailed, written account of the act or performance to the Department member's immediate supervisor.

When a nomination for an award or commendation is made by non-

supervisory personnel, the supervisor will either:
Disapprove the nomination and return it to the sponsoring supervisor with an explanation.

Approve the written account of the act or performance, but return it to the sponsoring supervisor with a recommendation for a higher award.

Approve the written account of the act or performance, but return it to the sponsoring supervisor with a recommendation for a lesser award.

Approve the nomination as cited.

3. Any nomination for an award or commendation will be returned to the nominating individual after review by the Chief marked "Approved" or Disapproved"

4. Primary responsibility for nominating Department personnel for Department awards and/or commendations rests with the Watch Commander or the Department member's immediate supervisor (in the case of civilian personnel). The supervisor is responsible for ensuring that the detailed written description of the act or performance is complete, and all pertinent documentation is forwarded to the Chief of Police.

OFFICIAL AWARDS:

1. **Life Saving:**
An award granted to any member of the Department for a successful effort in saving a human life which involved exceptional courage or performance. This award will be presented in the form of a bar. The bar may be worn as a part of the dress uniform.
2. **Medal of Valor:**
An award granted to any member of the Department for an act of outstanding bravery or heroism by which the individual has demonstrated great degree of selflessness, personal courage and devotion to duty. This award will be presented in the form of a ribbon and a bar. The bar may be worn as part of the dress uniform.
3. **Purple Heart:**
An award granted to any member of the Department who has been injured while in direct performance of police duty. The award will generally be limited to those cases resulting from attack by an assailant, personal combat, or the performance of an act of valor. This award will be presented in the form of a ribbon and a bar. The bar may be worn as part of the dress uniform. If the Department member is fatally injured, the award shall go to his/her immediate family.
4. **Meritorious:**
An award for outstanding meritorious achievement or service resulting from unusual alertness, initiative, proficiency, exceptional attention/devotion to duty and/or an outstanding act which involves performance above and beyond that which is required by the member's basic duties. This award will be presented in the form of a ribbon and bar. The bar may be worn as part of the dress uniform.

COMMENDATORY LETTERS:

1. **Commendatory Letter:**
An award given to a Department member for exceptional performance with regard to an arrest or other event in the performance of his/her duties which brings credit upon himself and the Department as a whole.

Any supervisory personnel may nominate any Department member for a Commendatory Letter.

This nomination is made to the appropriate Division Commander.

The nomination should consist of a detailed, written justification for the award.

The Chief of Police will either approve or deny the issuance of the Commendatory Letter.

EDUCATIONAL AND SENIORITY DESIGNATIONS:

1. **Educational Designations:**
Educational designations, consisting of an appropriate award's bar, will be authorized by the Chief of Police upon receipt of documentation that an officer has received an Associate's Degree, Bachelor's Degree or an advanced degree from a recognized college or university.

The award's bar may be worn as a part of the dress uniform.

2. **Seniority Designations:**
The Chief of Police upon an individual attaining five, ten, fifteen, twenty and over twenty years of service with the Police Department will authorize seniority designations, consisting of an appropriate award's bar.

The award's bar may be worn as a part of the dress uniform.

WEARING OF AWARDS AND DECORATIONS:

1. All Department personnel may wear Department issued awards and designations on their dress uniforms. Civilian personnel may wear the award or designation on their uniform.
2. Award or designation "bars" shall be worn above the name tag, centered above the right pocket of the uniform shirt no more than 1/4 inch above the name tag.
3. In the case of multiple awards, the awards will be placed end to end with no more than three awards in succession.
4. Officers may wear up to six awards above their nametag. Should this occur, the awards will be arranged in a "pyramid" fashion above the nametag, with the most distinguished award at the top of the arrangement.
5. Personnel who earn the same award more than once will receive the additional award, however the bar, which is worn on the uniform, will have a star mounted on it to designate multiple awards.

CERTIFICATES OF APPRECIATION FOR CITIZENS:

1. The Certificate of Appreciation is created for presentation to those citizens who provide exemplary assistance to the Police Department in crime prevention, criminal apprehensions or any other action, which would deserve public recognition. The following criteria will be used as a basis for an award of a Certificate of Appreciation.

The apprehension of a person who has committed a criminal act either by making or aiding in the arrest or by providing information, which leads to an arrest.

Assistance in the prevention of a criminal act.

Directly aiding any police officer in any duties in which the end result is beneficial to the Police Department.

Any action not described above which assists the Department in providing superior

police service and which is beyond that normally expected of a good citizen.

2. The following process will be used for nominating a citizen for a Certificate of Appreciation.

Any member of the Department may nominate a citizen for a Certificate of Appreciation. No member will suggest to a citizen that he/she is being nominated for a Certificate of Appreciation.

The nomination for a Certificate of Appreciation must be in the form of a detailed memorandum, through the chain of command, to the Chief of Police with enough information contained in the memorandum to justify the issuance of the award.

The Chief will review the information and make one of the following recommendations.

The nomination for a Certificate of Appreciation should be denied and no further action be taken.

The nomination for a Certificate of Appreciation should be signed by the Chief and presented to the individual who earned the award.

The Chief of Police will have the final approval of all awards of Certificates of Appreciation.

PRESENTATION OF AWARDS:

1. Public recognition is effective in building and maintaining morale. Public acclaim motivates the officer receiving the recognition, his/her co-workers, and also enhances the Department's public image.
2. Presentation of awards should be made with as much ceremony as possible.
3. The Chief of Police and Village officials may be utilized for the presentation. The presentation may be made at a public Village Board meeting.

4. Family members of Department members receiving awards should be invited to attend these ceremonies.

5. Written copies of each award issued to a Department member will be placed in the member's personnel file.

PALOS PARK POLICE DEPARTMENT

Title: **COLLECTIVE BARGAINING**

Procedure: **3.200**

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: **October 2014**

PURPOSE:

To describe the Department's role in the collective bargaining process.

POLICY:

As granted by the Public Labor Relations Act it is the right of Village employees to organize into collective bargaining units. It is the policy of the Village and its Police Department, to recognize the bargaining agent of its employees as provided for in the Public Labor Relations Act, to bargain in good faith, to enforce the terms of the contract agreement and to obey the provisions of the Act.

PROCEDURE:

1. The Department's role in the collective bargaining process is to provide assistance to the Village representatives in an advisory capacity only. The Chief of Police will, when requested, advise the village representatives of current departmental policies and procedures, administrative positions, and any ramifications on the department if any changes are mandated by written agreement.

2. The Village collective bargaining team will be comprised of members of the Village government, a labor relations attorney appointed by the Mayor and Village Board, the Village Administrator, and the Chief of Police. The labor relations attorney will assume the position of principal negotiator, unless otherwise directed by the Mayor.

3. Resolution of any bargaining impasse will be in accordance with the Public Labor Relations Act.

4. Prior to beginning the negotiation process regarding wages, hours, and terms and conditions of employment, both bargaining teams may decide on mutually acceptable ground rules to guide them during the collective bargaining process.

5. As a result of the collective bargaining process between the Village and the employees authorized to negotiate, a written record in the form of a contract will be drafted. The contract will be signed by representatives of both parties upon ratification to signify agreement.

6. The Chief of Police will ensure that the Department reviews and amends those administrative directives necessary to ensure compliance with the agreement.

7. The Chief of Police will disseminate information relative to a new labor agreement to all supervisory and management personnel informing of the terms of the agreement affecting personnel under their supervision.

PALOS PARK POLICE DEPARTMENT

Title: *GRIEVANCE PROCEDURES*

Procedure: 3.201

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: October 2014

PURPOSE:

To establish guidelines for resolving grievances in a fair and expeditious manner.

POLICY:

It is the policy of the Police Department to deal fairly and promptly with employee complaints; to reduce personnel dissatisfaction, increase morale, and identify problems in the police department.

DEFINITIONS:

1. A grievance is any dispute or difference of opinion raised by an employee against the Village involving the meaning, interpretation or application of the provisions of the labor agreement or the personnel policy.

2. An administrative review is any dispute, controversy or difference of opinion the employee feels affects his health, safety, welfare, or mutual respect and arises out of an act or omission by the Village relating directly to the member's working condition or employment status. It must be a matter within the control of the Village authorities.

PROCEDURE:

MEMBERS COVERED BY COLLECTIVE BARGAINING

1. Members of the Department represented by a union will follow the procedures outlined in the Grievance Procedure, of the labor agreement between the Village and the union.

2. The grievance procedure established:

identifies matters that are grievable;

establishes time limitations for filing the grievance;

establishes the procedural steps and time limitations at each step in the grievance procedure; and

provides for employee representation.

3. When filing a grievance the employee should provide:

an oral or written statement of the grievance and the facts upon which it is based;

an oral or written allegation of the specific wrongful act and harm done citing sections of the contract believed to be violated; and,

an oral or written statement of the remedy or adjustment sought.

4. As the written grievance proceeds through the various steps of the process each person receiving the grievance will:

acknowledge receipt of the grievance by noting time, date, and name of person receiving the grievance;

analyze the facts of the grievance;

affirm or deny, in writing, the allegations in the grievance; and,

identify the remedy or adjustment, if any, to be made.

5. The appeal process for a grievance is through the chain of command, within the Department, to the Commissioner, and if still not resolved, the last appeal will be referred for arbitration, as outlined in the labor agreement.

6. The Office of the Police Chief is responsible for the coordination of the grievance procedure. The Office of the Police Chief will be responsible for the maintenance and control of grievance records. The records will be kept in a locked file cabinet and accessible, through the Chief of Police, to those individuals that are directly involved in the grievance process.

7. The Chief of Police will annually review all grievances to determine recurring management or personnel problems that should be addressed or corrected.

review process, except as provided for in the Municipal Code.

MEMBERS NOT COVERED BY COLLECTIVE BARGAINING

1. Department personnel not covered by the collective bargaining agreement may address grievances through the procedures outlined in the Village personnel policy.

2. The procedure for the filing and review process for an administrative review request are the same as in the grievance procedure for union employees however, the time frame and final authority are different.

4. No review will be entertained or processed unless it is filed within the time limits established. If a review is not appealed within the time limits, it will be deemed settled on the basis of the last answer provided. However, the parties may mutually agree to extend any time limits. If the Village fails to provide an answer within the time limits, the employee may immediately go to the next step.

5. The Commissioner of Public Health and Safety's decision is final in the grievance

PALOS PARK POLICE DEPARTMENT

Title: PREVENTING SEXUAL HARASSMENT **Procedure:** 3.202

Date Issued: AUGUST 20, 2010

Revised:

Reviewed: October 2014

PURPOSE:

The Palos Park Police Department has a responsibility to maintain a workplace that is free of sexual harassment. This is your legal obligation, but it also makes good business sense. If you allow sexual harassment to flourish in your workplace, you will pay a high price in terms of poor employee morale, low productivity, and lawsuits.

The same laws that prohibit gender discrimination prohibit sexual harassment. Title VII of the Civil Rights Act is the main federal law that prohibits sexual harassment. In addition, each state has its own anti-sexual harassment law.

POLICY:

Sexual harassment is any unwelcome sexual advance or conduct on the job that creates an intimidating, hostile, or offensive working environment. Any conduct of a sexual nature that makes an employee uncomfortable has the potential to be sexual harassment.

Given this broad definition, it is not surprising that sexual harassment comes in many forms. The following are all examples of sexual harassment:

- A supervisor implies to an employee that the employee must sleep with him to keep a job.

- A sales clerk makes demeaning comments about female customers to his coworkers.
- An office manager in a law firm is made uncomfortable by lawyers who regularly tell sexually explicit jokes.
- A cashier at a store pinches and fondles a coworker against her will.
- A secretary's coworkers belittle her and refer to her by sexist or demeaning terms.
- Several employees post sexually explicit jokes on an office intranet bulletin board.
- An employee sends emails to coworkers that contain sexually explicit language and jokes.

The harasser can be the victim's supervisor, manager, or coworker. An employer may even be liable for harassment by a nonemployee (such as a vendor or customer), depending on the circumstances.

Anyone Can Be Sexually Harassed

Sexual harassment is a gender-neutral offense, at least in theory: Men can sexually harass women, and women can sexually harass men. However, statistics show that the overwhelming majority of sexual harassment claims and charges are brought by women claiming that they were sexually harassed by men.

People of the same sex can also sexually harass each other, as long as the harassment is of a heterosexual nature. For example, if a man's coworkers constantly bombard him with sexually explicit photos of women and sexually explicit jokes, and if this makes him uncomfortable because he is married, this behavior can constitute sexual harassment.

Whether sexual harassment of gays and lesbians is illegal under Title VII is an open question right now and the subject of a lot of debate. The U.S. Supreme Court has never addressed the issue, and lower federal courts and state courts are all over the map with their decisions. Despite the lack of judicial guidance in this area, prudent employers should assume that this type of sexual harassment is illegal as well.

Strategies for Prevention

There are a number of steps that you can take to reduce the risk of sexual harassment occurring in your workplace. Although you may not be able to take all of the steps listed below, you should take as many of them as you can.

- **Adopt a clear sexual harassment policy.** In your employee handbook, you should have a policy devoted to sexual harassment. That policy should:
 - define sexual harassment
 - state in no uncertain terms that you will not tolerate sexual harassment
 - state that you will discipline or fire any wrongdoers
 - set out a clear procedure for filing sexual harassment complaints
 - state that you will investigate fully any complaint that you receive, and

- state that you will not tolerate retaliation against anyone who complains about sexual harassment.
- **Train employees.** At least once a year, conduct training sessions for employees. These sessions should teach employees what sexual harassment is, explain that employees have a right to a workplace free of sexual harassment, review your complaint procedure, and encourage employees to use it.
- **Train supervisors and managers.** At least once a year, conduct training sessions for supervisors and managers that are separate from the employee sessions. The sessions should educate the managers and supervisors about sexual harassment and explain how to deal with complaints.

Sexual Harassment Training

Some states require certain employers to conduct sexual harassment training. Most recently, California passed a law requiring employers that have at least 50 employees to provide supervisors with two hours of interactive sexual harassment training every two years, starting in January 2006. Connecticut and Maine also require sexual harassment training. And other states strongly encourage

employers to provide such training, even if it isn't legally required. Even if your state doesn't require or suggest training, it's still a good idea – your managers will know what the law is and what to do when employees complain, and, if you find yourself in a lawsuit, you'll be able to show that you took steps to try to prevent harassment.

PALOS PARK POLICE DEPARTMENT

Title: Sexual Harassment Policy

Procedure: 3.202(A)

Date Issued: 3/01/18

Revised:

Reviewed: 3/01/22

It is the goal of the Palos Park Police Department to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization.

Further, any retaliation against an individual who has complained about sexual harassment or retaliation, cooperated with an investigation of a sexual harassment complaint, filed an administrative claim with the EEOC or a State governmental agency, or otherwise engaged in conduct protected by the Illinois Whistleblower Act is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Palos Park Police Department takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is

free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

The legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- b. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- c. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place

environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities

Complaints of Sexual Harassment

If any employee of the Palos Park Police Department believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting the Chief of Police, Commissioner of Public Health and Safety or the Village Manager to whom complaints should be addressed and are available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

An employee who believes that he or she has been the subject of harassment or retaliation for complaining about harassment also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights within 180 days of the harassment, to have

that charge investigated by the Department and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Employer and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, any such employee may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200, or the Illinois Human Rights Commission, 100 W. Randolph Street, Room 5-100, Chicago, Illinois 60601 (312) 814-6269.

Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee of the Palos Park Police Department, we will act promptly to eliminate the offending conduct and take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances. Palos Park Police Department employees should take special note that, as stated above, retaliation against an individual who

has complained about sexual harassment, cooperated with an investigation of a sexual harassment complaint, filed an administrative claim with the EEOC or a State governmental agency, or otherwise engaged in conduct protected by the Illinois Whistleblower Act is unlawful and will not be tolerated by this organization. Any employee who retaliates against another for exercising their rights under this policy shall be subject to disciplinary action, up to and including termination.

False or frivolous complaints refer to cases in which the accuser is acting in bad faith and using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action up to and including termination.

PALOS PARK POLICE DEPARTMENT

Title: *DISCIPLINARY PROCEDURES*

Procedure: 3.400

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: October 2014

PURPOSE:

To establish an effective disciplinary system for Department personnel.

To incorporate training and counseling as a function of discipline.

To inform all members of the Department of their obligations and responsibilities to enforce and obey the rules and regulations of the Police Department.

POLICY:

Discipline can be positive or negative; it may involve encouragement, inspiration, reward, training, counseling, or the imposition of negative sanctions. The Police Department will maintain a disciplinary system which includes procedures for training and counseling members when corrective measures become necessary, and for taking punitive actions when required.

PROCEDURE:

MANUAL OF RULES OF CONDUCT

1. The code of conduct and general appearance for Police Department employees is provided to all personnel in the form of Rules of Conduct. These rules specify both required and prohibited conduct by employees and are prefaced by the Law Enforcement Code of Ethics.

2. Individuals employed by this Department will be provided with a copy of these Rules of Conduct upon starting employment with the Department. It is imperative that each employee read,

understand and become familiar with these rules.

SUPERVISOR'S ROLE

1. Supervisors of this Department are crucial to the disciplinary process. They have the best opportunity to observe the conduct and appearance of officers and detect those instances when disciplinary actions are warranted. First line supervisors also have the opportunity to understand the personality traits of their personnel and to determine the most effective methods of discipline.

2. First line supervisors are responsible, and have the authority, for a limited administration of the disciplinary process. This process includes training, counseling, oral warning, written reprimand, temporary relief from duty, referral and recommendation, through the chain of command, to the Chief of Police for punitive disciplinary action.

3. The role of a supervisor in the disciplinary process is:

To observe the conduct and appearance of officers, detect those instances when disciplinary actions are warranted, and issue oral warnings or written reprimands to the officer.

To investigate allegations of employee misconduct when within the scope of their authority and responsibility.

To counsel employees to improve job performance or correct minor infractions of Department Rules of Conduct and procedures.

To identify training needs as a function of the disciplinary process.

To recommend the most effective methods of discipline, taking into consideration the type of misconduct, personnel record, behavior history and personality trait, of the personnel under their supervision. Employee personnel records are maintained in the Office of the Village Administrator.

COMMENDATION, TRAINING AND COUNSELING

Supervisors are responsible for submitting written recommendations to the Chief of Police when they wish to commend an employee.

The supervisor will describe the noteworthy activity on a memo.

The commendation will be issued to the employee through the chain of command after signing by the Chief of Police.

The Chief's secretary will distribute copies of the commendation to the Commissioner, Village Administrator, the employee's personnel file and post one copy.

2. Supervisors are responsible for the ongoing training and counseling of their unit members. These functions of discipline are best used as soon as possible after the infraction.

3. The criteria used by a supervisor to determine when either training or counseling should be initiated depends upon the type or seriousness of the infraction, if there were any previous incidents of a similar nature, and the employee involved. Generally, training is provided to correct any shortcomings, deficiencies, or lack of sufficient knowledge in the employee's job performance. Counseling would normally be provided for minor infractions of Rules of Conduct, minor procedural mistakes, inappropriate judgment, or matters concerning an officer's attitude. The supervisor will document the effects of the counseling.

4. Minor first time infractions that are immediately addressed by the supervisor, either by oral warning or written reprimand, will be documented on a memo.

5. Repeat or minor infractions that need to be addressed in more detail will be documented on a memo. The supervisor will fully explain the problem and indicate the action taken to correct the deficiency.

6. Supervisors will make every attempt to provide the proper training or counseling necessary to assist the members of their units to perform at a safe and acceptable level.

7. If the supervisor is unable to provide the training or counseling required to correct the problem the supervisor will request the Training Officer to register the officer in the appropriate school, when available.

8. Training should foster positive and constructive techniques for improving employee productivity, effectiveness, and attitude. The Department may mandate remedial training for employees found to be deficient in some necessary skills.

ORAL WARNING/WRITTEN REPRIMAND

1. A Warning/Reprimand system is established to provide each supervisor with a disciplinary process for documenting minor infractions at the Unit level.

2. Supervisors will document an oral warning or a written reprimand on the Warning/Reprimand memo when they observe minor infractions of the Rules of Conduct or procedures. Generally, these types of infractions would not require training to be corrected.

3. When a supervisor observes a minor infraction he should discuss the infraction with the individual as soon as possible. This discussion should be documented as either an oral warning or a written reprimand on the Warning or Reprimand memo and signed by both the supervisor and the employee. For the first offense the memo will be retained by the supervisor for a period of twelve (12) months. The memo will not be forwarded to

the Office of the Chief of Police, but will be available for review if requested.

4. If a second offense for a similar infraction occurs within a twelve (12) month period the supervisor will forward all reports to the Chief of Police, through the chain of command, with a recommendation for discipline.

5. If an employee receives three (3) oral warnings or written reprimands for unrelated infractions within a twelve (12) month period the supervisor will forward all reports to the Chief of Police, through the chain of command, with a recommendation for discipline.

6. Supervisors may, if they feel it is necessary because of the infraction or the officer's attitude, on the first offense document the incident on a Warning/Reprimand memo and forward it to the Chief of Police, through the chain of command, with a recommendation for disciplinary action.

7. Supervisors have the authority to exercise limited disciplinary action. A supervisor may temporarily relieve an employee from his/her remaining tour of duty on the grounds that the employee is unfit for duty. Upon relieving an officer from duty the supervisor will immediately notify the Chief of Police, and inform him of his actions. Both the supervisor and the employee relieved from duty will report to the Police Chief at 0900 hours on the next business working day unless otherwise directed.

PUNITIVE AND DISCIPLINARY ACTIONS

1. The decision to impose disciplinary action against an officer will be based on the "Conclusion of Fact" for each allegation of misconduct, violation of the Rules of Conduct and/or Department procedures. The Conclusion of Fact can result in the following types of closures:

SUSTAINED - The allegation is supported by sufficient evidence.

PARTIALLY SUSTAINED - Sufficient evidence exists to support part of the allegation.

NOT SUSTAINED - insufficient evidence to prove or disprove the allegations.

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

Proper Conduct - the action of the Department or the Officer was consistent with the agency procedure and the complainant suffered no harm.

Policy Failure - although the action of the Department and the Officer was consistent with Department procedure, the complainant suffered harm.

UNFOUNDED - Allegation is not factual; did not happen.

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

2. Punitive discipline, generally, will be imposed in a progressive manner from minimum to maximum but also, when appropriate, may be imposed to the maximum limit at any time for any incident. The following criteria should be used to determine the appropriate level of disciplinary action:

the seriousness of the incident;

the circumstances surrounding the incident;

the employee's accumulative disciplinary record;

the employee's work performance;

the overall negative impact on the Department caused by the incident; and,

the probability that future similar problems will occur.

3. Upon sustaining charges against a member of the Department, the Chief of Police will determine an appropriate penalty. Penalties which may be imposed by the Chief are:

Oral Warning - An oral warning that some action, lack of action, or level of performance is not acceptable and will result in further disciplinary action if repeated or continued. Oral warnings, documented in writing, will become a part of the employee's personnel file. An oral warning is an official reprimand.

Written Reprimand - A written reprimand stating that some action, lack of action, or performance is unacceptable and will result in further disciplinary action if such action is repeated or continued. Written reprimands will become a part of the employee's personnel file. A written reprimand is an official reprimand. Employees may petition the Chief of Police to remove, from their personnel file, an Official Reprimand after a twelve (12) month period. The removal of such reprimand is at the discretion of the Chief of Police.

Reduction in Performance Rating - An employee's disciplinary record is part of his/her performance rating. This rating may be affected as a result of disciplinary action against the employee during that performance evaluation.

Withdrawal of Outside Employment - Secondary work privileges may be revoked or suspended by the Chief of Police.

Suspension - A disciplinary action in which the employee must forfeit his/her salary for misconduct considered to be serious, or part of a continuing pattern of behavior involving repeated misconduct. The Chief of Police may impose a suspension up to a maximum of five (5) days. A sworn employee can appeal the Chief's suspension of five (5) days or less, but must do so in writing to the Commissioner of Public Health and Safety within five (5) calendar days.

Reduction of Leave - The Chief of Police may offer an employee who is suspended for a period of five (5) days or less the choice of being suspended without pay, or being suspended and in lieu of forfeiting pay, forfeiting equivalent amounts of compensatory time due or vacation time already accrued.

4. If the Chief of Police determines that the appropriate penalty should be greater than a five (5) day suspension, or should be discharge from service, the Chief of Police will cause charges to be prepared to present to the Village Council through the Police Commissioner. The employee and Union will be notified of those charges and prior to the imposition of any discipline, the employee will be given the opportunity to appear before the Chief of Police and explain and defend against those charges.

5. The Village Police Commissioner and Village Council has the authority to suspend any sworn employee for up to thirty (30) days or to discharge the sworn employee from the Department.

6. An appeal may be filed by the employee from a decision reached by the Village Council in accordance with the provisions of the Administrative Review Act as set out in State law. Neither the employee nor the Chief of Police may appeal the decision of an arbitrator, other than an appeal to enforce the provisions of the arbitrator's decision.

7. If an investigation of employee misconduct results in dismissal, the following information will be provided to the employee:
a statement citing the reason for dismissal;

the effective date of the dismissal;

a statement of the status of benefits after dismissal; and,

a statement as to the content of the employee's employment record relating to the dismissal.

8. Only reports and documents that sustain a disciplinary action against an

individual will become part of the employee's personnel file. These files will be maintained by the Office of the Chief of Police.

9. Any disciplinary action such as a suspension, oral warning or written reprimand will be entered in the concerned employee's personnel file. Unless otherwise approved by the Chief of Police, records of disciplinary action will be kept in the employee's personnel file indefinitely.

NON SWORN PERSONNEL

1. The punitive and disciplinary actions process for non sworn members of the Department is governed by the Village with final authority resting with the Chief of Police.

DISCRIMINATION AND HARASSMENT

1. All employees of the Police Department are governed by the Village's policy of Equal Opportunity, Discrimination and Harassment, as contained in the Village Personnel Policy.

OFFICIAL USE OF L.E.A.D.S. (LAW ENFORCEMENT AGENCY DATA SYSTEM)

1. All Palos Park Police Department employees/officers and civilians will never use the L.E.A.D.S. in any manner that would discredit this police department. Only police related business will be transmitted through the L.E.A.D.S. system. The L.E.A.D.S. system must never be used for any type of personal purposes, nor will the L.E.A.D.S. be used for dissemination purposes other than to Courts, Cops, or Corrections. The misuse of L.E.A.D.S. by any Palos Park Police Department employee will be subject to and not limited to reprimand, suspension, and termination.

PALOS PARK POLICE DEPARTMENT

Title: EQUAL EMPLOYMENT OPPORTUNITY

Procedure: 3.502

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

PURPOSE:

To formally state the position of the Police Department on the issue of Equal Employment Opportunity.

POLICY:

The policy of the Police Department strictly prohibits anyone from taking any adverse action with regard to employment, including examination, appointment, training, recruitment, selection, promotion, retention, discipline or other personnel action, because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or unfavorable discharge from military service. This Department is committed to maintaining a workplace where each employee's privacy and personal dignity are respected and protected from offensive or threatening behavior.

DEFINITION:

The United States Equal Employment Opportunity Commission (EEOC) created by Title VII of the Civil Rights Act of 1964, prohibits employment discrimination on the basis of race, color, sex, religion or national origin. Title VII was extended to cover federal, state, and local public employees by the Equal Employment Opportunity Act of 1972. The Human Rights Act also provides similar protection for those with protected status for age, marital status, physical or mental handicap unrelated to ability, and unfavorable discharge from military service.

PROCEDURE:

EQUAL EMPLOYMENT OPPORTUNITY

1. In order to ensure nondiscrimination, the Police Department will follow the applicable guidelines established by the Equal Employment Opportunity Commission.
2. The Police Department will treat each person with respect, dignity, integrity and will prohibit discrimination in all phases of the employer-employee and applicant relationship.
3. No employee will discriminate against another employee or applicant in violation of the Department policy.
4. It is the responsibility of each member of the Police Department to ensure the opportunity for equal employment, and to maintain a non-discriminatory work environment.
5. Management and supervisors will be responsible for reviewing and enforcing Equal Employment Opportunity guidelines with those personnel under their command.
6. Job applicants, or other interested individuals, will be informed of this procedure when requesting the Department's commitment to Equal Employment Opportunity.
7. All employment application forms and employment advertisements will indicate that the Police Department is an Equal Opportunity Employer as required by the Human Rights Act.
8. This Equal Employment Opportunity procedure will be reviewed annually by the

Chief of Police to ensure that the department's present employment policies, practices, and procedures remain relevant to their effective impact on the employment and utilization of minorities and women.

PALOS PARK POLICE DEPARTMENT

Title: *PERSONAL APPEARANCE*

Procedure: *3.601*

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To provide grooming standards for Department personnel.

To enhance community respect and acceptance.

POLICY:

The Police Department recognizes the important relationship between public confidence in the police and the successful accomplishment of the police function. The Department member's appearance in public is a part of the Department's effort to maintain public acceptance and maximize public confidence. It is the policy of this Police Department to establish grooming standards necessary to maintain a professional and neutral image to promote acceptance and respect.

PROCEDURE:

1. Male full-time police officers, part time officers and civilian personnel will conform to the following standards:

Hair:

Hair will be neatly trimmed and combed or brushed at all times while on duty. Hair will not extend more than two (2) inches from the top of the head. The maximum extension from the sides will be two (2) inches, provided that the hair is gradually tapered. Hair will grow downward no more than one (1) inch over the top of the ear and will be neat and even in appearance. Hair will not extend downward beyond the hair line at the back of the neck nor extend over the shirt collar in a normal posture.

Sideburns:

Sideburns will not extend downward beyond the bottom of the ear. Maximum width of sideburns is one (1) inch. Growth will be no more than one (1) inch in depth.

Mustaches:

Mustaches will be neatly trimmed and will not extend more than 1/4 inch beyond the corners of the mouth. Ends will not be waxed or twisted.

Beards:

Beards must be neatly trimmed and not more than one (1) inch in length or depth. Beards will be grown during extended absences from work so as not to give the appearance of being unshaven in the early stages of growth.

Jewelry:

The wearing of earrings is prohibited. Chains, necklaces, and other ornamental jewelry must be concealed while in uniform or while in a plain clothes assignment. Wedding rings, or other type rings worn in conservative style are permitted. Only one ring may be worn on each hand. Any other jewelry worn must not present a hazard to the officer and if visible to the public must be unobtrusive and present a neutral appearance. The use of strong scented cologne, while in uniform or while in a plain clothes assignment is prohibited.

2. Female full-time police officers, part time officers and civilian personnel will conform to the following standards:

Hair:

The hair will be worn in a neat style, extreme hairdos or exaggerated high styles are prohibited. The length of the hair or style will not preclude the proper wearing of the uniform. Civilian personnel, for safety reasons, shall not wear their hair in such a manner that it can be easily grabbed or pulled by a prisoner, while performing matron duties.

Make-Up:

The use of facial make-up will be conservative, excessive use of lipstick, rouge, mascara, etc. is prohibited. Fingernails will be inconspicuous, neither too long nor too dark or flashily colored. The use of strong scented cologne, while in uniform or while in a plain clothes assignment is prohibited.

Jewelry:

Female officers may wear one (1) pair of stud type pierced non-dangling earrings. Chains, necklaces, and other ornamental jewelry must be concealed while in uniform or while in a plain clothes assignment. Wedding rings, engagement rings, and rings worn in a conservative style are permitted. Only one ring may be worn on each hand with the exception that an engagement and wedding ring may be worn together constituting one ring. Any other jewelry worn must not present a hazard to the officer and if visible to the public must be unobtrusive and present a neutral appearance.

PALOS PARK POLICE DEPARTMENT

Title: *OFF-DUTY OR
SECONDARY EMPLOYMENT*

Procedure: 3.602

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

PURPOSE:

The purpose of this policy is to set forth guidelines to govern off-duty or secondary employment by members of the Police Department.

POLICY:

The policy of this department is to provide guidelines to police employees to inform them of the types of secondary employment which are authorized; and to establish procedures to maintain accountability for the welfare of the department. These requirements are essential for the efficient operation of the police department and for the protection of the community.

DEFINITIONS:

Employment: The provision of a service, whether or not in exchange for a fee or other consideration. Employment does not include volunteer charity work.

Extra-Duty Employment: Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee, including volunteer charity work.

Regular Off-Duty Employment: Any employment that will not require the use, or potential use of law enforcement powers by the off-duty employee.

PROCEDURES:

There are two types of off-duty employment in which an employee may engage:

REGULAR OFF-DUTY EMPLOYMENT:

1. Employees may engage in regular off-duty employment that meets the following criteria:

Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

Employment that presents no potential conflict of interest between their duties as a police officer and their duties for their secondary employer.

Some examples of employment representing a conflict of interest are:

As a process server, repossession, or bill collector, towing of vehicles, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.

Personnel investigations for the private sector or any employment which might require the police officer to have access to police information, files, records or services as a condition of employment.

Appearing in uniform during the performance of tasks other than that of a police nature.

Conducting activities for a business or labor group that is on strike.

Assisting in any investigation or case preparation not related to their duties as a Palos Park Police Officer.

Working in occupations that are regulated by, or that must be licensed through the police department or its civilian board.

Employment that constitute a threat to the status or dignity of the police as a professional occupation:

1. Establishments which sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature as prohibited by law.
2. Any gambling establishment not exempted by law.

EXTRA -DUTY EMPLOYMENT:

1. Police officers may engage in extra-duty employment as follows:

Where a government, profit making or not for profit entity has an agreement with the police department for police officers in uniform or plain clothes who are able to exercise their police duties.

Types of extra-duty services which may be considered for contracting are:

Traffic control and pedestrian safety.

Crowd control.

Security and protection of life and property.

Routine law enforcement for public authorities.

Plain clothes assignments.

1. Requirements and limitations on regular off-duty and extra-duty employment are as follows:

Any member wishing to engage in regular off-duty employment will submit a memo to the Chief of Police through the chain of command and receive permission from the Chief of Police to engage in regular off-duty employment.

The memo must define what the part time employment is, what the duties will be, and if there will be any potential or possible conflict with their position with the Palos Park Police Department.

In order to be eligible for extra-duty employment, a police employee must be in good standing with the department. Disciplinary actions will be taken into consideration when determining standing. The Chief of Police will have authority and control over extra-duty employment. Continued departmental approval of a police employee's extra-duty employment is contingent on such good standing.

Those officers who have not completed their probationary period, or who are on medical or other leave due to sickness, temporary disability or an on-duty injury shall not be eligible to engage in regular or extra-duty employment.

A police officer may work a maximum of 20 hours of regular off-duty or extra-duty employment, or a total of 60 hours in combination with regular duty in each calendar week. The total hours does not include overtime and court hours.

Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the police employee's performance of duty.

REQUIREMENTS AND LIMITATIONS:

A police officer engaged in any off-duty employment is subject to call-out in case of emergency, and may be expected to leave his regular off-duty or extra-duty employment in such situations.

Permission for a police employee to engage in regular off-duty or extra-duty employment may be revoked where it is determined that such employment is not in the best interests of the department.

No employee shall solicit any person or business or any other entity for secondary employment while on duty.

Liability.

Liability for the secondary employment shall be assumed by secondary employment, not V.O.P.P.

An indemnification agreement shall be provided to the Village of Palos Park by the secondary employer.

shall be assumed by the secondary employer, not the Village of Palos Park

PALOS PARK POLICE DEPARTMENT

Title: *TRAINING ADMINISTRATION*

Procedure: *3.700*

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To better prepare Department personnel to make decisive and informed decisions.

To maximize effectiveness and productivity.

To prevent civil and criminal liability by training all personnel in proper police procedures.

POLICY:

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility it is essential that Department personnel be properly trained. This is true not only at the entrance level where officers must receive basic training prior to their assumption of police responsibilities, but it is a continuous process throughout each officer's career.

PROCEDURE:

TRAINING GOALS

1. To provide job related training for all Department personnel.
2. To train employees to be better prepared to act decisively and correctly in a broad spectrum of situations.
3. To enhance employee productivity and effectiveness through greater job knowledge.
4. To foster cooperation and unity of purpose among Department members through common training.

5. To provide training for specialization, promotional opportunity, and general safety of the employee and those with whom they come in contact

TRAINING FUNCTION

1. The training function within the Department will be vested with the Chief of Police. The Training Officer is responsible for providing training for all personnel in accordance with the goals of the Department.

2. The Training Officer is responsible for the following:

To implement the Department's Comprehensive Training Plan;

To ensure the requirements of the Law Enforcement Training Standards Board are met;

To assist the Field Training officer in planning and developing training programs according to the needs of the Department;

To announce mandatory and all other available training for all personnel;

To maintain training records of all personnel;

To ensure training programs are being attended;

To recommend instructors and develop training resources;

To evaluate and coordinate all training programs.

ATTENDANCE REQUIREMENTS

1. The Training Officer will give written notice of training by routing a notification of training memo to the officer.

2. Personnel assigned to authorized training programs are required to attend all classes and other activities, except under the following circumstances:

illness;
personal emergency;
vacation;
police business emergency; or
authorized release from attendance.

3. The Chief of Police shall be notified in all cases when an officer is unable to attend training. The officer scheduled for training shall notify the on duty supervisor or the Chief whenever he is unable to attend training.

4. Where training is mandatory by law, the Chief of Police will make necessary arrangements for makeup training.

5. It will be the responsibility of the officer to arrange with the class instructor to make up necessary work or assignments. Excessive absence, or unexcused absence may result in being withdrawn from the class, in not being credited with successful completion, and/or appropriate disciplinary measures.

6. All personnel completing training courses shall receive documentation of such and a copy of the record shall be placed in the officer's file.

7. Attendance rosters will be made on all in-house training.

TRAINING COST REIMBURSEMENT

1. Generally, officers will not be reimbursed for mileage, food or lodging for attending training within the Department's

service area. Special circumstances and exceptions for reimbursement will be reviewed by the Chief of Police.

2. Reimbursement for mileage, meals and lodging outside the service area will follow the standards provided by the Law Enforcement Training Standards Board, or Village procedures.

3. When possible, the Department will provide funds in advance for certain travel expenses.

4. Personnel must complete a travel expense report upon completion of the training program.

5. Overnight accommodations will be provided as appropriate. In situations where cost effective housing is available through the training facility, personnel will be lodged at said facility. In all cases the most cost effective housing shall be utilized.

6. All tuition and required fees for materials, books, etc. will be paid by the Village.

7. A Department vehicle may be used when available.

LESSON PLANS

1. Police Department in-service training programs shall require lesson plans.

2. In all training courses, lesson plans will be developed. These plans will include the following:

guidelines and format for lesson plan development,

a statement of performance objectives; and

content of training and specification of the appropriate instructional technique, such as lecture, group discussion, panels or seminar.

3. Lesson plans will ensure that the subject to be covered is addressed

completely and accurately, and is properly sequenced with other training materials.

4. Instructors shall ensure that all periods of instruction are adequately covered by a lesson plan outline.

5. Lesson plans will be required of all departmental and non-departmental instructors.

6. Responsibility for proper lesson plan development rests with the Training Officer.

7. Lesson plans shall include, as applicable, the following:

Teaching techniques (lectures, group discussion, panel).

Field experiences (operational experiences, observations).

Presentations (lectures, lecture-discussion, lecture-demonstration).

Problem solving (as reviewed by the Training Officer).

Simulations (case study and role play).

Statement of performance objectives.

8. Lesson plans shall be submitted to the Chief of Police prior to the training date. All lesson plans must be approved before training begins.

9. The Training Officer will be responsible for the approval of lesson plans. This process is to ensure that lesson plans are consistent with departmental guidelines, policies and procedures.

TESTING PROCEDURES

1. Formal classroom instruction shall include written examination on the basis of two questions per single hour of instruction. Questions will be derived from instruction presented, shall have validity, and be job related.

2. All testing will have a pass/fail cutoff score. A 70% grade will be necessary to pass a training program.

3. Personnel failing any written test shall be given additional training in areas of deficiency and retested.

4. The testing format may be a written exam or a performance exercise. Written exams can include multiple choice, true or false, fill in the blank or essay questions.

5. Test development should be a cooperative effort between the instructor and the Training Officer. Final approval of all test questions and format will be the responsibility of the Department Training Officer.

TRAINING RECORDS

1. A record of any training received by department personnel will be maintained by the Chief of Police.

2. Training records will include:
Name
Course title and instructor
Where and when attended
Hours of instruction
Test score
Copy of certificate

3. The Chief of Police shall maintain records of training conducted by the Department.

4. Training records of classes will include:
Course title, content and instructor
Lesson plan
Names of attendees
Individual results of any tests administered.

5. Training records will not be released to anyone outside the Department except with the approval of the Chief of Police.

POST TRAINING COURSE EVALUATION

1. The Chief of Police shall provide all personnel with a Training Program Evaluation Report form upon completion of

any training course. These forms, when completed, shall be returned to the Chief of Police.

TRAINING INSTRUCTOR

1. The Chief of Police is responsible for the selection of instructional staff for internal training programs. Instructors should possess demonstrated skill and knowledge in the topic they will instruct, as evidenced through their work, their formal training and previous instructing.
2. Personnel assigned as instructors for specific training will provide the instruction until the completion of the assignment. Training that needs to be repeated annually to ensure competency will necessitate continued training for the instructor.
3. Outside resources for providing instruction may be necessary to meet many specific training needs. The selection process for these instructors is based on their experience, reputation and instructional material.

PALOS PARK POLICE DEPARTMENT

Title: *TRAINING - ROLL CALL, IN SERVICE,
REMEDIAL, SPECIALIZED, ADVANCED
AND CAREER DEVELOPMENT*

Procedure 3.701

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: **October 2014**

PURPOSE:

To establish training standards for professional and personal opportunities of growth and service.

To provide current and relevant information to assist officers in their daily duties.

POLICY:

Training is provided to accommodate Department needs and actualize the interest and concern which the Department has for the self improvement and personal development of its employee.

PROCEDURE:

ROLL CALL TRAINING

1. Roll call training is intended to inform officers of changing policies, orders, conditions within their immediate areas of assignment and other information of immediate importance.

2. Roll call training sessions shall be of short duration, and may be conducted at the beginning of the shift, during the shift for selected officers, or at the end of the shift, depending on the needs of the supervisor.

3. The Field Training Officers shall continuously monitor information pertinent to the officer's function. This material, along with new and changed policies and procedures, shall be passed onto shift supervisors for review and dissemination at roll call.

4. Shift supervisors are responsible to see that roll calls are used for training purposes as much as possible on a daily basis. Department policies, procedures and rules should be discussed to make certain there is a clear understanding of their purpose.

5. It is the responsibility of each patrol supervisor to plan roll call training on an as needed basis. Audio visual aids, literature, publications, etc. may be incorporated into short informational programs.

6. The Chief of Police will assist by providing informational materials and topics for roll call training. Specific programs will be initiated quarterly to cover areas of concern by the Department.

7. Department equipment, such as the VCR machine, slide projector, and video camera may be utilized for roll call presentations. Various VCR tapes and films are available through public and private sources to enhance a roll call training program. Supervisors can request VCR tapes that are designed to support the intended topic.

8. N.E.M.E.R.T. can be utilized to find current information and plan roll call training topics. Various books, research material and publications are available to plan an effective roll call.

9.. Instructional methods should include presentations that offer participation on the part of the trainee through discussion.

10. All roll call training will generally be conducted by the supervisor holding roll call, or by another person who may have expertise in the subject matter.

11. To maintain a productive relationship between the Department and the Training Academy, officers recently attending the Academy may be asked to provide information on any new topics, techniques or procedures of concern or interest.

12. Officers are encouraged to request roll call training topics that would help in better understanding and discharging their duties.

13. Supervisors are expected to provide current and relevant topics for roll call training and discuss mutual concerns for roll call training at monthly staff meetings.

14. Evaluation of roll call training will be conducted by members of the Training Committee based upon observations and feedback from attending officers.

IN-SERVICE TRAINING

1. In-Service training is intended to augment previous training and acquired skills with current information regarding changes in legislation, advances in technology, and revisions in policy, procedures, rules or regulations affecting Department personnel.

2. All sworn personnel are required to participate in the In-Service training program.

3. The program, which includes mandatory firearms qualification, will address such topics as deemed necessary by the Chief of Police.

REMEDIAL TRAINING

1. Upon the recommendation of an officer's supervisor, the Department Training Officer shall schedule training for those employees who:

Consistently demonstrates a lack of skill, knowledge or ability in job-task performance, based on evaluation reports and first hand observations by supervisors.

Have received disciplinary action that may be corrected through supplemental training.

2. Notification of officers scheduled for remedial training shall be in writing. Upon completion of such training, evaluations of participants shall be forwarded to the Chief of Police.

SPECIALIZED TRAINING

1. To prepare personnel for new assignments the Department provides specialized training in those areas where a need has developed. Such schools have as their goal the development of specialized skills and knowledge within the framework of a police generalist.

2. Specialized training will be given to an officer BEFORE assignment in the following areas:

Field Training Officer
Breath Alcohol Operator
Traffic Accident Investigator
Range Officer
Investigator

3. Specialized training will be given to officers as soon as is practicable following their assignment to the following areas:

Criminal Investigator
Emergency Response Team
Member
Bicycle Officer

4 The Department shall, when possible, initiate training for specialized positions within 30 days of the assignment.

Responsibilities and rights of employees.

ADVANCED TRAINING

1. Advanced training is considered the type of training provided at the FBI Academy, the Southern Police Institute and Northwestern University Traffic Institute.

2. This training is designed to improve the professional competence of officers who have demonstrated leadership capabilities.

3. Criteria and conditions for consideration of this advanced training are:

Meet the requirements of the advanced training institute.

Be in a supervisory or command position.

Approval of the Chief of Police.

4. Training requirements to be satisfied by the advanced training should include:

Management theory.

Utilization of resources to their maximum efficiency.

Supervisory Techniques.

Problem identification, evaluation and solving techniques.

5. Assignments following advanced training will be made so as to take maximum advantage of the employee's newly acquired knowledge and abilities.

CIVILIAN TRAINING

1. All newly appointed civilian personnel will receive the following training:

Orientation to the Department's role, purpose, goals, policies and regulations.

Working conditions.

2. Record Clerks shall receive training in the following:

Records management.

Interpersonal communication skills.

Computer operations.

Court records and procedures.

Prisoner handling.

3. The Training Officer will provide annual retraining for all civilian personnel to update skills and to increase knowledge for new job responsibilities.

ACCREDITATION TRAINING

1. All department personnel will receive information relative to the accreditation process as follows:

to newly hired personnel within a reasonable period after being hired,

to all department personnel during the self-assessment phase associated with initial accreditation and each reaccreditation, and

to all department personnel just prior to any on-site assessment.

CAREER DEVELOPMENT

1. Supervisors will be provided career development training through supervisory level courses such as, but not limited to, Supervision of Police Personnel.

2. All personnel promoted will receive specialty training in management techniques and skill development.

PALOS PARK POLICE DEPARTMENT

Title: *PROMOTIONS*

Procedure: *3.800*

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To define vertical movement in the organizational hierarchy from one rank classification or position to another.

POLICY:

The Police Department is committed to promote personnel in a manner that is consistent with State law, Village ordinance, and Equal Opportunity guidelines. Procedures used for promotions will be job related and nondiscriminatory.

PROCEDURE:

1. The Village Council, through the Commissioner of Public Health and Safety and the Chief of Police, is charged with the authority and responsibility for administering the police supervisory promotional process.

2. Promotion to the rank of Sergeant, and Lieutenant is governed by the Village council based upon a competitive examination.

3. The Chief of Police has the authority and is responsible for administering the Department's role in the promotional process, and administering the promoted employee's training period.

4. The Chief will maintain a manual governing the procedures used for promotion. These procedures will address the following:

Evaluating the promotional potential of candidates.

Administering written test.

Conducting oral interviews prior to appointment.

5. Candidates for promotions will be provided with an updated bibliography of reading materials used as the sources of questions on the written test.

6. All personnel who have been in the next lower rank for a period of one year are eligible to sit for a promotional test. Lateral entry for the positions of Sergeant and Lieutenant is not permitted

7. When the promotional process is scheduled to begin, a written announcement will be posted that includes:

Description of the position for which vacancies exist.

Schedule of dates, times, and locations of all elements of the process.

Description of eligibility requirements.

Description of the process to be used in selecting personnel for promotion.

8. Officers who submit themselves to promotional examinations will be graded according to the following schedule:

Written Test - Based on raw score,

Oral Examination (Assessment Center),

An assessment center, if utilized, will: measure dimensions, attributes, characteristics, qualities, skills,

abilities, or knowledge specified in a written job task analysis; use multiple assessors who are thoroughly trained prior to participating in a center; use techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined; use multiple assessment techniques, one of which is a simulation; use simulation exercises that have been pre-tested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job related; base judgments resulting in an outcome on pooled information from assessors and techniques; base overall evaluation of behavior made by assessors at a separate time from observation of behavior during exercises; announce the dimensions to be evaluated in a written directive; use a form or forms to record and document the observations of assessors at each stage of the process; and provides participants, upon request, with written rationale and information concerning the dimensions, ratings, and recommendations of the center.

Merit and Efficiency Rating, and

Seniority.

9. An eligibility list will be posted by the Board. All personnel taking the promotional test will be placed on the eligibility list with a ranking from the highest maximum point total to the lowest. The list will remain in effect for three (3) years, and promotions will be made from the three (3) highest ranking candidates.

10. Candidates will be promoted only to positions and vacancies authorized by the Village Board.

11. All personnel promoted will be subject to a six (6) month training period. During this period those promoted will be sent for appropriate training if not previously received and be evaluated, by the immediate supervisor, to determine their performance.

12. In the event an employee wishes to have a review/appeal of adverse decisions concerning his eligibility for a promotional vacancy, he should direct a written request to the Chief of Police, who will forward such request to the Commissioner of Public Health and Safety who is the final authority in the appeal process.

Candidates failing to be promoted are permitted to reapply, test, and be reevaluated the next time a promotional examination is conducted.

PALOS PARK POLICE DEPARTMENT

**Title: RULES AND REGULATIONS
ATTENTION TO DUTY**

ORDER NUMBER: 3-900

EFFECTIVE DATE: 15 October 2014

REVIEW DATE: 1 March 2018

PURPOSE:

The purpose of this order is to provide a specific set of rules and regulations that shall serve as the basis for orderly and disciplined performance of duty and maintain the standard of professionalism and ethics that are expected of dedicated police employees

Personal Use of Cell Phones

Employees shall not make regular use of cell phones for personal business while engaged in the performance of their duties. While employees may engage in infrequent and brief use, it shall always be done in a manner that will not interfere in the performance of their duties. Employees driving Department vehicles will not engage in personal cell phone calls while operating the vehicle. Employees using cell phones for official business will always do so in a safe manner. Because of the nature of the work environment and critical importance of attention to duty.

C. Other Wireless Communication Devices

1. Other wireless communication devices are any wireless electronic communication device, with the exception of a cellular phone that provides for voice or data communication between two or more parties, including but not limited to a personal digital assistant that sends or receives messages, an audio-video player that sends or receives messages, or a laptop computer.

2. No employee may use other personal wireless communication devices while working without authorization of the Chief of Police or his designee.