

BARTLETT POLICE DEPARTMENT



Subject: Secondary Employment

Issued: March 1, 1996

Effective Date: March 1, 1996

Termination Date: N/A

Amended Date: July 18, 2018

Administrative Order 110

Rescinds: G.O. 95-02, S.O. 94-07

**Reference CALEA Standards:
22.3.4, 22.3.5**

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

POLICY: The policy of the Department is to provide guidelines to employees of the types of secondary employment that is appropriate, and to establish procedures to maintain accountability for the welfare of the Department. These requirements are essential for the efficient operation of the Department and for the protection of the community.

I. Definitions

- A. **Employment:** The provision of a service, whether or not in exchange for a fee or other service, including self-employment. This includes any employment in which another may financially benefit from the employee's work, e.g., a family member or other person receiving compensation for the work of the employee. Employment does not include volunteer charity work.
- B. **Extra-Duty Employment:** Any employment that is conditioned on the actual or potential use of law enforcement powers by the sworn police employee.
- C. **Off-Duty Employment:** Any employment that will not require the use or potential use of law enforcement powers by the off-duty employee.
- D. **Conflict of Interest:** Any secondary employment duty that is illegal, inconsistent, incompatible, or in opposition to the duties, functions, and/or responsibilities of employment with the Department.
- E. **Personnel:** Any employee or member of the Department and includes:
 - 1. Full-Time Officer: any sworn full-time member of the Department.
 - 2. Community Service Officer: any paid non-sworn employee, whether full or part-time, who performs limited field duties in conjunction with or support of other police personnel.
 - 3. Civilian Personnel: Any person performing a function within the Department, whether full or part-time, who is compensated for the work they perform and is not a sworn police officer.
- F. **Probationary Period:** A period of time beginning with the date of original appointment to employment with the agency and the length of such period as defined within the general policies of the municipality, contained within the existing provisions of any bargaining agreement or is provided for through the establishment of a specific State Statute.
- G. **Secondary Employment:** Secondary employment is any employment other than the employee's regular employment with the Department, including both off-duty and extra-duty employment.

II. Discussion

A. General Guidelines

The Department has a legitimate interest in regulating its employees' secondary employment. While the Department will not unreasonably restrict off-duty employment, it will require responsibility and accountability to the Department of personnel engaged in secondary employment.

B. Mandatory Approval (22.3.5.a/c/e)

Prior to commencing any secondary employment, including self-employment, personnel must submit a written request and obtain written approval for such employment. All approved requests are subject to periodic review and reconsideration for approval by the Chief of Police, and must be renewed on the first working day of each new calendar year. Personnel shall communicate, in writing, any such change that could invalidate the secondary employment approval currently on file in the employee's personnel file. The employee's request for secondary employment will be submitted to the Chief of Police on the Secondary Employment Request (Annex I) and will include the following information:

1. the secondary employer's name, address, phone number and the type of business;
2. a complete narrative of the type of work or duties to be performed;
3. the highest number of days and hours to be worked within a single week;
4. the name and phone number of the person who will be their immediate supervisor;
5. a complete list of any law enforcement-type equipment the employee must use on the job;

III. Procedures**A. Off-Duty Employment: Employees may engage in off-duty employment that meets the following criteria: (22.3.4)**

1. 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.
2. Employment that presents no potential conflict of interest between their duties as an officer and their duties for the secondary employer. Some examples of employment representing a conflict of interest are:
 - a. Process server, repossession, 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.
 - b. Dressed in an official uniform in the performance of tasks other than that of a police employee.
 - c. Personal investigations for the private sector or any employment that might require the officer to have access to police information, files, records or services as a condition of employment.
 - d. Assisting in the case preparation for the defense in any criminal, civil or other court proceedings.
 - e. For a business or labor group involved in a strike or lockout.
3. Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of employment presenting a threat to the status or dignity of the police profession are:
 - a. Establishments which sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature.
 - b. Any employment involving the sale, manufacture or transport of alcoholic beverages as the principle business.
 - c. Any gambling establishment.

B. Extra-Duty Employment: Employees may engage in extra-duty employment as follows: (22.3.5.b)

1. Where a government profit-making or not-for-profit entity has a contract agreement with the Police Department for officers in uniform who are able to exercise their official police duties.
2. Types of extra-duty services which may be considered for contracting are:
 - a. Traffic control and pedestrian safety;
 - b. Crowd control;
 - c. Security and protection of life and property;
 - d. Routine law enforcement for public authorities;
 - e. Plain-clothes assignments.

3. Private entities that wish to contract for extra or special duty services will correspond with the Chief of Police, who will forward the information to the Deputy Chief of Operations.
4. The Deputy Chief of Operations, or his designee, is responsible for planning, staffing and coordinating all special duty events requiring extra-duty employment. The Outside Extra Duty Agreement (Annex III) will be completed and signed by the entity requesting services to acknowledge and agree to the pre-set hourly charges for these services. The entity will also execute an Indemnity Agreement (Annex II). A copy of all correspondence will be forwarded to the Chief of Police and to the Finance Department for billing purposes. (22.3.5.d)
 - a. The employee assigned to the special detail will be paid at their prevailing time and one-half rate.
 - b. The private entity contracting for this service will be billed by the Finance Department an additional \$3.00 per hour of service to cover the use of squad cars.
5. A detail sign-up will be posted allowing personnel to sign up for all details.
 - a. The sign-up will indicate eligibility (i.e. Police Officers only, Community Service Officers only, etc.)
 - b. Assignments will be based on seniority, availability and a fair distribution of the overtime to all personnel.
 - c. Assignments to special details will not interfere with street coverage or the employee's abilities to work their normal tour of duty.
6. The Deputy Chief of Operations, or his designee, will complete the Outside Activity Report (Annex IV) and forward to the Administrative Secretary for tracking purposes.

C. Limitations on Off-Duty and Extra-Duty Employment:

1. In order to be eligible for secondary employment, personnel must be in good standing with the Department. Continued approval of an employee's secondary employment is contingent on such good standing.
2. Employees who have not completed their probationary period, or who are on medical or other leave due to sickness, temporary disability or on-duty injury shall not be eligible to engage in any secondary employment.
3. Prior to obtaining off-duty or extra-duty employment, an employee shall comply with all departmental procedures for granting approval of such employment.
4. An employee may work a maximum of 24 hours of off-duty or extra-duty employment, or a total of 64 hours in combination with regular duty in a single week.
5. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's performance of duty.
6. An employee engaged in any secondary employment is subject to call-out in cases of emergency, and may be expected to leave their off-duty or extra-duty employment in such situations.
7. Permission for an employee to engage in outside employment may be revoked where it is determined pursuant to departmental procedures that such outside employment is not in the best interest of the Department. Furthermore, permission may be revoked in any case where an employee fails to perform adequately while on duty or receives disciplinary action in any way related to such outside employment. (22.3.5.c)
8. No employee shall solicit any person, business, or other entity for secondary employment while on duty, or while acting as a Bartlett Police Department employee.

IV. Liability

- A. In working off-duty employment, personnel fully understand and agree to the terms and conditions contained herein. Personnel also agree not to file a claim of any kind or nature against or with the Department. In addition, if the employee, anyone at the employee's direction, or on the employee's behalf, or any third party or entity, does file a claim, the employee agrees to defend, hold harmless, and fully indemnify the Department for any costs, losses, claims, reasonable attorney fees, and/or expenditures incurred by the Department. The employee understands that it is their sole responsibility to arrange with the secondary employer for the protection of liability and health insurance, worker's compensation, and the like.

- B. The Department shall not be responsible for medical expenses, losses, and/or costs incurred from injuries sustained while the employee is working in any off-duty employment.
- C. The Department shall not be responsible for any expenses, losses, and/or costs associated with injury leave incurred from injuries sustained while the employee is working in any off-duty employment.
- D. The Department shall not be responsible for any retirement, pension, or other types of expenses, losses, and/or costs incurred from injuries sustained while the employee is working in any off-duty employment.
- E. The Department shall not be responsible for any third party liability incurred or created while an employee is working in any off-duty employment.
- F. The Department shall not be responsible for any expenses, losses, and/or costs incurred for defense of any criminal prosecution against the employee as a result of any off-duty employment.

By order of:

Patrick Ullrich
Chief of Police

Annexes I - IV

OFF DUTY SECONDARY EMPLOYMENT REQUEST	
Employee:	Date:
Employer:	Address:
	Telephone #:
Days:	Hours:
Supervisor:	
Brief description of type of work performed:	
New Request <input type="checkbox"/> If new, anticipated starting date: _____ hours per week Annual Request <input type="checkbox"/>	
Is the purpose of your prospective off-duty employment to utilize your police skills and expertise? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>If so, I fully understand that pursuant to the municipality Policy, I will not be granted injury leave with pay if I become injured while on this off-duty employment. I must advise my prospective employer of this policy and his/her potential responsibility if I receive an incapacitating injury; however, I do understand that I may use any accumulated sick leave I have if I become physically incapable of reporting for duty due to an off-duty injury.</p> <p>If not, and in my prospective off-duty employment I find it necessary to exercise police action which results in an injury, I fully understand that I would then be eligible for injury leave. I realize this only applies as long as the police action I exercise occurs within the jurisdictional boundaries of the Village of Bartlett.</p> <p>I am also aware that, if my off-duty employment is situated outside the corporate limits of the municipality, I will not represent myself as a police officer during the performance of my duties. Furthermore, I understand that any liability created through my off-duty secondary employment, while engaged in such duties or functions, shall be my responsibility and that I shall fully indemnify the Department for all costs associated with any legal action stemming from such off-duty secondary employment. In addition, I accept the condition that I am not to use any municipal equipment or utilize the facilities of our Records Section in connection with my prospective off-duty employment.</p>	
Approved: Chief of Police	Expiration Date:

Submitting Employee

Date

**SECONDARY EMPLOYMENT
INDEMNITY AGREEMENT**
(For Extra Duty Employment Contracted with the Village)

Agreement made _____, 20_____, between _____, Address _____,
City/Village of _____, County of _____, State of Illinois, herein referred to as Indemnitor, and the
Village/City of _____, a body politic and corporate, herein referred to as Indemnitee. In consideration for
indemnitee's permission to allow the herein named employee of _____ to be
employed in any capacity for indemnitor, it is hereby agreed:

Section One

Indemnitor undertakes to indemnify indemnitee against any and all claims, suits, actions, damages, cost, charges and expenses, including court costs and attorney's fees and against all liability, losses and damages of any nature whatever, that indemnitee shall or may at any time be put to by reason of secondary employment of _____.

Section Two

Indemnitor agrees to defend indemnitee against any claims brought or actions filed against indemnitor with respect to the subject of the indemnity herein, indemnitor agrees that indemnitee may, with indemnitor's insurance company's approval, employ attorneys of its own selection to appear and defend the claim or action on behalf of indemnitee, at the expense of indemnitor.

Section Three

Indemnitee agrees to notify indemnitor in writing, within 30 days, by registered mail, at indemnitor's address as stated in this agreement, of any claim made against indemnitee on the obligations indemnified against. Notification shall be effective on the date of mailing.

Section Four

Indemnitor agrees to reimburse indemnitee for any necessary expenses, attorneys fees, or cost incurred in the enforcement of any part of this indemnity agreement.

**SECONDARY EMPLOYMENT
INDEMNITY AGREEMENT**

Section Five

Indemnitor agrees to pay indemnitee interest at the rate of eight percent (8%) per annum on the amount of the loss indemnified against, from the date of the loss until such amount, plus interest, is paid. Indemnitor further agrees to pay indemnitee interest at the same rate on any sums indemnitee is obliged to pay, either in the enforcement of this agreement, or as advance payment or any other payment of any of the loss indemnified against, from the date of such payments until such sums, including interest, are paid.

Section Six

There shall be no modification or change in the terms of this agreement without the written approval of indemnitee. Cancellation of this agreement may only occur when indemnitor no longer employs _____ and only written acceptance thereof by indemnitee. Cancellation shall not relieve indemnitor from liability for claims, regardless of when made, resulting from occurrences which took place during the period of this agreement.

In witness whereof, the parties have executed this agreement at _____

_____, on _____, 20 ____.

Employer

Corporate Title

AFFIX CORPORATE

SEAL HERE



Village of Bartlett Police Department
228 South Main Street, Bartlett, Illinois 60103

OUTSIDE EXTRA DUTY AGREEMENT

I (We) hereby acknowledge and agree that the police service we have requested of the BARTLETT POLICE DEPARTMENT is to be reimbursed to the VILLAGE OF BARTLETT at the hourly rate indicated below, with an additional charge for each police squad car required of \$3.00 per hour.

To be completed by requesting party:

DESCRIPTION OF SERVICE:

Date: _____ **Time:** _____

Location: _____

Name of Business: _____

Telephone Number: _____

Address: _____

Billing Address (if different): _____

Printed/Typed Name: _____

Signature of Requesting Party & Date: _____

To be completed by Police Department:

Number of Officers Requested: _____

Hourly Rate: _____

Number of Vehicles Required: _____

APPROVED BY: _____

Patrick Ullrich
Chief of Police

Original: File [Admin Secretary]
Copy: Finance Department



Village of Bartlett Police Department
228 South Main Street, Bartlett, Illinois 60103

OUTSIDE ACTIVITY REPORT

Duty:

Required Officer(s): _____

Uniform required: Yes No

Location:

Report Time: _____ **Date:** _____ **Day:** _____

Report to: _____ **Vehicles required:** Yes No

Number of vehicles: _____

REMARKS:

OFFICER'S NAME/BADGE	HOURLY RATE	TIME IN	TIME OUT	TOTAL HOURS
1.				
2.				
3.				
4.				

Hours @ \$ _____ = \$ _____

Squads x _____ Hours @ \$3.00 = \$ _____

TOTAL TO BE BILLED = \$ _____

Special Billing Instructions: _____

Original: File [Admin Secretary]

Copy: Finance Department

BARTLETT POLICE DEPARTMENT



Subject: Petty Cash Fund

Administrative Order 111

Issued: April 11, 1996

Rescinds: N/A

Effective Date: April 11, 1996

Reference CALEA Standards:

Termination Date: N/A

17.4.2

Amended Date: August 17, 2020

PURPOSE: This order establishes a Department policy for the handling and disbursement of petty cash funds to members of the Department and establishes a policy for the tracking of disbursements.

I. Definitions

- A. **Petty Cash**—Monies maintained by the Police Department and administered by the Administrative Secretary to the Chief of Police for the purpose of paying for purchases that are minor in nature and do not require a purchase order or action by the Village Board.

II. Disbursement

A. **Limitations:**

The following limitations have been established as it pertains to allowed disbursements:

1. The petty cash fund is limited to \$400.00.
2. Supplies for Department meetings, functions, or Department sponsored training.
3. Minor purchases of supplies needed by the Department on an emergency basis.
4. Any disbursements in excess of \$50.00 must be authorized by the Chief of Police. **(17.4.2.c)**

B. **Disbursement Procedures:**

1. Any member of the Department wishing reimbursement from petty cash shall provide the Administrative Secretary to the Chief of Police a purchase receipt for the monies that were expended. Upon payment, the member will sign a Receipt Book receipt for the reimbursement. The Administrative Secretary shall enter the reimbursement in the Petty Cash Ledger. The Administrative Secretary shall maintain the Petty Cash Ledger and the Receipt Book. **(17.4.2.b)**
(17.4.2.d)
 - a. The Petty Cash Ledger will include: **(17.4.2.a)**
 - 1) Initial balance
 - 2) Cash received
 - 3) Cash disbursed
 - 4) Balance on hand
2. In cases where supplies are needed, during normal business hours, the member requesting the money will obtain cash for the purchase from the Administrative Secretary and will sign the Receipt Book for the money. After making the purchase, the receipt and any change will be returned to the Administrative Secretary. The Administrative Secretary will attach the purchase receipt to the Receipt Book receipt and enter the reimbursement in the Petty Cash Ledger.
3. The Administrative Secretary will retain the purchase receipt and keep it with the petty cash, so that the purchase receipt is there to account for expenditure of the funds and to be used to reconcile the fund. These transactions will be documented on the Petty Cash Reimbursement form. **(Annex I)**
4. If a minor purchase of an emergency nature must be made after normal business hours, the member making the purchase will submit the purchase receipts in accordance with Section B.1 above.
5. The Chief of Police or the Administrative Secretary to the Chief shall be allowed to make disbursements from the Petty Cash Fund. In the event of the planned absence of both the Chief and the Administrative Secretary, the Chief will designate the responsibility to another Command Staff officer. **(17.4.2.e)**

III. Financial Controls and Audits

- A. The amount kept in petty cash will be replenished when necessary by the Administrative Secretary. This will be accomplished by submitting the Petty Cash Reimbursement form, with original purchase receipts and Receipt Book receipts attached, to the Finance Director, detailing expenditures made along with relevant account numbers for each expenditure. The Administrative Secretary will update the ledger with the replenishment amount.
- B. An audit will be done at least quarterly by the Finance Department to serve as the quarterly accounting of the fund. (17.4.2.f)
- C. At any time, the Petty Cash Fund may be audited by the Finance Department to verify expenditures from the fund.
- D. It will be the responsibility of the Administrative Secretary to include on each Receipt Book receipt the relevant account number for each expenditure that is made.
- E. Under no circumstances will the Petty Cash Fund be used for the purpose of obtaining “buy” money for the purpose of conducting undercover operations.
- F. The petty cash funds, purchase receipts, and Receipt Book will be kept in a locked box stored in the Administrative Offices of the Police Department, and will be kept in a place that is not accessible to non-authorized members.

By Order of

Patrick Ullrich
Chief of Police

Annex I

PETTY CASH REIMBURSEMENT – DEPARTMENT :-

DATE:

**“CASH ON HAND:
CURRENCY**

	X 1.00 =	
	X 5.00 =	
	X 10.00 =	
	X 20.00 =	
	X 50.00 =	

COIN

	X .01 =	
	X .05 =	
	X .10 =	
	X .25 =	

TOTAL CURRENCY & COIN \$

Petty Cash Voucher	ACCOUNT #	Description/Reason/Item	AMOUNT
		TOTAL PETTY CASH VOUCHER To Be Reimbursed	
		TOTAL CURRENCY & COIN	
SIGNATURE:		TOTAL PETTY CASH	

BARTLETT POLICE DEPARTMENT



Subject: Police Position to Preserve Peace Administrative Order 112

Issued: May 28, 1996

Rescinds: G.O. 83-23

Effective Date: May 28, 1996

Reference CALEA Standards:

1.2.1, 1.2.3

Termination Date: N/A

**Related Directives: AO119,
OO200, OO221, OO222, TSO510,
TSO511**

Amended Date: September 9, 2020

PURPOSE: This order establishes procedures to be followed by police officers of the Bartlett Police Department in preserving the public peace and outlines the Department's position on public assembly in accordance with Illinois statute 65 ILCS 5/11-1-2 – Duties and Powers of Police Officers.

I. Civil Rights

- A. All persons are entitled to seek redress of grievances through free speech, peaceful assembly, peaceful picketing and the distribution of handbills and flyers. This however does not mean that anyone with opinions or beliefs to express may do so at any place and at any time without regard for the maintenance of public order or in violation of the law.
- B. The laws of the United States and the State of Illinois, and the ordinances of the Village of Bartlett are written for all people. It is the policy of the Bartlett Police Department to take whatever action is necessary to enforce these laws and ordinances, which protect the rights and the property of all citizens. This means possible arrest and court appearances for those who violate the law. Trouble can be prevented when there is respect for law and order and respect for the civil rights of others. (1.2.1)

II. Civil Disturbances

- A. The Department will deal quickly and decisively with any civil disturbance.
- B. In civil disturbances there is a temptation to avoid or delay taking action in the hope that the problem will dissolve on its own or that it will be solved by local leaders. The services of local leaders and other citizens in restoring order, calm and a state of normality are encouraged and desired. In accepting such services, deviation from normal police practices and normal community life must not be allowed. Experience has shown that a result of avoiding a situation is a worsening of the situation, due to the fact that the disorder tends to increase and become more aggressive.
- C. A delay in effecting arrest or taking decisive action in such instances is only justifiable if, in the judgment of the ranking officer on the scene, there is not sufficient manpower present to assure law and order will be restored. In these cases, additional manpower should be summoned, sufficient in number to eliminate any questions as to the capability of the Department to handle the situation.

III. Enforcement of the Law

- A. The primary purpose of law enforcement is to enable citizens to be free from criminal attack and to allow the freedom of movement, association, and conduct within the framework of existing laws. Law enforcement necessarily restricts the liberty and freedom of those individuals who, by engaging in criminal activity, interfere with the rights of others. The arrest of such an individual is not a denial of that individual's civil rights, since no individual has the right to violate the law.
- B. It is better to prevent the occurrence of a crime, accident or disturbance than it is to deal with it after it has occurred.
- C. Law enforcement personnel must exercise discretion in the enforcement of some laws, due to the fact that there are often a number of more acceptable and effective ways of accomplishing the purpose of the law.

- D. In order to be effective in decreasing the number of crimes, enforcement at times must be selective. Enforcement must be directed at the locations of the greatest concern, during the hours, days and times that the problem occurs. It must be selective as to the relative importance of the crimes that are being committed. Enforcement must also be directed at those categories of crime that are most preventable by patrol, such as those crimes that are committed on the public ways, on private property, or by trespass onto the public ways and private property as well as other violations of the law that may foster aggressive assaults and other crimes of violence.

IV. Demonstrations, Vigils, Picketing, Protesting

- A. Though no single method of dealing with crowds can be universally effective, the principle of establishing contact and communication with the crowd will be embraced by the Bartlett Police Department.
- B. When dealing with planned events, frequent meetings with sponsors and group leaders are encouraged. In unplanned events, when possible, uniformed officers will attempt contact with the group. Despite this philosophy, it is understood that some situations are not conducive to conciliation, and immediate control procedures must be employed. Supervisors have the responsibility and discretion to evaluate a situation and act accordingly.
1. A planned event will require an Operational Plan in accordance with the Incident Command System (ICS) and Technical Services Order 510 – Unusual Occurrences, unless the Chief of Police or his/her designee waives such a plan.
 2. Group leaders should be encouraged, when time permits, to seek permission for the event from the Bartlett Village Board and/or obtain permits from the DuPage Dept of Transportation, if applicable.
- C. Whenever any demonstration, vigil or picketing occurs on public property, the scope of action is limited to observing and reporting, except when there is an obvious danger to the community and the citizens of the community or when there is a violation of the law or a local ordinance.
- D. The Bartlett Police Department will, under all circumstances, protect the rights of all people equally, whether that person be a demonstrator or the person being demonstrated against, and will ensure that all the rights and privileges guaranteed by the Constitution are allowed. (1.2.3)
1. Department members must maintain professional demeanor, despite unlawful or anti-social behavior on the part of crowd members. Unprofessional police behavior can inflame a tense situation and make control efforts more difficult and dangerous.
 2. Impulsive actions by Department members are to be avoided. Strong supervision and command are essential to maintaining unified, measured and effective police response.
 3. Department members must treat protesters and counter-protesters equally and must ensure the opposing groups do not silence or harm each other.
 4. Department members are permitted to keep counter-protesters separated but should allow them to be within sight and sound and in the same general vicinity of one another.
- E. The following shall be considered by members of the Bartlett Police Department when dealing with people picketing, protesting or demonstrating:
1. Protesters:
 - a. The First Amendment gives protesters wide latitude to speak, march, assemble, etc. Protest groups are well-versed in their First Amendment rights and the Department treads a delicate balance between giving them those rights and enforcement of violations that occur on private property or on public right of way.
 - b. Protesters may be “no trespass” from private property, but are permitted to protest outside on the public sidewalk or other public property near the property. Protesters may not trespass on private property or commit any criminal offenses. The Department should determine who owns the property that the protesters are on and whether that property owner has given the protesters permission to be there, prior to engaging or issuing citations.
 - c. There is no permit required prior to engaging in protected First Amendment speech in a public forum. An amplification permit is required if any loudspeaker or amplifier

connected with any radio, microphone or other device by which sounds are magnified and heard over public areas will be used. (3-22-2 Village Code).

- d. Protesters may usually stand on any property considered a traditional public forum. This includes public parks, sidewalks and other public areas traditionally open to political speech and debate. While on public property, protesters do not have the right to block the usage of the public way for others, block access to government buildings, interfere with other purposes the public property was designed for, or be on publicly-owned property not open to the public. Protesters do not have the right to use private property for expressive speech absent the consent of the property owner and can be charged for trespass if no consent is obtained.

Protesters May Lawfully Do the Following:

- 1) They can approach people in an attempt to pass out literature and they can engage people in conversation.
- 2) They can raise their voice to get attention and they can yell.
- 3) They have a right to express their opinions and viewpoints even though others may find the viewpoint meritless or even offensive. The fact that messages conveyed by communications may be offensive to their recipients does not deprive a protester of constitutional protection. (Hill v. Colorado, 120 S.Ct. 2480, 530 U.S. 703 (2000)). The Supreme Court has succinctly stated 'we must tolerate insulting, and even outrageous speech' in order to provide adequate breathing room to the freedoms protected by the First Amendment. (Snyder v. Phelps, 562 U.S. 443, 131 S.Ct. 1207 (2011)) It is critical to remember that officers do not and cannot regulate the content of any protester's speech.
- 4) They have the right to photograph or record anything in plain view.
- 5) They are allowed to march on streets or sidewalks as long as they don't obstruct or impede the normal flow of vehicular or pedestrian traffic. (See Village Code 5-3-2 Disorderly Conduct)
 - i. Department members can ask the protesters to move to the side of a street or sidewalk to let others pass or for safety reasons.

Protesters are Prohibited From Doing the Following:

- 1) Protesters may not violate any Village ordinance or state statute, including engaging in mob action, disorderly conduct, assault, battery, trespass on private property, blocking pedestrian traffic or endangering sightlines for vehicular traffic, and creating an obstruction on any street, alley, sidewalk or parkway (Section 7-1-8-A). When demonstrations or protests turn violent, they lose their protected quality as expression under the First Amendment and protesters may be arrested. (Grayned v. City of Rockford, 408 U.S. 104 92 S.Ct. 2294 (1972))
 - i. Every effort should be made to peaceably maintain compliance with the Village code and other applicable laws. If local citations are necessary, on-site citations and release are preferred. If custodial arrests are necessary, officers should consider state charges.

2. Labor Disputes and Picketing:

- a. While Bartlett's Village Code (7-1-8-A) prohibits any person from maintaining an obstruction on any public way, the Illinois Labor Dispute Act (820 ILCS 5/1.4) permits persons engaged in picketing to park at least one vehicle/one display on the public right of way to apprise the public of the existence of a dispute. Therefore, each union may park one vehicle/have one display on a public parkway to apprise the public of the existence of a dispute, but they may not block access to fire hydrants or other utilities such as water mains or sewers. Labor unions may at times park a vehicle or display parkway an inflatable rat. Since the union is picketing the job site and using a vehicle on the parkway to apprise the public of the dispute, said activity is not illegal under the Labor Dispute Act.

3. Crowd Dispersal and the Issuance of Warnings:

- a. Department members may not break up a gathering such as a demonstration, vigil, picket, or protest unless there is a clear and present danger of riot, disorder, interference with traffic, or other immediate threat to public safety. The decision to disperse a crowd shall be made by the Incident Commander, or the supervisor on-scene if the Incident Command System (ICS) is not activated.
- b. Shutting down a gathering through a dispersal order must be used as a last resort.

- c. Crowd members must receive clear and detailed notice of a dispersal order, including how much time they have to disperse, the consequences of failing to disperse, and what clear exit route they can follow, before they may be arrested or charged with a crime.
- 1) A loudspeaker or public address system should always be used to increase the likelihood that all crowd members can reasonably hear police commanders.
 - 2) Dispersal orders must provide a reasonable opportunity to comply, including sufficient time and a clear, unobstructed exit path.
 - 3) A dispersal order should include the following language:

"I am (rank and name) of the Bartlett Police Department. I am now issuing a public safety order to disperse and I command all those assembled at (specific location) to immediately disperse, which means leave this area. If you do not do so, you may be arrested or subject to other police action. If you remain in the area just described, regardless of your purpose, you will be in violation of Village and state law. The following routes of dispersal are available: (routes). You have (reasonable amount of time) minutes to disperse."
 - 4) When the Incident Commander or the on-scene supervisor has reason to believe that members of the crowd are limited or non-English proficient, he or she shall make every effort to ensure warnings are provided in appropriate languages.
 - 5) A total of three warnings shall be issued unless there are exigent circumstances preventing three warnings from being issued. The time of the warnings shall be documented.
 - 6) The designated official shall issue the warnings from stationary vantage points that are observable to the crowd.
 - 7) Additional warnings, where necessary, shall be given from police vehicles, equipped with public address systems, moving around the crowd.
 - 8) Crowd members shall be allowed a reasonable amount of time to disperse.
 - 9) The entire warning process shall be documented by means of an audio-visual recording, if available. If this is not available, then written documentation must be retained and made a part of any arrest files and after-action report.

F. Department members shall be cognizant of the following operational orders:

1. Technical Services Order 510 – Unusual Occurrences
2. Technical Services Order 511 – Mass Arrest
3. Operations Order 200 – Use of Force
4. Operations Order 221 – Mutual Aid
5. Operations Order 222 – Federal and National Guard Assistance
6. Administrative Order 119 – Public Information / Press Releases

G. An After-Action Report shall be completed in accordance with Technical Services Order 510 – Unusual Occurrences after demonstration, vigil, picketing, or protesting events involving large crowds, when a dispersal order is made, or when the event involves criminal activity, rioting, violence, or any other breach of the peace.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Towed and Impounded Vehicles	Administrative Order 113
Issued: March 11, 1996	Rescinds: G.O. 83-15
Effective Date: March 11, 1996	Reference CALEA Standards: 61.2.2, 61.4.1, 61.4.3, 17.4.2
Termination Date: N/A	Related Directives: A0117,00207,00215,IO306
Amended Date: February 22, 2017	

PURPOSE: To establish a policy and procedure for the towing and impounding of vehicles and the disposal of unclaimed vehicles in accordance with applicable state laws and municipal ordinances.

I. Definitions

- A. **Abandoned Vehicle(s):** A vehicle is considered to be abandoned if:
 - 1. It is left on the roadway or public right of way for more than seven (7) days.
 - 2. It is left on the roadway in such a condition that the vehicle poses a danger to the public health or safety.
 - 3. It is left on the roadway in such a manner that the vehicle impedes the flow of traffic.
- B. **Unlawful Vehicle(s):** A vehicle is considered to be unlawful if:
 - 1. A vehicle that has been reported stolen or is the subject of a search and seizure by the police department; or
 - 2. A vehicle parked in violation of any statute or ordinance that authorizes the vehicle to be towed, but only when signs posted at the location of the vehicle indicate that vehicles may be subject to towing.
- C. **Authorized Tow Companies:** All tows requested will be called from the Department-contracted list in accordance with Public Act 99-0438. The current companies are: **(61.2.2.h)**
 - 1. Artie's Towing – 150 Woodview Drive, Elgin
 - 2. Redmon's Village Towing – 1275 Spaulding Road, Elgin -
- D. **Hearing Officer:** The Hearing Officer shall be appointed by the Village President with the advice and consent of the Village Board of the Village of Bartlett. The hearing officer shall be an attorney licensed to practice law in the state of Illinois for a minimum of three years next preceding the date of his/her appointment.

II. Authority to Remove and Tow Vehicles

- A. The Chief of Police, or his designee, is authorized to immediately and without prior notice, tow away or cause to be towed away, any vehicle on any public street, public place or private place providing it meets the following criteria:
 - 1. The vehicle is parked or left unattended in a posted "Tow Away" zone, village owned parking lot, or is in violation of a snow-parking ban.
 - 2. The vehicle is parked or left unattended in such a manner that it blocks a driveway or traffic lane and creates an immediate hazard or is endangering the public health or safety by creating an unsafe condition or it is hindering the efficient flow of traffic.
 - 3. The vehicle was used by an individual who was arrested for a violation of the Illinois Criminal Statutes and/or the Illinois Vehicle Code rated a Class A Misdemeanor or a Felony violation.
 - 4. The vehicle was used in the commission of a felony as defined by **720 ILCS 5/36-1** [Seizure]
 - 5. The vehicle was used in the commission of any violation of **720 ILCS 5/11-501** [Driving Under the Influence].
 - 6. The vehicle was used in the commission of any violation of **720 ILCS 5/11-506** [Street racing].

- B. The Chief of Police, or his designee, is authorized to tow away an abandoned vehicle which does not meet the requirements of Section II, subsection A of this Order, only after the registered owner of the vehicle has been given notice that the owner has a right to a hearing to determine whether there is sufficient cause to have the vehicle towed.
- C. In the event of any emergency that would necessitate the removal of any vehicle, the members of the Bartlett Police Department are authorized to remove and or relocate such a vehicle to another location. It will be the responsibility of the employee removing/relocating the vehicle to notify the Records Section of the new location of the vehicle.

III. Abandoned Vehicles (61.4.3.a)

- A. Officers have the authority and the responsibility to ensure the safe and efficient flow of vehicle traffic on streets and highways. This sometimes requires that vehicles be removed/towed to a place of safety. Officers' actions will be governed by the Illinois Compiled Statutes chapter which covers Abandoned, Lost, Stolen or Unclaimed Vehicles, which is **625 ILCS 5/4-201**.
- B. **Abandoned/Road Hazard:** When an officer responds to or comes upon a vehicle, which is abandoned on the roadway and is an immediate hazard, the officer will make a reasonable attempt to locate the driver. If the driver is not located, the officer will:
 1. Initiate a computer inquiry to ascertain vehicle ownership and to determine if the vehicle has been reported stolen.
 2. Request dispatch attempt to contact the registered owner and determine the circumstances of the abandonment and to determine if arrangements have been made to remove the vehicle.
 3. After a reasonable time period, if the dispatcher has been unable to make contact with the registered owner or the driver of the vehicle, the officer shall have the dispatcher contact an authorized tow service for the department.
 4. The officer will then complete a Motor Vehicle Tow Report. (Annex IV)
- C. **Non-Hazardous/ Public Property (61.4.3.b)**
 1. If the vehicle is not in a traffic lane and poses no immediate threat to traffic safety, the officer shall make a cursory check of the area for the driver.
 2. If the driver is not found, a computer inquiry for vehicle ownership and/or wants on the vehicle will be done.
 3. Request the dispatcher attempt to notify the owner and ascertain the status of the vehicle.
 4. If unable to contact the owner of the vehicle, the officer will affix a tow sticker to the vehicle and complete a Motor Vehicle Tow Report.
 5. If the discovery of the vehicle is the result of a call for service, a Motor Vehicle Tow Report will be generated.
- D. **Private Property (61.4.3.b)**
 1. Check the vehicle and attempt to determine ownership through a registration check.
 2. If the vehicle registers to the same location or to an employee at the location, it is not considered to be abandoned.
 3. Responsibility for removing the vehicle belongs to the property owner.
 4. Exemptions: if the driver is arrested for Reckless Driving or Driving Under the Influence the vehicle will be towed per Section IV.
- E. **Notice of the Right to a Hearing – Abandoned Vehicles**

The officer who causes a vehicle to be towed and impounded will, pursuant to 625ILCS 5/4 205, search the State records to determine the registered owner, lien holder or other legally entitled person. The officer will send the Abandoned Vehicle Pre -Tow Notice (Annex I) by certified mail, return receipt requested, to the last known address of the owner of the vehicle, at the address indicated on the most recent registration for the vehicle as maintained by the Illinois Secretary of State or in the state where the vehicle is licensed. In no case will the Police Department or the Village of Bartlett be required to delay the towing of the vehicle more than seven (7) days following the mailing of the notice. The notice will contain the following information:

1. A description of the vehicle;
 2. The legal and factual basis for the tow;
 3. The citation and the language of the Village Ordinance or State Statute that authorizes the tow;
 4. The right of the owner to request a pre-tow hearing and the procedures for requesting a hearing in writing;
 5. The requirement that the written request for the hearing must be filed within seven (7) working days (15 fifteen working days for out of state owners), following the mailing of the notice;
 6. The name of the officer sending the notice, along with the address and phone number of the Department; and
 7. The location of the vehicle and the date on which the Department will tow the vehicle.
- F. **Abandoned Vehicle Post-Tow Notice (Annex II):** Notice will be forwarded by certified mail, return receipt requested to the last known address of the owner of the vehicle, at the address indicated on the most recent registration for the vehicle as maintained by the Illinois Secretary of State or in the state where the vehicle is licensed. In no case will the Police Department or the Village of Bartlett be required to delay the towing of the vehicle more than seven (7) days following the mailing of the notice. The notice will contain the following information:
1. A description of the vehicle;
 2. The legal and factual basis for the tow;
 3. The citation and the language of the Village Ordinance or State Statute that authorizes the tow;
 4. The right of the owner to request a post-tow hearing and the procedures for requesting a hearing in writing;
 5. The requirement the written request for the hearing must be filed within seven (7) working days (15 fifteen working days for out of state owners), following the mailing of the notice;
 6. The name of the officer sending the notice, along with the address and phone number of the Department; and
 7. The location where the vehicle is impounded.
- G. All vehicles towed in accordance with this section will be considered impounded until the vehicle is claimed by the owner pursuant to the requirements of Section 6.4.203.3 of Village of Bartlett Ordinance 83-44.
- H. **Release of Abandoned Vehicles:** If an owner of a vehicle impounded as abandoned, the owner must:
1. Go to the Records Section and advise the Clerk he/she is there to pick up a vehicle.
 2. The owner will be required to provide proof of ownership and identity.
 3. The owner must complete the **Waiver/Request for Abandoned Vehicle Hearing Form (Annex III)** and elect one of the following options:
 - a. **Waive the tow hearing**, at which time the owner of the vehicle will be directed to the company that towed the vehicle and pay the tow bill. The towing agency will be responsible for notifying the Department the vehicle has been released, so the vehicle may be taken out of LEADS.
 - b. **Request a hearing**, at which time the owner of the vehicle will complete and file with the Department a request for a hearing. This may be filed in person, by mail or by fax. The hearing will be held within two business days, following the submission of the request. The hearing may be held at a later date if the vehicle owner and the department agree to a time and date convenient to both.
 - c. **Request a delayed hearing**, in which case the hearing will be scheduled within seven business days of the filing, unless the owner requests a later date.
 4. When a motor vehicle is in the custody of the Bartlett Police Department or one of its authorized tow companies, and it is reclaimed by the registered owner or the person legally entitled to its possession, the officer releasing the vehicle will complete a **Property Release Form** and a **Supplementary Report** detailing the release.
 5. Upon completing the release of the vehicle, the officer will ensure the vehicle is removed from LEADS as a towed/impounded vehicle. A copy of the cancellation will be attached to the **Supplementary Report**.

IV. Towing of Vehicles Incidental to Arrest

- A. It is the policy of the Bartlett Police Department to tow the vehicle of any person who has been placed under arrest for a Class A Misdemeanor or Felony violation of the Illinois Compiled Statutes and/or the Illinois Vehicle Code and who was using the vehicle at the time of the offense. In addition to the provisions in Section V, the procedures below will be followed:
1. If there is another person with the arrestee and, upon the request of the arrestee, the vehicle may be turned over to this individual, providing the following conditions are met:
 - a. The individual possesses a valid driver's license and is not impaired in any manner.
 - b. The officer will obtain the individual's name, sex, date of birth, address and phone number and will include this information in the arrest report.
 - c. The officer will note the time the arrestee gave consent for the individual to take the vehicle.
 - d. The vehicle is not subject to seizure under **720 ILCS 5/36-1 et al.**, **720 ILCS 550/12(3)**, **720 ILCS 570/505(3)** or **625 ILCS 5/4-107 et seq.** (see Investigations Order 306 – Asset Forfeiture).
 2. Any person who is arrested for a violation of **625 ILCS 6/101** "No Valid Driver's License" when the license has been expired for under one year, and who does not have a passenger who qualifies per the above conditions to drive the vehicle, will be transported to the Department in order to post bond. The person will be allowed to arrange for a suitable, valid driver to pick up the vehicle within two (2) hours of the arrest. After that time, the vehicle will be subject to tow per the procedures in Section VI of this Order.
- B. Pursuant to the provisions of **625 ILCS 5/6-101(d)** and **625 ILCS 5/6-303(e)**, any person who is arrested for No Valid Driver's License or Driving While License Revoked or Suspended and is in violation of **625 ILCS 5/7-601** as it relates to mandatory insurance requirements, will have his/her vehicle immediately impounded by the arresting officer and a hold will be placed on the vehicle. The vehicle may be released to any licensed driver who shows proof of insurance for the impounded vehicle and a notarized written consent for release from the owner of the vehicle.
- C. Pursuant to the provision of **625 ILCS 5/4-203(e)**, persons who are arrested for a violation of **625 ILCS 5/11-501** will have their vehicles impounded for a period of twelve hours (24 hours for a 2nd offense and 48 hours for a 3rd offense). The individual will be required to contact the company that handled the tow, in order to obtain the release of the vehicle.
- D. Pursuant to the provision of **625 ILCS 5/4-203(h)**, persons who are arrested for a violation of **625 ILCS 5/11-506** may have their vehicles impounded for a maximum period of five days. The individual will be required to contact the company that handled the tow, in order to obtain the release of the vehicle.
- E. Pursuant to the provisions of **625 ILCS 5/3-708**, any person who is arrested for Operation of Motor Vehicle When Registration is Suspended for Noninsurance (a business offense), will have his/her vehicle immediately impounded by the arresting officer and a hold will be placed on the vehicle. The vehicle may not be driven until the owner complies with the Secretary of State's regulations on removing the registration suspension. The vehicle may be released by the towing company either to a licensed driver who shows proof of insurance for the vehicle and proof of the suspension removal from the Secretary of State's Office or when the owner of the vehicle is having it removed by a tow.

V. Seizure and Impoundment of Motor Vehicles Used in the Commission of Certain Offenses

- A. Vehicle Seizure and Impoundment:
1. Any motor vehicle operated, used, or in the physical control of any person, with the express or implied permission of the owner of record (as registered with the Secretary of State, State of Illinois), on any public highway within the Village of Bartlett during the commission of or in furtherance of any offense or violation set forth in Section 6-19-102 of the Village Ordinances shall be subject to seizure and impoundment and the owner of record of said vehicle shall be liable to the Village for a civil penalty in an amount not to exceed \$500.00, in addition to any towing and storage fees as hereinafter provided.

2. Violations which qualify for this seizure and civil penalty are: [Ord. 6-19-102]
 - a. Driving while driver's license, permit, or privilege to operate a motor vehicle is suspended or revoked, (625 ILCS 5/6-303) or similar provision of this code, excluding a suspension for an emission violation or if the suspension is for an unpaid citation (parking or moving).
 - b. Driving under the influence of alcohol, other drug or drugs, intoxicating compounds, or any combination thereof (625 ILCS 5/11-501) or similar provision of this code;
 - c. Aggravated fleeing or attempt to elude a police officer (625 ILCS 5/11-204.1) or similar provision of this code;
 - d. Firearms offenses including unlawful use of a weapon; (720 ILCS 5/24-1) unlawful use or possession of weapons by a felon; (720 ILCS 5/24-1.1) aggravated discharge of a firearm; (720 ILCS 5/24-1.2) reckless discharge of a firearm; (720 ILCS 5/24-1.5) aggravated unlawful use of a weapon. (720 ILCS 5/24-1.6)
 - e. Possession of a controlled substance; (720 ILCS 570/402)
 - f. Possession of cannabis in excess of thirty (30) grams (720 ILCS 550/4.(d).(e).(f).(g))
 - g. Any crime defined as a "forcible felony" (720 ILCS 5/2-8) when it also involves the use of a vehicle.
 - h. Driving without a valid driver's license: (625 ILCS 5/6-101)
 - (1) Except a person that had a valid driver's license that is expired for less than one year.
 - (2) Except a person who is less than 17 years of age operating a motor vehicle on any street or highway whose license may be invalid because of a violation of the Child Curfew Act (i) (720 ILCS 555/0.01), (ii) 625 ILCS 5/6-107.1(b), or (iii) Section 5-5-1 of the Bartlett Municipal Code.

B. Procedures:

1. Whenever an officer has arrested the operator or person in physical control of the vehicle for any of the offenses set forth above, the officer shall provide for the towing of the vehicle according to Section VI.
2. Prior to or at the time the vehicle is towed, the officer shall notify or make a reasonable attempt to notify the owner or any person identifying himself as the owner of the vehicle, or any person who is found to be in the physical control of the vehicle at the time of the alleged offense that the vehicle will be impounded. This notification will be done by completing and providing the Bartlett Notice of Seizure (Annex V) and the Bartlett Request for Preliminary Hearing (Annex VI). The officer will write on the Notice of Hearing the pending Administrative Hearing date. The white original will be given to the driver and the yellow copy will be placed in the Tow Hearing Jacket. The Request for Preliminary Hearing will be given to the driver with the instruction that the owner of the vehicle has 24 hours to send the completed request to the Chief of Police.
3. The vehicle shall be impounded pending the completion of the hearing (s), unless the owner of the vehicle or someone on his/her behalf posts a cash bond in the amount of \$500.00 and pays the towing and storage charges.
4. The arresting police officer may release the vehicle prior to towing if the vehicle was not owned by the person placed under arrest, and the registered owner or some other person legally authorized to possess the vehicle arrives at the scene prior to the actual removal or towing of the vehicle and the lawful owner or person lawfully entitled to possession of the vehicle possesses a valid operator's license, proof of ownership or registration, proof of liability insurance and would not, as determined by the arresting police officer, indicate a lack of ability to operate the motor vehicle in a safe manner, or who would otherwise, by operating the motor vehicle, not be in violation of the Illinois Vehicle Code.
5. If the vehicle is owned by the person under arrest, the arresting officer may, prior to the actual removal or towing of the vehicle, release the vehicle to another person with the written consent of the owner, provided that such other person possesses a valid operator's license, proof of liability insurance and would not, as determined by the arresting police officer, indicate a lack of ability to operate the motor vehicle in a safe manner or who would otherwise, by operating the motor vehicle, not be in violation of the Illinois Vehicle Code. The officer will have the owner complete and sign the Owner's Permission to Release Vehicle form (Annex IX)

C. Hearings

1. Preliminary Hearing: The owner of record of a vehicle seized and impounded may contest the seizure and impoundment of the vehicle by requesting a preliminary hearing. The owner must make a request for a preliminary hearing within twenty-four hours of the seizure. The request shall be deemed filed upon delivery to the Chief of Police. The preliminary hearing request shall be in writing and the Chief of Police or his designee shall conduct the preliminary hearing within twenty-four hours after receipt of the request, excluding Saturdays, Sundays, or village holidays, in which case the preliminary hearing shall be heard on the next business day after the request.
2. Administrative Hearing: Within ten (10) days after a vehicle is seized and impounded, the Records Section shall send the Bartlett Notice of Hearing (Annex VII) to the registered owner of record of the seized and impounded vehicle by certified mail, return receipt requested, and first class mail, postage prepaid, of the date, time and location of the hearing to be conducted. Administrative Hearings will be conducted by the Village Hearing Officer according to Section 6-19-106 of the Village Code. Security for the Administrative Hearings will be done in accordance with Administrative Order 117.
3. Official Record: All hearings shall be recorded and said recording shall be the official record of the proceedings. All findings, decisions and orders of the hearing officer shall be reduced to writing, signed by the hearing officer and served upon all parties within seven (7) days after the hearing by certified mail, return receipt requested, postage prepaid, or personal service.

D. Release of Impounded Vehicles: If an owner of a vehicle impounded for this Section V, the owner must:

1. Go to the Records Section and advise the Clerk he/she is there to pick up a vehicle.
2. The owner or someone on their behalf will be required to provide proof of identity.
3. Post a cash bond in the amount of \$500.00.
4. The Clerk will complete the Authorization to Release Impounded Vehicle Form (Annex VIII). The Clerk and a witness will initial the form and the cash envelope. The white copy will be given to the vehicle owner, the pink copy will go in the case jacket and the yellow copy will be attached to the cash for the Finance Department. The cash and the yellow copy will be placed in a designated cash envelope and dropped in the tow fees cash box.
5. The Clerk will also complete a Supplementary Report detailing the release.
6. Upon completing the release of the vehicle, the Clerk will ensure the vehicle is removed from LEADS as a towed/impounded vehicle. A copy of the cancellation will be attached to the Supplementary Report.

VI. Procedures for Towing Vehicles

- A. When there exists a condition that warrants a vehicle is towed for other than those situations listed in Section IV, the officer towing the vehicle will ensure the following steps are taken:
 1. The vehicle is issued the appropriate citations, if a violation has occurred. The exception will be those situations listed in Section IV.
 2. Ensure the authority to tow the vehicle exists.
 3. Make an attempt to contact the registered owner if possible, providing there is no immediate safety hazard.
 4. Contact the supervisor on duty and obtain permission to tow the vehicle. Once this is done, request DuComm call for a tow from the authorized rotation list.
 5. Complete the Motor Vehicle Tow Report and enter the vehicle in the tow log maintained in Records.
- B. Pursuant to 625 ILCS 5/4-203.5 (g) if a tow operator is present or arrives where a tow is needed and it has not been requested by the law enforcement agency or the owner or operator, the law enforcement officer, shall advise the tow operator to leave the scene.
- C. Pursuant to 625 ILCS 5/4-203(f) 9.5 except as authorized by a law enforcement officer, no towing service shall engage in the removal of a commercial motor vehicle that requires a commercial driver's license to operate by operating the vehicle under its own power on a highway.
- D. Vehicles involved in traffic crashes will be towed in accordance with Operations Order 215 – “Traffic Crash Investigation”.

- E. The supervisor on duty will be responsible for ensuring all tows are done in accordance with this Order and the vehicle has been entered into the Tow Log.
- F. Records personnel will, upon receiving a tow report for any abandoned or seized vehicle, enter the vehicle into LEADS as towed/impounded and will attach a copy of the confirmation to the tow report.
- G. Record of Towed Vehicles: In addition to tow reports, a listing of all police tows will be maintained in the Records Section in the Bartlett Police Department Tow Log. (61.4.3.c)

VII. Inventory Searches of Towed/Impounded Vehicles

- A. The contents of all motor vehicles towed and/or impounded by this Department are subject to inventory. A vehicle inventory is designed to protect motor vehicles and their contents while in police custody, to protect the Department against claims of lost, stolen or damaged property and to protect departmental personnel and the public against injury or damaged property due to any potential danger from hazardous materials or substances that may be in the vehicle. Officers are reminded that searches conducted will be thorough and detailed with all items appropriately documented in the inventory search. Examination of the contents of a motor vehicle pursuant to a criminal investigation or with the intent of discovering evidence of a crime is a search, not an inventory and shall be governed by Operations Order 207 – “Searches”.
- B. The inventory will be conducted in the location at which the vehicle is towed/seized unless limited by reasons of safety or practicality. In those cases, the inventory may be conducted following the impoundment of the vehicle. The owner or operator of the vehicle shall be asked to remove, if possible, all valuables from the vehicle prior to impoundment. A detailed listing of the contents of the vehicle will be written on the Motor Vehicle Tow Report and a copy will be provided to the owner of the vehicle, if the vehicle is towed incidental to arrest.
- C. The inventory may extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including but not limited to; the passenger compartment, trunk and glove compartment.
- D. All closed containers found within the vehicle shall be opened for purposes of the inventory. Closed and locked containers shall not be forced open without supervisory approval and will be logged on the tow report as such. If a key or lock combination is available, locked containers may be opened and inventoried.
- E. Any property of an evidentiary nature or which have an apparent monetary value will be listed on an Evidence/Property Inventory sheet and submitted to Property Control for storage. A copy of the inventory will be attached to the Property Control form when items are recovered.
- F. Any hazardous or dangerous materials discovered shall be immediately reported to the Shift Supervisor, who will determine the appropriate course of action.

VIII. Procedures for Vehicle Seizures

- A. When an arrest occurs that would qualify as a Vehicle Seizure case, the Shift Supervisor will determine whether or not the Department will proceed or will return the vehicle to the owner. The procedures in Investigations Order 306, Asset Seizure will then be followed.
- B. The officer will have the vehicle towed and will indicate on the Tow Report that the vehicle is a “Seizure”. Any property within the vehicle will be removed for transport to Property Control at the police department. Procedures for property requiring storage from Technical Services Order 502- Evidence and Property Control will be followed. The vehicle owner will be notified that their property is stored at the police department and will be instructed on the process to retrieve it.
- C. The Shift Supervisor approving the Incident/Offense Report will forward a copy to the Seizure Coordinator.

- D. Any vehicle seized will be listed on an Evidence/Property Inventory form and entered into LEADS by Records as a Towed Vehicle.
- E. The Tow Log will reflect that the vehicle is subject to seizure and may not be released.

IX. Disposal of Unclaimed Vehicles

- A. When an abandoned or unclaimed vehicle which is seven years of age or newer remains unclaimed by the person legally entitled to its possession, and it has been thirty days since the notice of the tow was given to that person, the Property Control Custodian will take the following steps:
 1. Send notice (**Annex II**) to the registered owner(s) and lienholder(s) notifying the owner of the circumstances surrounding the towing of the vehicle. This notice will contain information as to when the vehicle was towed and the reason the vehicle was towed. The notice will also contain information on where the vehicle is stored and how the owner may reclaim the vehicle.
 2. This notice will be sent by registered mail and will contain the date on which the vehicle will be disposed of.
- B. If the owner of the vehicle does not respond within fourteen business days, the Property Control Custodian will document this and will complete the paperwork necessary to turn the vehicle over to the Towing Company to satisfy the cost involved in the towing of the vehicle.
 1. Pursuant to 625 ILCS 5/4-201, a Certificate of Purchase (COP) must be obtained from the Secretary of State. The COP application require ownership records must be searched, written notifications must be sent, and the proper waiting period must be observed prior to any action. The Property Custodian will therefore obtain all ownership information electronically from the Secretary of State, Vehicle Services Department and use the documentation as proof of a title search which can be provided to the tow company.
 2. The tow company is then responsible for submitting the information with the completed COP and Application for Vehicle Transaction, and applicable fees to the Secretary of State.

X. Disposal of Unclaimed Vehicles without Notice

- A. All vehicles that come into the possession of the Bartlett Police Department as abandoned, inoperable or impounded will be disposed of in accordance with **625 ILCS 5/4-203 through 212.1**. Vehicles which are part of an asset seizure/forfeiture case will be governed by Investigations Order 306.
- B. When the identification of the registered owner or other person legally entitled to the abandoned vehicle, seven years of age or newer, cannot be determined after a reasonable effort, the vehicle may be disposed of without notice to the registered owner or person legally entitled to the vehicle. It will be the responsibility of the Property Control Custodian to document all attempts made to identify the owner or lienholder. The Property Control Custodian will complete the necessary paperwork to turn the vehicle over to the Towing Company.
- C. When the unclaimed or abandoned vehicle is more than seven years of age and is impounded in accordance with this Order, the vehicle will be kept for a minimum of ten business days for the purpose of determining ownership. The Property Control Custodian will send by certified mail a notice to the last known owner and lienholder as indicated by records maintained by the Secretary of State. A check will also be made of the Illinois State Police Stolen Vehicle Records to ensure the vehicle is not reported stolen or wanted in connection with another offense. At the expiration of the ten-day period and without the benefit of information from the registered owner, the Property Control Custodian will complete the necessary paperwork to turn the vehicle over to the company that towed the vehicle.

By order of

Patrick Ullrich
Chief of Police

Annexes I – IX

**Abandoned Vehicle Pre - Tow Notice****Report:****Make:****License & State:****VIN:****Owner:**

You are hereby notified that on _____ the above-described motor vehicle was parked at Bartlett, IL and is in violation of Illinois Vehicle Code and/or Village of Bartlett Municipal Code Section: _____, Violation Description: _____ The above-mentioned vehicle will be towed and impounded by the Bartlett Police Department on or about _____.

You have the right to a pre-tow hearing within seven business days (Monday through Friday, except holidays) of the date of this notice. You may file for a hearing in person, by mail or by fax by filing your request at the Bartlett Police Department, 228 S. Main St, Bartlett, IL 60103 FAX- _____ This request must be in writing and the purpose of the hearing is to determine if there is cause to tow your vehicle. Your failure to file a written request within the specified time period will result in your vehicle being towed and you will be assessed charges that are associated with the towing and storage of the vehicle.

If you should have any questions in regards to this matter, please contact the undersigned officer at 630-837-0846.

Sincerely

Patrick Ullrich
Chief of Police

By: Officer/CSO _____
Bartlett Police Department
228 S. Main Street
Bartlett, IL 60103

**Abandoned Vehicle Post Tow Notice****Report Number:****Vehicle Make:****License & State:****VIN:****Owner:**

On _____ the above-described motor vehicle was towed by _____ from _____, Bartlett IL, at the request of the Bartlett Police Department.

As the last registered owner/title holder, you may claim the vehicle at _____ located at _____, telephone number _____. You must show proof of ownership and pay the towing and storage charges.

You have a right to a hearing to determine whether your vehicle was lawfully towed and the reasonableness of the towing and storage charges. If you wish such a hearing, you must file a written request with the Bartlett Police Department 228 S. Main Street, Bartlett, IL within ten (10) working days, (Monday through Friday, not including holidays) after the mailing of this notice, otherwise your right to such a hearing will be forfeited and you will be required to pay all towing charges and storage charges in order to obtain the release of the vehicle.

In order to obtain the release of your vehicle from storage, you will have to pay the towing and storage fees, unless you request an immediate hearing. If you request an immediate hearing, you will be given a hearing within twenty-four hours (24) at the above address. If you do not wish an immediate hearing, you may obtain the release of your vehicle by paying the towing and storage fees. This does not preclude you having/requesting a hearing and if you still wish to have a hearing, you will be required to notify the department in writing and will be given a hearing within seven working days, unless you request a later date.

If the above motor vehicle is not claimed by _____ it will be disposed of in the manner set forth by Chapter 625 ILCS 5/4-209 of the Illinois Compiled Statutes. If you have any questions, contact Property Custodian Michael Brady at 630-837-0846.

Patrick Ullrich
Chief of Police

By: Michael Brady
Property Custodian

Annex III**Waiver of Abandoned Vehicle Post-Tow/Pre-Tow Hearing****Request for Abandoned Vehicle Post-Tow/Pre-Tow Hearing****Report:****Make:****License & State:****VIN:****Owner:**

I, the undersigned, state that I am the owner of the above-described vehicle. I further state that I am in receipt of my right to have a hearing that is held to determine the validity of the tow and related charges and that this hearing is not for the purpose of adjudicating any citations that were issued to the vehicle.

Having been advised of the options that are available to me in regards to this issue, I elect the following option:

_____ I waive the post-tow/pre-tow hearing and understand that I am responsible for all tow and storage charges that have accrued as a result of my vehicle being towed by the Bartlett Police Department.

_____ I am requesting a hearing on the towing of my vehicle. I understand that this hearing will take place within two business days following the receipt of this notice by the Police Department. I further realize that this hearing is for the purpose of determining the validity of the tow and related charges and that it is not for the purpose of adjudicating any citations I was issued.

_____ I am requesting a hearing on the towing of my vehicle. I request that this hearing be conducted on _____. I further realize that this hearing is for the purpose of determining the validity of the tow and related charges and that it is not for the purpose of adjudicating any citations I was issued.

Printed Name

Date

Signature

Driver's License

Address

Telephone Number

This figure is a complex, abstract black and white diagram. It features a grid of vertical lines of varying widths. Superimposed on this grid are several geometric shapes, including squares, rectangles, and L-shaped blocks. Some of these shapes are solid black, while others are white with black outlines. There are also some white areas with black outlines. The overall effect is a high-contrast, geometric pattern that is both intricate and minimalist.



Village of Bartlett
Police Department

NOTICE OF VEHICLE SEIZURE

228 South Main Street, Bartlett, IL 60103
(Phone) 6

www.village.bartlett.il.us

This vehicle (make) _____ (model) _____ (year) _____ is being seized because there is probable cause to believe that the vehicle has been used in violation of ordinance number 6-19-102 in that the driver was arrested for the following:

- Driving while driver's license, permit, or privilege to operate a motor vehicle is suspended or revoked, or similar provision of this code, excluding a suspension for an emission violation;
- Driving under the influence of alcohol, other drug or drugs, intoxicating compounds, or any combination thereof or similar provision of this code;
- Aggravated fleeing or attempt to elude a police officer or similar provision of this code;
- Firearms offenses including unlawful use of a weapon; unlawful use or possession of weapons by a felon; aggravated discharge of a firearm; reckless discharge of a firearm; aggravated unlawful use of a weapon.
- Possession of a controlled substance;
- Possession of cannabis in excess of thirty (30) grams
- Any crime defined as a "forcible felony" when it also involves the use of a vehicle.
- Driving without a valid driver's license;

VIN No. _____ Plate _____ RD# _____

For the release of the vehicle, you must pay a \$500.00 administrative cash bond* at the Bartlett Police Department, 228 South Main Street, Bartlett, IL and all towing and storage fees must be paid directly to the towing company.

****All towing and DAILY storage fees must be paid directly to the Towing Company.**

Preliminary Hearing

The owner of record of any vehicle seized pursuant to violation of ordinance number 6-19-102 has the right to appeal seizure of this vehicle to contest the validity of the probable cause to seize the vehicle. An appeal for a preliminary hearing must be in writing and filed with the Chief of Police within twenty-four (24) hours of the time that the vehicle was seized. The Preliminary Hearing will be conducted within twenty-four (24) hours after receipt of the request, excluding Saturdays, Sunday, or village holidays. If after a hearing it is determined the driver was not in violation of the above offense, the vehicle will be returned without penalty or fees.

Final Hearing

A notice of Final Hearing will be mailed within ten (10) business days after the seizure to the Owner of the vehicle. If the owner fails to appear, the case will be disposed of at that time. If the owner is found not liable at the Final Hearing, he will be reimbursed for all fees including towing and storage charges.

I do hereby certify that I personally handed a copy of the above notice to:

(Name) _____ who is the person who was found to be in control of said vehicle at the time of the alleged violation.

On this _____ day of _____, 20_____

Officer Signature

Printed Name and I.D. #

I do hereby certify that I received a copy of the above notice on the above date:

Hearing Date:

Driver Signature

* Administrative cash bond may be paid in cash 24 hours per day, 7 days per week.

**Storage fees are charged by the tow company at a DAILY RATE.

Village of Bartlett
Council Chambers
228 S. Main Street
Bartlett IL 60103



Village of Bartlett
Police Department

REQUEST FOR PRELIMINARY HEARING OF VEHICLE SEIZURE

228 South Main Street, Bartlett, IL 60103

www.villagereader.com

(Must be filed within 24 hours of seizure)

I, _____, do hereby state that I am the owner of record of (year of vehicle) _____, (make of vehicle) _____, (model of vehicle) _____, (license) _____ State _____

I further state that said vehicle was seized at _____
Location of Seizure

I believe that there was no violation of the Municipal Code of Bartlett by the driver or vehicle justifying the seizure because:

Signature

Print	Name	Address
--------------	-------------	----------------

City	State	Phone
------	-------	-------

Received by: _____

Result of Hearing: Vehicle Not Released Vehicle Released

Reason: _____

Printed Name Signature

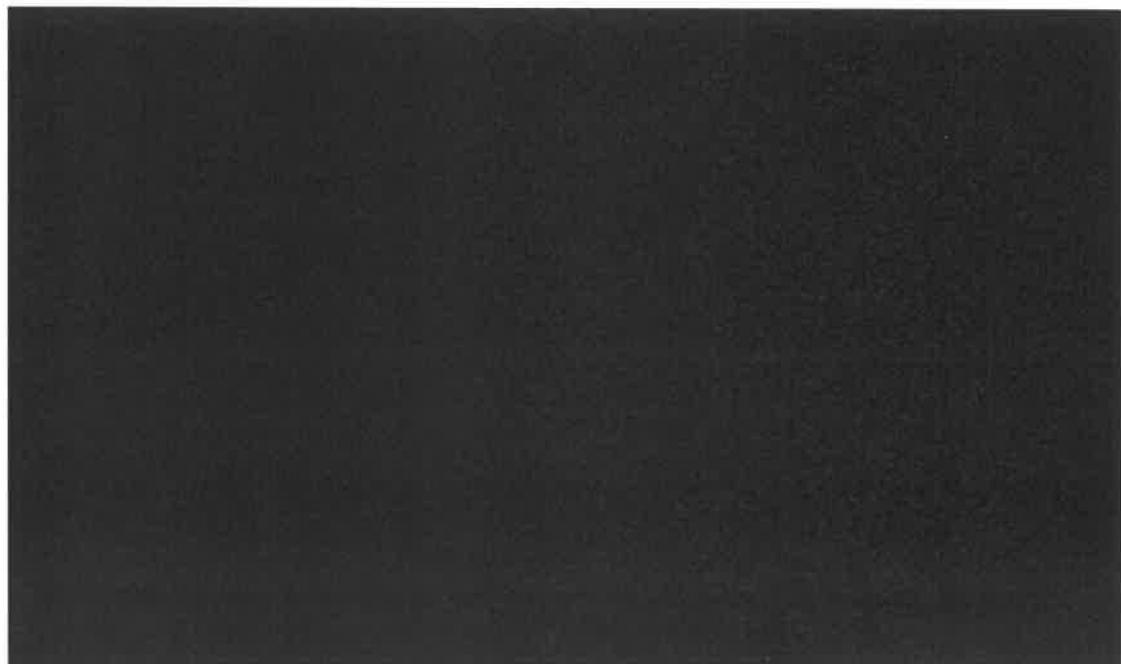
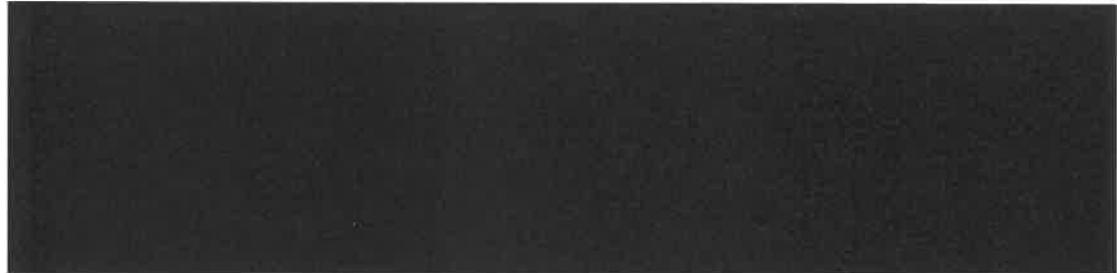
Date: _____ Time: _____



Re: [REDACTED]

[REDACTED]

[REDACTED]





Village of Bartlett
Police Department

**AUTHORIZATION TO RELEASE
IMPOUNDED VEHICLE**

228 South Main Street, Bartlett, IL 60103
(Phone) 630.837.0800 (Fax) 630.540.5436
www.village.bartlett.il.us.com

Report Number _____

Vehicle Information:

Year _____ Make _____ Model _____ License Plate # _____

Owner Information:

Name _____

Address _____

Cash Bond Posted \$ _____

Release Pursuant to Hearing – No Penalty

I, _____ hereby authorize the release of the above-described vehicle, to the vehicle owner or owner's designee.

AUTHORIZED SIGNATURE

BADGE

DATE

TIME



Bartlett Police Department

228 S. Main Street, Bartlett, IL 60103

630.837.0846

OWNER'S PERMISSION TO RELEASE VEHICLE

I, _____ [REGISTERED VEHICLE OWNER]

give permission to _____ [DRIVER] to drive my vehicle.

DL # _____

DL status verified via LEADS

This consent is given by me this _____ day of _____, 20____, at _____ AM/PM

Vehicle Owner:

Printed Name: _____

Signature: _____

Released To:

Printed Name: _____

Signature: _____

Officer:

Printed Name/Badge: _____

Signature: _____

BARTLETT POLICE DEPARTMENT



Subject: Parking "P" Ticket Procedures

Administrative Order 114

Issued: February 16, 1996

Effective Date: February 16, 1996

Termination Date: N/A

Rescinds: G.O. 89-02

**Reference CALEA Standards:
61.1.13**

Amended Date: September 11, 2018

PURPOSE: To establish procedures for the issuance of parking tickets and for the review of disputed parking tickets.

I. Use of Parking Citations ("P" tickets)

Parking citations will be used by members of the department for the purpose of citing minor local ordinance violations in Chapter 11-1300 of Title 6 of the Bartlett Municipal Code entitled "Stopping, Standing and Parking".

II. Issuance of Passport Parking Citations (E Tickets)

Passport parking citations will only be used by members of the department for the purpose of citing local ordinance violations in Chapter 11-1300 of Title 6 of the Bartlett Municipal Code entitled "Stopping, Standing and Parking" in the Village commuter parking lots.

II. Issuance of Parking Citations and Passport Parking Citations

- A. Members (Officers, CSO's and PEO) observing violations of the "Stopping, Standing and Parking" local ordinances will have the option of issuing violators citations using a "P" ticket in lieu of arrest and the filing of a citation complaint and/or a notice to appear in court. Members observing violations of the "Stopping, Standing and Parking" local ordinance in the Village commuter parking lots shall utilize a computerized device to produce a printed record of a Passport parking citation.
- B. When issuing a parking citation or a Passport parking citation to a vehicle, members will ensure all relevant vehicle information is on the citation. The license plate will first be run through LEADS on the MDC. If there is no response or the information from the license plate does not match the vehicle, the member will obtain the VIN and write it on the citation or print it out on the Passport parking citation. When the vehicle has a temporary registration on it, members will ensure that the Vehicle Identification Number of the vehicle is put on the parking citation or the Passport parking citation. Members will not write or print out personal identifier information of the registered owner on the parking citation or the Passport parking citation (DOB, DL number, etc.).
- C. When the parking citation is completed, the citation/envelope will be affixed to the unlawfully parked vehicle. The white original copy will be placed in the appropriate bin outside of the Records Section and the pink copy will be retained by the member. When a Passport parking citation is completed, a printed record produced by a computerized device will be affixed to the unlawfully parked vehicle. The Passport Operations Management portal retains the Passport parking citation information. No copies of Passport parking citations are distributed.
- D. The Records Section will remove all the parking citations from the bin and will obtain owner information from the Secretary of State's files. The Records Section will put the information in the appropriate place on the parking citation and clerk it. The Records Section will scan the original parking citation into Laserfiche, enter data into the Village parking database, and forward the original to the Village Hall Main Office to process parking citations for payment and maintain the originals per retention guidelines.

III. Citation Review

Should a violator wish to contest a parking citation or a Passport parking citation that they have been issued, they will be required to complete a citation review form or follow the instructions on the reverse side of Passport parking citation within 10 days from the date of the citation and the following procedures will be followed:

A. Parking Citations

1. The violator must obtain a Request for Parking Citation Review Form (Annex I) from the Records Section, the Village Hall Main Office or from the Village website. The violator should be instructed to fill out the citation review form and return it to the Records Section.
2. Upon receipt of the completed form along with any additional information/attachments, the Records Section will log the review request into the Village parking database and note on the form if prior reviews have been logged for this owner/vehicle. The Records Section will print out a copy of the parking citation from Laserfiche if it is not provided by the violator. The review form with the parking citation attached will be forwarded to the member who issued the parking citation.
3. Upon receipt of the form, the member will be required to review the parking citation and will decide as to whether it should be voided, dismissed, or should remain in force and will indicate the decision on the form.
4. Once the member has made their decision, the completed form will be forwarded to the Chief of Police for review and final determination whether the parking citation should be dismissed or remain in force.
5. The original form and citations (marked VOID, DISMISSED, OR DENIED by the Chief of Police if appropriate) will be forwarded to the Records Section for any further processing that is necessary. The Records Section will update the final disposition status in the parking database so the Village Hall Main Office has the latest status to support payments and questions.
6. It will be the responsibility of the Records Section to forward the violator the bottom portion of the review form that will advise the violator as to the status of the review if an email address has not been provided on their request.

B. Passport Parking Citations

1. The violator must follow the instructions on the reverse side of the Passport parking citation. They are encouraged to submit their appeal online at <https://bartlett.rmpay.com> or submit their appeal in writing to the Bartlett Police Department, C/O Records – Citation Appeal, 228 South Main Street, Bartlett, IL 60103 with any documentation within 10 days of the due date on the Passport parking citation. (Annex I)
2. Upon receipt of a hard copy appeal along with any additional information/attachments, the Records Section will enter a manual appeal for the Passport parking citation into the Passport Operations Management portal. All appeals are reviewed online. The member issuing the Passport parking citation will review and note comments for the Chief of Police's final review. The Chief of Police will then review the Passport parking citation appeal in Passport Operations Management portal and make a final determination whether the Passport parking citation should be dismissed or remain in force.
3. Any appeal containing an email address will receive an automatic email advising the violator of the final disposition whether the Passport parking citation should be dismissed or remain in force.
4. The system will send an email to the Records Supervisor if no email address is provided for an appeal. The Records Section will send out the final disposition by first class mail whether the Passport parking citation should be dismissed or remain in force
5. All information regarding the Passport parking citations are maintained online in the Passport Operations Management portal.

IV. Request for Local Adjudication Hearing:

- A. Should a violator wish to contest a parking citation that is dated within 10 days from the date on the citation, they may submit a Request for a Local Adjudication Hearing Date form (Annex II) in order to request a local adjudication hearing. Should a violator wish to contest a Passport parking citation that is dated within 10 days from the date on the citation, the violator is encouraged to follow the instructions on the reverse side of the citation and can either request a local adjudication hearing via the website online at <https://bartlett.rmpcpay.com> or submit their request in writing to the Bartlett Police Department, c/o Records—Citation Hearing Request, 228 South Main Street, Bartlett, IL 60103 with any documentation.
- B. Should a violator wish to contest a parking citation or a Passport parking citation that is dated within 10 days from the date on the citation, they may also complete the “Contest a Citation in Writing” portion of the Request for a Local Adjudication Hearing Date form and submit it in order to waive their personal appearance at a local adjudication hearing and have the administrative hearing officer make his/her determination of liability decision based on the statement/testimony and any documentation that they provide.
- C. Should a violator wish to contest a parking citation or a Passport parking citation that is dated more than 10 days from the date on the citation, they will be assigned a local adjudication hearing on the “Second Notice of Parking, Standing, or Compliance Violation” that they will receive by first class mail.
- D. Should a violator wish to contest a parking citation or a Passport parking citation that has gone through the citation review process and has been denied, they may submit a Request for a Local Adjudication Hearing Date form (Annex II) if submitted within 10 days of the review denial date -Should a violator wish to contest a citation that is dated within 10 days of the review denial date, they may also complete the “Contest a Citation in Writing” portion of the Request for a Local Adjudication Hearing Date form and submit it in order to waive their personal appearance at a local adjudication hearing and have the administrative hearing officer make his/her determination of liability decision based on the statement/testimony and any documentation that they provide.

V. Receipt of Local Adjudication Request Process:

- A. Upon receipt of the completed local adjudication request, the Records Section will update the status in the Village parking database or the Passport Operations Management portal and update the local adjudication database to add the parking citation or the Passport parking citation to the next local adjudication hearing docket. Confirmation of the hearing date will be sent to the violator.
- B. The Records Section will make up a local adjudication hearing case jacket to be presented at the hearing specified on the docket.

VI. Notices/Hearing

- A. The Records Section will print out the “Second Notice of Parking, Standing, or Compliance Violation” along with a copy of the original citation retained in Laserfiche or a copy of the original citation data retained in the Passport Operations Management portal on any parking citations or Passport parking citations unpaid over 10 days.
- B. Any vehicle owner or lessee with an unpaid parking citation or Passport parking citation will be issued a local adjudication hearing date by first class mail. The Records Section will prepare a local adjudication hearing file.

- C. The Records Section will serve as local adjudication hearing clerks at the monthly local adjudication hearings. They will provide administrative hearing officer with case files per the hearing docket and immediately update the administrator hearing officer's case dispositions/findings directly into the local adjudication database. All hearing disposition/finding documents will be sent to the Village Hall Main Office printer for violators who are found to be liable by the administrative hearing officer to pick up the hearing documentation and pay designated fines.
- D. The administrative hearing officer will hear every case on the docket. Should no one appear when the case is called, the administrator will dispose of the case as "Default – Liable" due to failure to appear. Documentation of the proceedings will be mailed out by the Records Section via first class mail. The Ordinance Enforcement Administrator will return the court jackets with appropriate dispositions noted on the file.
- E. The Records Section will maintain the local adjudication database to ensure all case records are complete in accordance with requirements to fulfill future collection activity if necessary. The physical files will be broken down only when case compliance has been satisfied.

by Order of

Patrick Ullrich
Chief of Police

Annexes I-II

Administrative Order 114

Annex I



**VILLAGE OF BARTLETT
REQUEST FOR PARKING CITATION REVIEW**

**THIS FORM MUST BE COMPLETED AND MAILED OR DELIVERED TO THE BARTLETT
POLICE DEPARTMENT, 220 S. MAIN STREET, BARTLETT, IL 60103 WITHIN 10 DAYS OF
THE DUE DATE LISTED ON THE PARKING CITATION**

PARKING CITATION: _____ **CITATION ISSUE DATE:** _____

This is a request to have your parking citation reviewed by the Chief of Police. The citation will not be voided or not processed in the event your request is denied. Please indicate below the reasons why you are requesting this citation to be reviewed and voided.

COMPLAINANT MUST RETAIN THE CITATION DURING THE REVIEW PROCESS.

NAME _____
DUE DATE _____

EMAIL ADDRESS:

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

OFFICER'S STAR is a trademark of the National Safety Council.

COMPLAINANT'S STATEMENT OF CIRCUMSTANCES (USE REVERSE IF NEEDED)

COMPLAINANT'S STATEMENT OF CIRCUMSTANCES (USE REVERSE IF NEEDED)

Digitized by srujanika@gmail.com

SIGNATURE **DATE**

RECORDS: PLACED IMMEDIATELY IN REVIEW BY: ■ ORIGINAL TKT REQUESTED BY: ■ LOGGED BY:
A OCCURRENCE: ■ DECISIONS LOGGED BY: ■ EMAIL/MAIL SENT BY: ■ PACKET BACK TO:
VILLAGE BY: ■ L A HEARING DB UPDATED BY: ■ L A HEARING FINDINGS UPDATE BY: ■

OFFICER'S COMMENTS:

OFFICER'S SIGNATURE _____ **DATE** _____
OFFICER'S RECOMMENDATION: **CITATION BE DISMISSED** **CITATION TO REMAIN IN FORCE**

Your request for review of Citation 6 P has been completed and the final disposition is indicated below:

- Request has been approved and the **CITATION WILL BE DISMISSED**.
CITATION TO REMAIN IN FORCE requiring full payment within 10 days of the date listed below or you may request a local Adjudication Hearing date to contest the citation in person or to contest the citation in writing.

SIGNATURE _____ **DATE** _____
Chief of Police _____

You may still request to extend the parking citation in writing or in person at a LOCAL ADJUDICATION HEARING. Please download the Request for Local Adjudication Hearing Date form at www.bartlett.il.us or obtain the form at the Bartlett Police Department, 238 S. Main Street, Bartlett, IL 60103. Submit the completed form to the Bartlett Police Department within 10 days of the citation date.



VILLAGE OF BARTLETT
REQUEST FOR A LOCAL ADJUDICATION
HEARING DATE



**THIS FORM MUST BE COMPLETED, POSTMARKED AND MAILED OR DELIVERED TO
 THE BARTLETT POLICE DEPARTMENT, 228 S. MAIN STREET, BARTLETT, IL 60103
 BEFORE THE DUE DATE ON THE PARKING OR COMPLIANCE CITATION**

- Contest a Citation in Writing (Waive Your Right To an In-Person Hearing)**
 Contest a Citation in Person (Attend a Local Adjudication Hearing)

TODAY'S DATE: _____ **CITATION NUMBER:** _____

CITATION ISSUANCE DATE: _____ **CITATION DUE DATE:** _____

NAME _____ **PHONE** _____

EMAIL ADDRESS: _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

OFFICER'S STAR # _____ **VIOLATION** _____

LOCATION OF OFFENSE _____

— — — — — **ONLY COMPLETE THIS SECTION IF YOU SELECT THE "CONTEST CITATION IN WRITING" FORM ABOVE** — — — — —

PLEA (circle one): **ABLE** **NOT LIABLE**

STATEMENT/TESTIMONY (Use reverse side if needed):

Copies of documentation attached? **YES** _____ **NO** _____

I swear that the above is a true and accurate statement. I understand that I have waived my right to an in-person local adjudication hearing appearance and that the hearing officer will make his/her decision with the statement/testimony and any documentation that I provided. I also understand that the hearing officer's decision is final and you have the right to appeal his/her decision by filing for judicial review under the provisions of the Illinois Administrative Review Law (735 ILCS 5/3-201, et seq.).

Signature

You have been assigned the following Local Adjudication Hearing Date:

HEARING DATE: _____ **TIME:** 4:30

PLACE: Village Of Bartlett, Council Chambers, 228 South Main Street, Bartlett, IL 60103

FOR INTERNAL USE ONLY

RECORDS: COURT DATE ASSIGNED BY: #	LIA DATABASE UPDATED BY: #	OCCURRENCES: #
LIA CHECKLIST DONE BY: #	VERIFIED CASE IS COMPLETE FOR HEARING BY: #	FINDINGS: #
UPDATED BY: #	FILED BY: #	

BARTLETT POLICE DEPARTMENT



Subject: Collective Bargaining	Administrative Order 115
Issued: January 29, 1996	Rescinds: N/A
Effective Date: January 29, 1996	Reference CALEA Standards:
Termination Date: N/A	22.3.1, 22.3.2
	Related Directives:
	Amended Date: August 17, 2020

PURPOSE: This order establishes and defines the roles of the Village, Police Department and of Department members in collective bargaining, as representatives of the Village and of a Union which represents Department members.

POLICY: It is the policy of the Bartlett Police Department to abide by all legal mandates pertaining to the collective bargaining process, and to abide by all authorized labor agreements.

I. Definitions

- A. **Agreement**—A written contract arrived at as the result of negotiations between an employer and a union.
- B. **Collective Bargaining**—The process by which union and management agree on the wages, hours, working conditions, and fringe benefits of the Department members represented by the union.

II. Scope and Application (22.3.1.b)

- A. This Administrative Order is in effect so long as any Department member is represented by a union for purposes of collective bargaining. The Metropolitan Alliance of Police (MAP), Bartlett Police Chapter #114, is the certified representative of members classified as police officers. If any part of this Administrative Order is in conflict with any Collective Bargaining Agreement or the Illinois Public Labor Relations Act, the Collective Bargaining Agreement and/or Act shall prevail.

III. Role of the Department Member as a Bargaining Unit Member

- A. Working time is for work. Members of the Bartlett Police Department who function as members of the Union's bargaining team shall not engage in collective bargaining activity or other Union activity on duty except when attending collective bargaining meetings of the Management and Union bargaining teams or as specifically outlined in the Collective Bargaining Agreement. The same prohibition will also apply to other members of the Union. Preparation for collective bargaining meetings shall not be conducted during duty time and neither the Village nor Police Department premises or meeting rooms shall be used by the Union for any Union activity, except for joint Management and Union meetings.

IV. Role of the Department Command Staff

- A. The role of the Department Command Staff in collective bargaining negotiations will be prescribed by the office of the Village Administrator. The Department shall, when necessary and required by law, furnish information requested by the Union for collective bargaining. It will be the policy of the Department to cooperate with those members who are designated as negotiators and keep open the lines of communication.

V. Collective Bargaining Team—Management (22.3.1.a)

- A. The Management collective bargaining team shall have as its principal negotiator the Village Administrator of the Village of Bartlett.

- B. The bargaining team may be assembled for the purpose of conducting negotiations at times agreed to by both Union and Management negotiating teams. The members of the management team may be made up of Police Department Staff members who are not part of the bargaining unit and/or personnel within the Village or other outside negotiating personnel as designated by the Village Administrator.

VI. Collective Bargaining Team—Union

- A. The Union shall designate the members of the Union bargaining team and outside Union representatives who are not employees of the Village of Bartlett. However, in no case will reprisals be sought against any member regardless of rank who may be lawfully engaged in the collective bargaining process.

VII. Collective Bargaining Process (22.3.1.d)

- A. At the beginning of negotiations, the Village and the Union bargaining teams shall attempt to agree on ground rules, to include such subjects as:
1. The size and composition of bargaining teams.
 2. The procedures governing the release of information to third parties during the bargaining process.
 3. Time schedules and agendas for the meeting(s).
 4. The method to be used for recording the negotiations, if any.
 5. The methods for introducing issues in negotiations.
- B. The parties shall meet at jointly agreed times and places and engage in good faith bargaining in an attempt to agree on a Collective Bargaining Agreement controlling wages, hours and terms and conditions of employment.
- C. If an agreement cannot be reached through these meetings, the parties may move on to a mutually agreed upon arbitration process (5 ILCS 315/14).

VIII. Collective Bargaining - Good Faith (22.3.1.c)

- A. In accordance with the Illinois Public Labor Relations Act (5 ILCS 315/1), the Union Bargaining Team, the Village of Bartlett, and their representatives will participate in negotiations based on the principle of "good faith" bargaining.
- B. Any agreement reached will be reflected in written contractual language. The Union and the Village are committed to abide, in both letter and spirit, by the negotiated agreement that has been signed by management and labor representatives, and ratified by the bargaining unit. (22.3.1.e)

IX. Collective Bargaining Agreements

- A. All Collective Bargaining Agreements shall be in written form and shall be signed by the designated representatives for each party. The Chief of Police will be provided with a signed copy when it becomes available. (22.3.2.a)
- B. The Agreement shall be disseminated to all concerned Department members. This may be accomplished in cooperation with the representatives of the bargaining unit and may include giving a copy of the agreement to each bargaining unit member. A current copy of the Collective Bargaining Agreement shall be maintained in the Department's document management system and available to all Department members for reference.
- C. The Department shall review and amend those administrative policies that may be in conflict with the Collective Bargaining Agreement. This shall be accomplished in a reasonable amount of time following the signing of the agreement. (22.3.2.b)
- D. The Chief of Police shall inform all supervisory members of the terms of the Collective Bargaining Agreement which may affect those members under their command. This may be accomplished in several

ways, including the distribution of copies of the agreement to the supervisors and/or discussion of the agreement at staff meetings. (22.3.2.c)

X. Administration of Collective Bargaining Agreement

- A. It shall be the responsibility of the Department Command Staff to administer any Collective Bargaining Agreement and particularly to preserve the management rights set forth in any agreement. If the bargaining unit members believe the Command Staff has engaged in any action which is in violation of an express provision of the Collective Bargaining Agreement, the Union may file a grievance pursuant to the grievance procedure of the Collective Bargaining Agreement.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Grievance Procedures	Administrative Order 116
Issued: February 6, 1997	Rescinds: N/A
Effective Date: February 6, 1997	Reference CALEA Standards:
Termination Date: N/A	22.4.1, 22.4.2, 22.4.3, 26.1.6
Related Directives:	
Amended Date: April 5, 2019	

PURPOSE: This order establishes procedures for members of the Bartlett Police Department to file grievances and to have those grievances resolved in a timely manner. This order is applicable to all non-union members, as union members will be governed by the prevailing Collective Bargaining Agreement.

POLICY: The Department recognizes that in any organization, differences of opinion about conditions of employment or the way policies are interpreted and applied sometimes occur. The Police Department believes it is important to respond promptly to members' complaints and grievances and has therefore established this policy to help resolve them in a timely manner.

I. Grievance Filing (22.4.1.a)

A grievance is defined as a dispute or disagreement regarding the interpretation or application of Village policies, procedures or terms and conditions of employment. The Department believes most complaints can be settled quickly and informally between supervisors and members who are willing to discuss and resolve work-related problems as they arise. The Department therefore expects its members to exhaust all informal methods of grievance and complaint resolution before resorting to formal means. It also expects all supervisors to operate under the "open door" principle. If necessary, however, members may bring forward formal grievances by following the steps outlined below.

II. Steps

A. Step 1—Verbal Notification to Immediate Supervisor (22.4.1.b, c)

Within fourteen (14) calendar days of the alleged aggrieved action taking place, a member may verbally file a grievance to his/her immediate supervisor. The supervisor will have seven (7) calendar days to complete discussions with the member regarding the grievance and reach a decision/ resolution with respect to the grievance. If the member does not agree with this decision, he/she may take the grievance to Step 2.

B. Step 2—Written Appeal to Immediate Supervisor's Superior (26.1.6)

1. A member whose grievance was not satisfactorily resolved in Step 1 may file a written grievance with his/her immediate supervisor's superior. The written grievance must be submitted no later than fourteen (14) calendar days from the date on which the member received the immediate supervisor's decision response to the grievance in Step 1.
2. The employee must include the following information in the written grievance: (22.4.1.d)
 - a. A statement of the alleged grievance and the facts on which it is based;
 - b. The alleged violation, misinterpretation, etc. of Department policy, rules, regulations, employee rights, etc.;
 - c. What harm was done to the member as a result of (b) above;
 - d. Remedy, solution or adjustment the member is seeking;
 - e. Signature of the aggrieved member.
3. The immediate supervisor's superior will respond in writing to the written grievance within seven (7) calendar days. However, if there is no resolution at this level, the member may proceed to Step 3.

C. Step 3—Written Appeal to the Chief of Police (26.1.6)

If a member is not satisfied with the decision reached in Step 2 above, he/she may notify the Chief of Police of his/her desire to appeal the decision to this level within fourteen (14) calendar days from the date on which the member received the response to the grievance in Step 2. The Chief of Police will have seven (7) calendar days to respond to the appeal, and will have the option of meeting with the aggrieved member prior to reaching a decision. Members may be represented by legal counsel at their

own expense at this step of the grievance resolution process. (22.4.1.f) The Chief of Police will give a written response of his/her decision to the member within seven (7) calendar days of the discussion. (22.4.1.e)

D. Exceptions

The time frames specified above may be extended at each step by mutual agreement between the aggrieved member and the management representative involved in the grievance resolution process. (22.4.1.e)

III. Written Grievance Responses

- A. All written grievance responses prepared by members of management will include the following:
 - 1. Written acknowledgment of receipt of the grievance noting time and date of receipt and name of the individual receiving the grievance.
 - 2. An analysis of the facts and allegations.
 - 3. Affirmation or denial of the allegations contained in the member's written grievance.
 - 4. Identification of the remedy or adjustments to be made, if any.
- B. These responses will be given within seven (7) calendar days of the meeting between the employee and member of management. (22.4.1.e)

IV. Grievance Procedure Coordination and Record Keeping (22.4.2)

It will be the responsibility of the Chief of Police, or his/her designee, to coordinate all matters in the grievance resolution process and to maintain and control grievance records in a strictly confidential manner.

V. Analysis of Grievances (22.4.3)

On an annual basis, the Chief of Police, or his/her designee, will review and analyze all grievances filed by members and should attempt to detect any possible patterns or trends that may exist. The analysis shall include a review of supporting grievance policies and practices. This analysis will be documented in a written memorandum which shall be reviewed by the Chief of Police. The Village Administrator should be advised of any such patterns.

VI. Rights

Members who bring forth a formal grievance are assured of freedom from interference, discrimination or reprisal.

VII. Dismissal

The grievance procedure outlined in this policy cannot be used for grieving a dismissal from employment with the Village of Bartlett.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Administrative Hearings Security	Administrative Order 117
Issued: October 20, 2010	Rescinds: N/A
Effective Date:	
Termination Date: N/A	Reference CALEA Standards: 73.1.1, 73.2.1, 73.3.1, 73.3.2, 73.4.1, 73.4.2, 73.4.3
Amended Date: December 17, 2014	Related Directives: AO106, AO107, AO113, OO207

- PURPOSE:** The purpose of this policy is to establish guidelines and procedures for police personnel assigned to the function of providing services at Administrative Hearings.
- POLICY:** The Bartlett Police Department recognizes the need to provide a variety of services to ensure the safe, effective and efficient operation of the Village's ~~Administrative Hearing process~~

I. Definitions:

Administrative Adjudication Hearing: A non-judicial proceeding conducted to adjudicate minor ordinance violations (violations of Business & License Regulations, Heath & Sanitation, Police Regulations, Motor Vehicles & Traffic, Public Ways & Property, Fire Protection & Prevention, the Bartlett Building Code, and the Bartlett Zoning Ordinance.) which do not carry penalties involving incarceration. The formal and technical rules of evidence do not apply. These hearings are conducted pursuant to 65 ILCS 5/1-2.1, 625 ILCS 5/11.208.3 and Village Ordinance 2014-75.

Administrative Hearing Officer: A person conducting administrative hearings who has been licensed to practice law in the State of Illinois for at least three (3) years. This person is appointed by the Village Manager and is not a judge. This person is an independent contractor and not an employee of the Village.

Ordinance Enforcement Administrator: Either a Village employee or independent contractor appointed by the Village Administrator. The Ordinance Enforcement Administrator is charged with the operating and managing the Administrative Adjudication Hearing system; adopting, distributing, & processing all notices; collecting monies paid as fines; certifying copies of final determination, certifying reports to the Secretary of State concerning initiation of suspension of driving privileges.

Hearing Room Personnel: Any police officer appointed by the Chief of Police (or their designee).

II. Facilities (73.2.1.a)

- A. Administrative Hearings are held within the Village Hall Council Chambers. This room is equipped with a fire alarm system. Access to the room is primarily through the main door from within the lobby of the Village Hall. In case of emergency evacuation, the assigned officer will direct those within the room towards the closest posted exit. In the event a uniformed employee is not present, the hearing officer will direct those persons present towards the closest posted exit. (73.4.3)
- B. There is no specialized equipment used for this security function. The Village Hall Council Chambers has a fire extinguisher available in the hallway directly outside the main entrance, along with fire alarm pull stations. There is also an AED directly across from the Finance Department. (73.2.1.b, 73.4.1)

III. Responsibilities

- A. The Support Services Sergeant is responsible for coordinating the police department's participation in the Administrative Hearing Program and for ensuring proper security is maintained at the Administrative Hearing proceedings at all times. The Sergeant may delegate the responsibility for scheduling officers to work at the hearings to another Sergeant. A Records Clerk will be assigned to assist the officer. (73.1.1.b)
- B.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
- C. Once a month, a Village Public Works Maintenance employee will complete an inspection of the Administrative Hearing Room and document the inspection on the Administrative Hearing Room Inspection form (Annex I).

IV. Administrative Hearing Procedures

- A. The hearing room within the Village Hall has no enhanced legal protections beyond any other area of the building. As this is a hearing process and not a recognized court, no persons entering the hearing room shall be screened or searched unless legal justification can be articulated and established in compliance with procedures outlined in Operations Order 207 (Searches).
- B. The Administrative Hearing is utilized for the adjudication of minor ordinance violations which do not carry penalties involving incarceration. In as much, no detainees in restraints shall be brought into or out of said hearings, except that an attendee may be taken into custody for the commission of a criminal offense not related to matters pending at the hearing. In the event of this occurrence, procedures in Administrative Order 106 (Holding Facility) and Administrative Order 107 (Booking Procedures) will be followed. (73.3.2)
- C. The person hearing the cases is a hired, third party attorney who is not a judge and who holds the title of "Hearing Officer". People who have been charged with minor infractions can pay the associated fines or have a hearing on an assigned hearing date.
- D. The hearings are held somewhat like a court in that each case is called up one at a time and the accused can plead liable or not liable and have a hearing if so desired. The proceedings are audio/video recorded. The Hearing Officer decides whether the violator is liable or not liable and determines the amount of the fine. There are no stenographers, no magistrates, no detainees, and no juries.

BARTLETT POLICE DEPARTMENT



Subject: Accident Reporting Requirements Village Property	Administrative Order 118
Issued: September 6, 1996	Rescinds: G.O. 92-06
Effective Date: September 6, 1996	
Termination Date: N/A	Reference CALEA Standards: 61.2.2
Amended Date: May 1, 2018	Related Directives: AO132, AO136, SO614

PURPOSE: To outline reporting procedures to be used when documenting accidents involving Village Property.

POLICY: Timely reporting of work-related accidents and injuries is mandatory. All employees are required to report to their supervisor any on-the-job injuries or accidents (vehicle or otherwise) in which they were involved, no later than the end of the work shift during which the incident occurred. Supervisors are responsible for ensuring that their employees understand this reporting requirement. Supervisors are also responsible for completing all necessary paperwork pertaining to accidents and injuries.

I. Reporting Procedures

A. Minor Injuries Requiring First Aid Only

1. Employees who sustain minor injuries during working hours that may or may not require first aid, but do not require the attention of a physician, should complete an Incident/First Aid memo no later than the end of the shift during which the incident occurred. The completed report will be given to the supervisor. If an employee refuses first aid, this should be noted on the report form.
2. The supervisor will forward a copy of the memo to the appropriate commander and to the Human Resources Manager.

B. Injuries Requiring Doctor or Hospital Attention

1. Employees who sustain injuries during working hours which require the attention of a physician or hospitalization should report the injury (unless physically unable to do so) to their supervisor no later than the end of the work shift during which the injury occurred.
2. The supervisor is responsible for completing and forwarding to the appropriate Commander Human Resources Manager the following forms, no later than three working days past the day of the injury:
 - a. The IRMA Supervisor's Investigation Report form.
 - b. The Illinois Form-45 "Employer's First Report of Injury or Illness" from the Illinois Industrial Commission.
3. Any employee who becomes injured or ill in the line of duty must notify his/her supervisor immediately of the injury or illness. If his/her supervisor is not available to be notified, the injured employee should notify his/her supervisor's superior or the Human Resources Manager. Obtain a work release/report of treatment from the examining physician whenever he/she seeks medical treatment for an on-the-job injury, even if the medical treatment is administered outside of the employee's normal working hours and the employee misses no work as a result of the injury. Submit the work release/report of treatment to the supervisor at the beginning of the shift on which the employee reports back to work. No employee can resume work without having submitted an appropriate work release.
4. When the physician does not release the employee for work, the employee shall submit to his/her supervisor a doctor's statement showing the date of the next follow-up examination, or the date on which the employee will be released for full duty (regular work with no restrictions). The employee is expected to report for work on the date indicated on the release. Failure to report may lead to forfeiture of pay, unless the employee submits another physician's statement reflecting continued disability until some other specified date.
5. Employees will keep the supervisor advised of his/her progress and inform the supervisor immediately of the outcome of a follow-up medical examination. Engage in no activity that will or may prolong the recuperation process.

- C. Vehicle Crashes: For damage to a Department vehicle, or for bodily injury/property damage to a third party from a vehicle crash, the following will be submitted.
 - 1. To-From explaining the crash to immediate supervisor. This To-From should contain all the general information associated with the crash. It should also contain information as to whether or not an accident review board has been scheduled, if the involved employee wants to waive the review, or a recommendation that a review is unnecessary (i.e.: Hit & Run to a parked/unattended vehicle) per Administrative Order 132.
 - 2. The IRMA NON-WORKERS' COMPENSATION ACCIDENT REPORT FORM will be completed. If there is a bodily injury to an employee of the Village, a State FORM 45: EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS from the Illinois Industrial Commission is required as well as the IRMA SUPERVISOR'S INVESTIGATION REPORT (SI-008). (Form 45 must be completed and signed by the Supervisor. The employee is not to complete the form on behalf of the Supervisor.)
 - 3. The IRMA INCIDENT/FIRST AID REPORT (INFAREP #3) will be completed on any accident or incident which may or may not have required first aid, but did not require clinical or hospital treatment. This form will be kept in-house and not forwarded to IRMA.
 - 4. A State crash report by the appropriate police agency.
 - 5. Two estimates from body repair shops. To determine which two are currently being used, consult the Vehicle Maintenance Officer.
- B. Third Party Crashes: For all crashes involving liability to a third party, excluding auto liability, the following will be submitted:
 - 1. The IRMA NON-WORKERS' COMPENSATION ACCIDENT REPORT FORM.
 - 2. A CITIZEN INCIDENT REPORT FORM (SI-009).
- C. Damage to Non-Vehicle Departmental Property: For damage or loss of Department property excluding autos or mobile equipment, the following will be submitted.
 - 1. The IRMA NON-WORKERS' COMPENSATION ACCIDENT REPORT FORM.
 - 2. The IRMA SUPERVISOR'S INVESTIGATION REPORT (SI-008).
- D. Completing the IRMA Forms: All of these reports are to be completed by the supervisor. These forms will be found in the Report Writing Room.

II. Command Notification

- A. In instances of no-injury crashes or minor injury first aid reports, the Shift Supervisor will notify the Command Staff per the Command Staff Notification Form.
- B. In instances of injury crashes or other injuries requiring hospitalization, the Shift Supervisor will make notification immediately per Special Order 614.

By Order Of:

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Public Information/ Press Releases	Administrative Order 119
Issued: September 10, 1996	Rescinds: G.O. 90-04
Effective Date: September 10, 1996	Reference CALEA Standards: 41.2.4, 54.1.1, 54.1.3, 72.1.3
Termination Date: N/A	Related Directives: SO 614, Village EOP

PURPOSE: To establish guidelines for the release of information to the press/news media.

POLICY: It will be the policy of the Bartlett Police Department to provide assistance and cooperation to news agencies without jeopardizing an on-going investigation or other Department activity.

I. Persons Authorized to Release Information (54.1.1.f)

- A. Information that is to be released to the press or news agencies will be released by the following:
 1. Chief of Police
 2. Command Personnel
 3. Sergeants
- B. Requests from the news media/press that are directed to specific members of the Department will be referred to the Chief of Police or command personnel. The Shift Supervisor will determine if after-hours notification is necessary for an immediate response to the media. Special Order 614 – Notifications-Department Personnel procedures will be followed. Members are prohibited from granting an interview or releasing information on Department related matters without prior approval.
- C. All information that is to be released will be reported to the Chief of Police as soon as possible.
- D. When information about the Bartlett Police Department may affect another agency in the performance of its duties, the media will be referred to the affected agency. In a multi-jurisdictional investigation, the lead investigative agency is responsible for providing or coordinating the release of public information. The State's Attorney's office of jurisdiction will be consulted on the press release. The PIO or designee for the lead agency shall share that information with all involved agencies in advance of public dissemination.

II. Authorized Statements to the Media (41.2.4, 54.1.1.e)

- A. The following information will be provided to the news media/press:
 1. Announcement of the circumstances surrounding an arrest, to include the time, date, location of the arrest and other pertinent information. (72.1.3)
 2. To announce an on-going investigation, where there is a public safety issue involved.
 3. To announce any large seizure of property, currency, narcotics.
 4. To disclose the nature or substance of a charge, to include a brief description of the reason for the charge.
 5. To request public assistance in the obtaining of evidence.
 6. To describe any Department program or activity.
- B. Nothing in this Order precludes a member from replying to charges of misconduct that are publicly made against the member. The Chief of Police may at his discretion impose restrictive rules as to the release of information concerning juveniles and other persons, whether the person is a subject or a victim.

III. Prohibited Acts (54.1.1.d)

- A. No member of the Department will release any information to the news media/press that concerns the following: (72.1.3)
 - 1. A prior criminal record of an individual that has been arrested or anything that pertains to the character or reputation of the accused. The supervisor in charge of the investigation may release a factual statement that pertains to the name, age, residence, occupation and family status of the accused. If the accused has not been apprehended, information may be released that would aid in the apprehension of the individual or to warn the public of any potential danger the accused may present to the public.
 - 2. The existence or contents of any confession or statement given by the accused or the refusal of the accused to make any statement. The supervisor making the statement may state that the subject denies the charges.
 - 3. The results of any test administered or the refusal to submit to testing by the accused.
 - 4. The identity, potential testimony or credibility of any potential witness.
 - 5. The identity of the victim if prohibited by law or in cases of death or serious injury, if the next of kin have not been notified.
 - 6. The possibility of the accused pleading guilty to the charges.
 - 7. An opinion as to the accused's guilt, innocence or merits of the case.
 - 8. Booking photographs, commonly known as "mugshots", on its social media website in connection with civil offenses, petty offenses, business offenses, Class C misdemeanors, and Class B misdemeanors unless the booking photograph is posted to social media to assist in the search for a missing person or to assist in the search for a fugitive, person of interest, or individual wanted in relation to a crime other than a petty offense, business offense, Class C misdemeanor, or Class B misdemeanor.
- B. The deliberate posing of a person in custody for photographing or televising by members of the press/media is expressly prohibited.
- C. The release of information of any individual that has been killed in an accident or other incident prior to the notification of the next of kin is prohibited.
- D. The name and address of any victim of a sex crime will not be released to the press/media unless the victim has died as a result of the crime and then only with the approval of the Chief of Police.
- E. The identity of juveniles arrested will not be released. Records concerning juvenile offenders will not be open to public inspection or released to the media, unless there is a valid court order. A minor who is a victim of any offense shall enjoy the same confidentiality.
- F. All members of the Department are prohibited from making any derogatory statement to the press/media about Department members or any public official.

IV. Internal or Confidential Investigations (54.1.1.e)

- A. No member of the Department will discuss with the press/media any on-going internal investigation.
- B. Any and all inquiries relating to internal investigations or crisis situations within the Department and the status of such will be referred to the Chief of Police.
- C. Any information regarding confidential police investigations will only be released with the approval of the Chief of Police.

V. Press/Media Access to Crime Scenes and Disasters (54.1.1.a, 54.1.3)

- A. Press and media personnel who arrive at the scene of a crime, fire, disaster or other catastrophic event will be directed to a location away from the area to not interfere with any law enforcement or emergency operation taking place.
- B. Access to any crime scene is prohibited. Access to any crime scene on private property will be at the discretion of the property owner and only after law enforcement operations have been completed.
- C. As soon as is practical, the Shift Supervisor will meet with the press and media personnel for a news conference and provide information as dictated in Section II. (54.1.1.c)
- D. In the event of an officially declared local disaster or emergency, the Public Information function will be dictated by the Village of Bartlett's "Comprehensive Emergency Operations Plan".

VI. Preparation of News Releases/Responsibilities (54.1.1.b)

- A. It will be the duty of the on-duty supervisor to prepare press releases when applicable. In the event the preceding shift had no on-duty supervisor the rank of Sergeant or Commander, it will be the responsibility of the on-coming Sergeant or Commander to ensure a press release is prepared and issued.
- B. Press Releases should be prepared and issued in the following circumstances:
 - 1. Fatal or serious injury accidents
 - 2. When a large number of accidents occur due to weather conditions, road construction or other factors.
 - 3. Burglaries that have a substantial monetary or property loss
 - 4. Thefts, Criminal Damages in which there is a large monetary loss or a potential pattern in a confined area or time.
 - 5. Cases involving robbery, battery, aggravated assaults, sexual assaults.
 - 6. Weapons arrests.
 - 7. Narcotics arrests with the exception of those arrests that involve large quantities of narcotics in which the possibility exists that the original arrest may provide information that is useful in securing other arrests. These press releases will first be cleared through the Deputy Chief of Operations.
 - 8. Any other arrest or Department activity, which would result in furthering the Department goals or be of public interest. These will be handled on a case-by-case basis.
- C. Press releases will be emailed to the major news organizations for the Chicagoland area.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Soft Body Armor

Issued: July 24, 1996

Effective Date: July 24, 1996

Termination Date: N/A

Amended Date: April 25, 2019

Administrative Order 120

Rescinds: G.O. 92-08

Reference CALEA Standards:

41.3.5, 41.3.6

Related Directives:

AO105

PURPOSE: This policy provides Department members with guidelines for the proper use and care of soft body armor.

POLICY: It is the policy of the Bartlett Police Department to maximize member safety through the use of body armor in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound basic safety procedures.

I. Definitions

- A. **Uniquely Fitted Vest**—As defined by the Bureau of Justice Assistance, a protective (ballistic or stab-resistant) armor vest that conforms to the individual wearer to provide the best possible fit and coverage, through a combination of: 1) correctly-sized panels and carrier, determined through appropriate measurement; and 2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. The requirement that body armor be “uniquely fitted” does not necessarily require body armor that is individually manufactured based on the measurements of an individual wearer.

II. Issuance (41.3.5)

- A. All soft body armor issued must comply with the current minimum protective standards prescribed by the National Institute of Justice on the date it was ordered and must be American-made.
- B. All Police Officers and Community Service Officers will be issued body armor in accordance with Administrative Order 105 – “Uniforms.”
- C. Body armor that is worn or damaged will be replaced by the Department. Body armor that must be replaced due to misuse or abuse by the member will be paid for by the member
- D. All body armor shall be replaced before or at the expiration of the warranty period of the armor at the expense of the Department.
- E. The Department and/or the Village of Bartlett shall apply to the United States Department of Justice under the Bulletproof Vest Partnership Grant Act of 1998 or a successor Act, or to other available funding sources, for matching grants of the purchase price of the body armor for sworn officers of the Department. The Deputy Chief of Support Services or his/her designee shall be responsible for applications and liaison with the Bulletproof Vest Partnership Grant or other funding sources.

III. Use of Body Armor (41.3.5)

- A. All officers and Community Service Officers engaged in uniformed patrol are required to wear body armor unless exempted by this policy.
- B. Body armor will be worn during field training.
- C. Department members involved in high-risk tactical duties are required to wear protective body armor regardless of exemptions that may be in effect. Examples of high-risk situations include, but are not limited to; planned warrant executions, drug raids, etc. (41.3.6)

- D. A Department member may be exempt from wearing body armor as follows:
 - 1. When an agency-approved physician determines the member has a medical condition that would preclude use of body armor, or
 - 2. When the member is involved in undercover or plainclothes work that his/her supervisor determines would be compromised by use of body armor, or
 - 3. When the member is assigned to perform an administrative function; or
 - 4. When the Chief of Police determines an exemption is appropriate.
- E. Members will wear only Department-approved body armor.

IV. Care, Maintenance and Inspections

- A. Each member is responsible for the proper storage and daily inspection of his/her body armor for signs of damage and general cleanliness.
- B. As dirt and perspiration may erode ballistic panels, each member will be responsible for cleaning his/her body armor in accordance with the manufacturer's instructions.
- C. Members are responsible for reporting any damage or wear to the ballistic panels or cover to their Shift Supervisor.
- D. Supervisors will be responsible for ensuring that body armor is worn and maintained as required by this policy, including a periodic documented inspection of their subordinates' body armor.

By Order Of:

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Administrative Reports

Issued: November 11, 1996
Effective Date: November 11, 1996
Termination Date: N/A
Amended Date: May 20, 2020

Administrative Order 121

Rescinds: G.O. 88-15
Reference CALEA Standards:
11.4.1
Related Directives:
AO119, COP801

PURPOSE: This order specifies the type of administrative reports that will be used by the Department and identifies those members responsible for the preparation of the reports. These reports include the Daily Bulletin, Officer Activity Reports and the Annual Report. (11.4.1.a)

I. Daily Bulletin

- A. The Records Section will be responsible for daily preparation of the bulletin in accordance with Clerical Procedures Order 801 – Records Shift Procedures and will maintain a copy of all bulletins in the Records Section and on the computer network. A Records Clerk will email the Daily Bulletin to Department members on a daily basis. (11.4.1.b) (11.4.1.d)
- B. The Daily Bulletin contains comprehensive descriptions of incidents that have occurred during the past twenty-four-hour period and for which reports have been completed. The bulletin will also contain daily administrative information. (11.4.1.c)
- C. The Daily Bulletin will be the primary briefing instrument for the AM and PM Patrol Roll Call briefings that take place at 0600 and 1800 hrs. It will be the responsibility of the Shift Supervisor to ensure patrol officers receive the information contained in the bulletin.
 1. A hard copy of the Daily Bulletin may be printed out for use in roll call. Juvenile information is a part of the bulletin and that information is not to be released to the general public. Members are prohibited from taking a hard copy from roll call to use during the work day. Members are also prohibited from printing out a hard copy to use during the work day. The Daily Bulletin may be viewed electronically. (11.4.1.e)

II. Officer Activity Reports

- A. The Officer Activity Reports are the responsibility of the Records Section Supervisor. (11.4.1.b)
- B. This report is a computer-generated report utilizing the Records Management System (RMS) and is provided to the entire Command Staff for the purpose of evaluating officers' activities during the previous month. These reports may also contain a summary of the various citations and arrests that were made by an officer for this period. (11.4.1.c) (11.4.1.e)
- C. At the end of the evaluation period, a summary for the entire year is provided for the purpose of evaluating officers. These reports may be provided on a monthly basis as requested by supervisors for periodic evaluation purposes. (11.4.1.d)

III. Annual Report

- A. The Annual Report is compiled by the Planning and Research position, with the assistance of the Deputy Chief of Support Services and the Records Section Supervisor. (11.4.1.b)
- B. The Annual Report is a summary of the activities of the Police Department for the previous calendar year. The Annual Report is distributed to the Village Administrator, the Village President, and Board of Trustees and is available to the citizens of Bartlett. Department members each receive a copy. The Annual Report is also available on the Village network and in the Department's PowerDMS document management system. (11.4.1.c) (11.4.1.d) (11.4.1.e)

- C. The Annual Report shall contain at a minimum the following sections:
1. Transmittal Letter to the Village Administrator from the Chief of Police.
 2. Goals, Mission, and Vision of the Bartlett Police Department.
 3. Table of Contents.
 4. Organization Table and Personnel Distribution.
 5. Department Retirements, Promotions, New Members.
 6. Department Awards and Educational Achievement.
 7. Community Policing Projects and Achievements.
 8. Activities of the Operations Division of the Department.
 9. Activities of Specialized Units.
 10. Internal Affairs Summary.
 11. Training Summary.
 12. Budget Information.
 13. Crime, Arrest, Traffic Enforcement, and Crash Data.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Inspections	Administrative Order 122
Issued: December 3, 1996	Rescinds: N/A
Effective Date: December 3, 1996	Reference CALEA Standards:
Termination Date: N/A	53.1.1
Amended Date: March 4, 2020	Related Directives:
	AO104, AO105

PURPOSE	This order defines the inspection processes used by the Bartlett Police Department. The inspection process is a mechanism for evaluating the quality of the police operation, ensuring the goals of the organization are being pursued and identifying that control is maintained throughout the Department. It provides a means of assessing the Department's effectiveness, efficiency, and ability to meet its commitments, and also provides a basis for adjusting existing policy and procedure to meet continually changing needs.
POLICY	It is the policy of the Bartlett Police Department to utilize a system of inspections as a means of ensuring compliance with its goals, policies, standards, and regulations.

I. Definitions

- A. **Check Ride**—An in-vehicle evaluation of a driver's physical and defensive driving skills. The intent of the check ride is to evaluate the driver's proficiency at operating the vehicle.
- B. **Line Inspection**—Inspections conducted by Department members in control of persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command who may be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.
- C. **Roll Call Inspection**—The inspection of on-duty Department members during roll call. Inspections shall minimally include personal appearance, personal equipment, and roll call notes.
- D. **Safety Deficiency**—Any deficiency found during the course of any inspection, which if left unresolved, would compromise the safety of the public or Department members, or significantly affect the efficient operation of the Department.
- E. **Vehicle Inspection**—The inspection of Department owned vehicles including maintenance, cleanliness, inventory, weapons, and contraband.

II. Scope

- A. All organizational components, functions, facilities, equipment, property, activities and personnel are subject to line inspections.
 - 1. **Personnel**—All Department members are subject to visual inspection to ensure their physical appearance complies with uniform and grooming standards per Administrative Order 105 – Standards of Appearance and Uniform Regulations.
 - 2. **Property**—Buildings, facilities, equipment, vehicles, supplies, lockers, desks, etc. will be examined to ensure they are in good condition and adequately maintained.
 - 3. **Activities**—Direct and indirect observation of member activity will be utilized to ensure compliance with Department standards.

III. Supervisory Responsibility (53.1.1.c)

- A. All supervisors are responsible for conducting inspections of personnel, equipment, property, and activity that falls within the scope of their immediate command or control.
- B. When conducting line inspections, supervisors who discover an infraction will initiate immediate corrective or disciplinary action. Serious infractions will be documented on Departmental correspondence and forwarded via the chain of command. Included in this correspondence will be the date, a description of the infraction, and a statement of the corrective action to be taken or needed. (53.1.1.d)
- C. Supervisors who take or recommend corrective measures will be responsible for making follow-up checks to ensure the infraction has been resolved satisfactorily and in a timely manner. (53.1.1.e)

IV. Procedures (53.1.1.a, 53.1.1.b)**A. Personnel Inspections:**

1. Shift Supervisors have as one of their responsibilities the duty to ensure their personnel are wearing proper attire, are properly groomed and equipped to perform their duties at all times while on duty. Such inspections may be considered informal and do not require documentation when no deficiencies are observed.
2. Uniformed members will be formally inspected during Roll Call by the Shift Supervisor four times throughout the year on dates selected randomly by the supervisor. A "Uniformed Personnel Inspection" located in the Employee Inspection section of 911 Tech software will be completed for each member. Deficiencies or condition which can be corrected will be brought to the attention of the respective member for correction. When prompt correction is not possible, the supervisor will provide a time frame for the member and follow up at the appropriate time. When the deficiency or condition has not or cannot be corrected, the supervisor will document this in a To-From Memo. A copy of the memo will be given to the member and a copy will be forwarded to the respective Deputy Chief of the appropriate division via the chain of command. Continued deficiencies may subject the member to disciplinary action. (53.1.1.d, 53.1.1.e)
3. Members assigned to specialized sections (Investigations, Support Services, Directed Patrol, Records, etc.) will be inspected on an ongoing, informal basis by the appropriate supervisor. When a member is found to have a deficiency in his/her attire, appearance, or equipment, the Supervisor will document this on a To-From Memo. A copy of the memo will be given to the member and a copy will be given to the respective Deputy Chief of the appropriate division. Continued deficiencies may subject the member to disciplinary action. (53.1.1.d, 53.1.1.e)

B. Vehicle Inspections:

1. In accordance with Administrative Order 104 – Vehicle Maintenance, prior to the start of each shift, each Department member assigned to a vehicle will inspect the vehicle for weapons, contraband, damage, and maintenance. The member will update the vehicle status in 911 Tech by entering the current mileage on the vehicle prior to the start of each shift, and noting the use (patrol, CSO, training, court, drone, out for repairs with location, or out of service). The member will complete a "New Vehicle Inspection" in 911 Tech documenting any discrepancies on the inspection checklist after checking the vehicle. If any discrepancies are found, the member will not check the item and a brief narrative will be completed to explain the discrepancy. (53.1.1.d)
2. At least once per month, the supervisor will observe each officer within his/her section complete the inspection of his/her squad as required in Administrative Order 104 – Vehicle Maintenance. The supervisor will note on the "Vehicle Inspection" form in the 911 Tech system that he/she observed the procedure and will indicate any areas of concern. (53.1.1.d)

C. Vehicle Check Rides:

1. Department members whose positions include operation of a Village-owned motor vehicle will be required to undergo a driver check ride evaluation. The evaluation will be conducted using the same type of vehicle/equipment that will be assigned to the driver and will cover a variety

of situations. This evaluation will be used to indicate the driver's competent areas and weak points.

2. Supervisors and Field Training Officers will be responsible for conducting driver check ride evaluations annually during the months of May. A "Check Ride Inspection" located in the Employee Inspection section of 911 Tech software will be completed after the check ride. Deficiencies or condition which can be corrected will be brought to the attention of the respective member for correction. (53.1.1.d)

D. Facilities Inspections:

1. Supervisors will be responsible for daily, ongoing inspections of general work areas of the Department for cleanliness and the condition of furniture, emergency, fire, and other equipment. All members are responsible for maintaining their work areas in good condition. Minor deficiencies will be documented via the Village's email system with a message to the Village maintenance person. Serious deficiencies will be documented by the Shift Supervisors on a To-From Memo sent to the Chief of Police via the chain of command.
2. The Safety Officer shall conduct a monthly safety inspection of the police facility. A "Police Facility—Monthly Safety Inspection" located in the Building Inspection section of 911 Tech software will be completed after the safety inspection. Deficiencies or condition which can be corrected will be brought to the attention of the appropriate Department member or Village staff member for correction. When prompt correction is not possible, the Safety Officer will determine a time frame for follow up. When the deficiency or condition has not or cannot be corrected, the supervisor will document this in a To-From Memo and forwarded to the Deputy Chief of Support Services via the chain of command. (53.1.1.d)

E. Bulletin Boards:

On a daily basis, the supervisor of both the AM and PM shifts will check the bulletin boards for materials not suited for posting or any memos that have exceeded their useful amount of time.

By Order of:

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Drug-Free Workplace	Administrative Order 123
Issued: January 11, 1997	Rescinds: G.O. 93-02
Effective Date: January 11, 1997	Reference CALEA Standards:
Termination Date: N/A	Related Directives: AO103, AO109, OO200, TSO500
Amended Date: February 12, 2020	

PURPOSE: This order sets forth policies and procedures that ensure the Department maintains a drug-free workplace.

POLICY: The Bartlett Police Department will take all reasonable measures to maintain a safe work environment, and keep members free from the influence of drugs, abusive reliance on all prescription and non-prescription drugs, and inappropriate alcohol intake. The Bartlett Police Department operates as a drug-free workplace and will meet the requirements of the state and federal Drug-Free Workplace Acts, the Village of Bartlett Personnel Manual, and applicable collective bargaining agreements. Tests will also be conducted for drugs and alcohol in accordance with the Illinois Police and Community Relations Improvement Act (50 ILCS 727/1-25).

I. Scope

- A. This order applies to all members of the Bartlett Police Department and job applicants for safety sensitive positions.
- B. Drug and alcohol-free workplace prohibitions shall apply to Village of Bartlett property, including in Village of Bartlett vehicles and any private vehicles parked on Village of Bartlett premises or worksites.
- C. This order does not apply to the use of controlled substances within the limits of a medically valid prescription, except where such use is found to be an excessive or abusive use of prescribed controlled substances, legal drugs obtained illegally, multiple prescriptions for controlled substances from one or more physicians, or not prescribed in accordance with the statutory definition of "good faith" provided in 720 ILCS 570/102(u).
- D. Any exceptions to this order will be approved in advance by the Chief of Police.
- E. If any provision of this order or any application thereof should be rendered or declared unlawful, invalid or unenforceable by virtue of any judicial action, or by any existing or subsequently enacted Federal or State legislation or any other competent authority, such legislation or finding shall not affect the enforceability of any other provisions of this order which shall remain in full force and effect.

II. Definitions

- A. **Breath Test**—The compulsory production and submission of breath by a Department member, in accordance with Departmental procedures, for chemical analysis to detect alcohol in the blood. A breath test will be performed by a certified operator using certified breath alcohol testing equipment.
- B. **Cannabis**—Marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination. "Cannabis" does

not include industrial hemp as defined and authorized under the Industrial Hemp Act. "Cannabis" also means cannabis flower, concentrate, and cannabis-infused products. (410 ILCS 705/1-10)

- C. **Collection Site**—A place designated by the Village of Bartlett where Department members present themselves for the purpose of providing a specimen of their urine, breath and/or blood to be analyzed for the presence of drugs, their metabolites, or alcohol. The Collection Site shall provide all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage and shipping or transportation of urine and/or blood specimens to a certified drug/alcohol testing laboratory, and provide for the collection and analysis of breath alcohol samples. The designated Collection Site is listed in section VI.F Health Services.
- D. **Controlled Substance**—(i) a drug, substance, immediate precursor, or synthetic drug in the schedules of Article II of the Illinois Controlled Substances Act or Schedules I through V of Section 202 of the federal Controlled Substances Act; or (ii) a drug or other substance, or immediate precursor, designated as a controlled substance by the Illinois Department of Human Services through administrative rule. The term does not include distilled spirits, wine, malt beverages, or tobacco, as those terms are defined or used in the Liquor Control Act of 1934 and the Tobacco Products Tax Act of 1995.
- E. **Designated Caregiver**—A person who: (1) is at least 21 years of age; (2) has agreed to assist with a patient's medical use of cannabis; (3) has not been convicted of an excluded offense; and (4) assists no more than one registered qualifying patient with his or her medical use of cannabis. (410 ILCS 130/10(i))
- F. **Drugs**—Cannabis and any and all controlled substances.
- G. **Drug Test**—The compulsory production and submission of a urine specimen by a member, in accordance with Department procedures, for chemical analysis to detect prohibited drug use.
- H. **Drug Use**—A positive result of a drug test, confirmed by GC/MS method, that indicates the presence of a drug or its metabolites in the test subject.
- I. **Medical Review Officer (MRO)**—A licensed physician responsible for receiving laboratory results generated by an agency's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's test result together with his/her medical history and any other relevant biomedical information.
- J. **Members**—All full-time and part-time employees of the Bartlett Police Department.
- K. **On Call**—An employee is deemed "on call" when such employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task. (410 ILCS 705/10-50(i))
- L. **Qualifying Patient**—A person who has been diagnosed by a certifying health care professional as having a debilitating medical condition. (410 ILCS 130/10(t))
- M. **Reasonable Suspicion**—A belief based on objective facts sufficient to lead a reasonable prudent person to find that an employee is using, or has used, drugs or alcohol in violation of this policy. Such a suspicion shall be drawn from specific, objective facts and reasonable inferences drawn from those facts in light of experience.
- N. **Safety Sensitive Positions**—Positions in the Village of Bartlett where there exists a high risk of injury to others with disastrous consequences if the Department member has even a momentary lapse of attention. Some examples of safety-sensitive positions include sworn law enforcement officers, members who drive Village vehicles or transport passengers, members who operate large or heavy equipment, members who collect and process evidence, members who conduct traffic control, and members who are responsible for the preservation and integrity of evidence and property coming into the custody of the Department. In addition to sworn law enforcement officers, safety sensitive positions in the Bartlett Police Department include Community Service Officers and the Property Custodian. All safety sensitive positions are subject to random drug testing.

- O. **Workplace**—The Village of Bartlett's or the Police Department's premises, including any building, real property, and parking area under the control of the Village of Bartlett or Police Department, or area used by a Department member while in the performance of his/her job duties, and vehicles, whether leased, rented, or owned. (410 ILCS 705/10-50(h))

III. Philosophy and Goals

- A. The Bartlett Police Department believes that all Department members possess the judgment, dexterity, physical stamina and psychological stability required in their work, and are capable of devoting constant and uninterrupted attention to the performance of all required duties without the risk of harm to themselves, other members or the public. As a result of its responsibilities, as well as the sensitive nature of its work, the Department has an obligation to keep drug and alcohol use from its workplace.
1. Use of drugs and alcohol affects the safety, productivity, quality, integrity and morale of the work force.
 2. Members have expressed a desire for a drug-free work environment.
 3. The goal of citizen satisfaction is impeded by drug and alcohol use.
 4. Citizens require the services provided by a drug-free work force.
 5. The Department encourages members who use drugs or abuse drugs or alcohol to stop use through education and rehabilitation.
 6. The drug-free workplace policy will be administered with sensitivity to legitimate member concerns.
 7. The elimination of drug and alcohol use is consistent with public policy and societal goals.
- B. The goals of this order include:
1. Maintaining a safe, efficient and drug-free and alcohol-free workplace through a fair, equitable, consistent, confidential and reasonable drug testing policy that ensures due consideration of the rights of members, as well as their privacy, integrity, reliability and dignity throughout the process, for the protection of both members and the public.
 2. Providing for confidentiality of testing results.
 3. Decreasing absenteeism, injuries on the job, liability and financial burden on member health and benefit programs.
 4. Ensuring the professional credibility, unimpeachable integrity and judgment of all members by providing sanctions for prohibited off-duty conduct that undermines public trust and is inconsistent with on-duty representations.
 5. Promoting public confidence in the safety and integrity of all members and ensuring their fitness for duty.
 6. Discouraging and deterring any temptation to deviate from acceptable behavior by the implementation of a drug and alcohol testing program and subsequent disciplinary sanctions that guarantee that the only acceptable course of conduct is complete abstinence from drug and alcohol use.
 7. Balancing the interests of the Department, members, and the general public with a fair, confidential and accurate drug and alcohol testing program.

IV. Prohibited Activity

- A. The following conduct by Department members is prohibited:
1. The consumption, possession, sale, purchase, or delivery of cannabis by sworn officers while on or off duty. (410 ILCS 705/10-35(a)(8))
 2. The unauthorized use, possession, manufacture, distribution, or sale of drugs, drug paraphernalia, or alcohol while on call, while on or in Village of Bartlett property, while conducting work-related business, or during working hours.
 3. Being under the influence of drugs or alcohol while on call, while on or in Village of Bartlett property, while conducting work-related business, or during working hours.
 4. Being impaired by or under the influence or effects of legal or prescribed drugs or chemicals used in excess of, or in non-conformity with, prescribed limits while on call, while on or in Village of Bartlett property, while conducting work-related business, or during working hours.

5. Storing any drug, drug paraphernalia, cannabis or alcohol in or on Village of Bartlett property, except in the course of official duties relating to searches, execution of a warrant, incident to arrests, and undercover operations.
6. Failing to notify a supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, that the member is taking (or has taken) which might affect the performance of the member's duties.
7. Refusing to submit immediately to an alcohol and/or drug test when requested by a supervisor.
8. Failing to adhere to the requirements of any drug or alcohol treatment program in which the member is enrolled as a condition of continued employment.
9. Failing to notify the member's supervisor of any criminal drug conviction or relevant plea (including pleas of guilty and nolo contendere) relating to drugs.
10. Tampering with, adulterating, altering, substituting, or otherwise obstructing any testing process required pursuant to this policy.
11. Performing any duties while having a blood alcohol concentration of .02 or greater.
12. Possessing or using drugs or alcohol while on duty or while operating a Village vehicle.
13. Operating a Village vehicle within four hours after using alcohol (an on-call member who consumes alcohol within four hours prior to being called in must acknowledge the use of alcohol and may not report for duty).
14. Consuming alcohol or cannabis during the eight-hour period following an accident requiring a drug and alcohol test before a post-accident alcohol or drug test is given.
15. Reporting for duty or remaining on duty, including duty requiring the operation of a Village vehicle or performance of other safety sensitive duties when the member has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the member that the substance does not adversely affect the member's ability to safely perform such duties.

B. Medical Cannabis Restrictions

1. The Illinois Compassionate Use of Medical Cannabis Program Act (PA101-0363) prohibits the use of medical cannabis by an active law enforcement officer. (410 ILCS 130/30(a)(9))
2. Due to the conflict of interests inherently present with law enforcement and public service, Department members, volunteers, and interns are prohibited from having any ownership interest in, personal involvement, secondary employment at, or association with a medical cannabis dispensing organization or cultivation center, whether as a consumer, owner, agent, cultivator, consultant, or in any other manner except as may be necessary when acting as a law enforcement officer.
3. The possession of cannabis, even as a result of a designated caregiver status, is subject to the provisions of this order. A member must notify the Chief of Police if the member is a designated caregiver. The Chief of Police may take any actions necessary to minimize or respond to any conflict of interests arising in the performance of duties.

C. Cannabis Restrictions

1. Passage of the Illinois Cannabis Regulation and Tax Act (PA101-0027 and PA101-0593) has not altered Department policy with regard to the prohibited use or possession of cannabis by sworn officers. The Department may not take disciplinary action against the member if a member of the Department member's household possesses or consumes cannabis. (410 ILCS 705/10-35(a)(8))
2. Due to the conflict of interests inherently present with law enforcement and public service, Department members, volunteers, and interns are prohibited from having any ownership interest in, personal involvement, secondary employment at, or association with a cannabis dispensary or cultivation center, whether as a consumer, owner, agent, cultivator, consultant, or in any other manner except as may be necessary when acting as a law enforcement officer.

V. Prescription Drugs and Over-the-Counter Medications

- A. Department members are permitted to lawfully use prescription drugs under the supervision of a licensed healthcare professional and within the limits of a valid prescription. A member who has been prescribed drugs or who is taking over-the counter medications that come in containers with warnings about drowsiness or interference with the ability to operate machinery or drive safely, is required, however, to consult with his/her doctor or pharmacist about the medication's effect on the member's ability to perform his/her job safely, and to immediately disclose to his/her supervisor any medication-related work restrictions. Members should not, however, disclose the type of drugs they have been prescribed, or the

underlying medical conditions, impairments or disabilities unless specifically directed to do so by their doctors or asked to do so by the Village of Bartlett.

1. The Department may require a written physician's statement verifying the effect of any medication on the member's ability to perform assigned duties. Any supervisor receiving such information shall hold the information in strict confidence. The member may be temporarily reassigned to other duties, where appropriate.
2. No member shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage.
3. Medications that are the property of members and have been used on premises will not be stored in any area accessible to any other individual, other than that member.

VI. Drug and Alcohol Testing

A. Applicant Testing

A drug screen will be administered to any applicant for a sworn officer or safety sensitive position before being accepted for employment with the Department.

B. Alcohol Testing

1. It is the policy of the Village of Bartlett to conduct alcohol testing where it has reason to believe that a Village employee may be under the influence of alcohol.
 - a. Reasonable suspicion alcohol testing of Department members shall be performed by breath analysis administered by a Collection Site medical technician. If an initial screen is positive, another test will be conducted as confirmation. Alcohol concentration shall mean either grams of alcohol per 210 liters of breath.
 - b. Testing will be performed for the presence of alcohol in concentrations of 0.02 or greater BrAC. For the purpose of determining whether the employee is under the influence of alcohol in violation of this policy, tests results showing an alcohol concentration of .02 or more will be considered positive, and results showing an alcohol concentration of .0199 or less shall be considered negative.

C. Reasonable Suspicion Testing

1. A drug or alcohol test is required when a reasonable suspicion based upon observable facts that a member may be impaired. A written report by the supervisor will be forwarded to the Chief of Police documenting these facts. The Chief of Police will determine if a drug or alcohol test will be ordered. Testing shall be conducted by Health Services.
2. Factors to be considered in determining whether a finding of reasonable suspicion is appropriate may include, but are not limited to, any of the following, alone or in combination:
 - a. Observable phenomena, such as direct observation of drug or alcohol use, the presence of the odor of drugs or alcohol on or about the member, and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol.
 - b. Abnormal conduct or erratic behavior.
 - c. Unexcused absenteeism, tardiness or deterioration in work performance.
 - d. Slurred speech or unsteady walking or movement.
 - e. Illegal possession of drugs or controlled substances.
 - f. Information obtained from reliable and credible sources with personal knowledge which has been independently corroborated.

D. Random Drug Testing

Twice annually and randomly, certain police department members will be tested. The dates will be drawn by the Human Resources Department of the Village. The police department members will be divided into two groups, sworn officers who are covered by the collective bargaining agreement and non-union sworn officers and safety sensitive position members. The Deputy Chief of Support Services will draw names out of a hat in the presence of the Chief of Police and a collective bargaining unit representative. The Deputy Chief of Support Services or his/her designee will contact each individual whose name is drawn to advise him/her of the fact. Testing shall be conducted by Health Services. On-duty members will submit to the test immediately. Off-duty members will submit to the test on the next scheduled duty day.

1. Sworn officers covered by the collective bargaining agreement will have fifteen percent (15%) of its current membership at the time of testing tested the first time, and fifteen percent (15%) of its current membership at the time of testing the second time.

2. Non-union sworn officers, Community Service Officers, and the Property Custodian will be grouped in a Village-wide pool of safety sensitive Village employees. This group will have fifteen percent (15%) of its current membership at the time of testing tested the first time, and fifteen percent (15%) of its current membership at the time of testing tested the second time.
 3. The first positive test will result in a mandatory assignment to the Village Employee Assistance Program (EAP), follow-up testing as outlined in section XII.B of this order, and a letter of reprimand.
 4. The second positive test will result in the Chief of Police seeking the member's termination.
 5. Any refusal to submit to a drug test during semi-annual, random application will result in Departmental charges for insubordination.
 6. Unavailable members (e.g. leave of absence, vacation) will be rescheduled within three months of the initial test request.
- E. Firearms Discharge Resulting in Death or Injury
Drug and alcohol tests are required for any officer who discharges a firearm causing injury or death to a person or persons, during the performance of his/her official duties or in the line of duty, pursuant to 50 ILCS 727/1-25. Testing under this section will be considered compelled, non-voluntary testing, and the officer will be ordered to complete this testing. Such testing shall only be done by urinalysis and breathalyzer. Blood tests shall only be administered following the issuance of a search warrant or by consent. Drug and alcohol testing must be completed as soon as practicable after the officer-involved shooting, but no later than the end of the involved officer's shift or tour of duty. (Operations Order 200 – Use of Force). Test results will be communicated in confidence from the Human Resources Director to the Chief of Police.
- F. Health Services
- 1.
 - 2.
- G. Drug Testing Protocol
Drug tests will be administered under Substance Abuse and Mental Health Services Administration (SAMHSA) custody collection standards. The scientific analysis of a urine specimen will be as follows:
1. Testing will be conducted by a medical professional who will check the specimen for specific gravity, PH and temperature, which will be within standardized ranges.
 2. The sample will be a split sample. (Meaning the submitted specimen will be divided into two parts, one tested according to standard presented protocol; the other reserved under chain of custody protocol for future tests, if necessary.) In the event of a positive test, the employee member will be permitted to have the second sample tested at a lab of his/her choice provided the lab is certified to perform these tests. The Village will pay for the additional testing at a cost not to exceed that of the rate of Health Services. The chain of custody will be maintained by Health Services.
 3. It will include an EMIT test and, in the case of a positive screen, a gas chromatography/mass spectrometry (GC/MS) confirmatory test with MRO review and confirmation.
 4. Positive tests will be reviewed by the MRO at Health Services for final determination of results. This opinion will be communicated directly from the MRO to the Human Resources Director.
 5. The test will be the SAMHSA five panel which tests for cocaine, THC (cannabis), opioids, amphetamines, and PCP.
 6. Cutoff levels for all drug and drug metabolite testing shall be consistent with the guidelines established by the U.S. Department of Health and Human Services (HHS). All cutoff concentrations are expressed in nanograms per milliliter (ng/mL):

Initial Test Analyte	Initial Test Cutoff ¹	Confirmatory Test Analyte	Confirmatory Test Cutoff Concentration

DOT Rule 49 CFR Part 40 Section 40.87

H. Testing Requirements

Members selected for drug or alcohol testing of any type are required to cooperate fully in the testing process. The actions listed below, whether they occur during or after the collection or analysis of drug or alcohol specimens, are violations of this order. Any such action will be used as a basis for the initiation of disciplinary action up to and including discharge.

1. Refusal to submit to testing.
2. Failure to cooperate or provide required information or signatures to complete the necessary forms.
3. Failure to provide enough breath for alcohol testing without a valid medical explanation
4. Failure to provide an adequate urine sample without a valid medical explanation
5. Tampering or attempting to tamper with, or adulteration or attempted adulteration of, urine specimens.
6. Submission of or attempt to submit a false test sample.
7. Failure to permit release of the test results to the Bartlett Police Department or Village of Bartlett.
8. Any other activities designed to interfere with, impede or otherwise obstruct drug or alcohol testing.

VII. Test Results

A. Immediate Reporting of Breath Alcohol Level

In instances where the Collection Site determines that a member's breath alcohol (BrAC) test results are in excess of proscribed levels, the site's responsible person shall review and certify accurate all test results. The Collection Site shall subsequently and immediately report the results to the Human Resources Director and not release the Department member from the Collection Site. This is to ensure that the member not operate a Department vehicle and place himself/herself or members of the public in jeopardy. The Human Resources Director or member's supervisor shall arrange transportation of the member back to the Department.

B. Reporting of Test Results to Department

The Human Resources Director shall give all test results to the Chief of Police.

C. Reporting of Test Results to Member

All members shall be notified, in writing, of the results of their drug or alcohol screening test, whether positive or negative. The notification shall identify the particular drug(s) or controlled substance(s) or their

metabolites and shall specify the concentration level. The notification shall include any breath alcohol test results. Breath alcohol results may also be given verbally to the member at the time of testing.

D. Department Follow Up of Test Results

1. Upon receipt of notification of a positive test result, the Chief of Police shall direct the Deputy Chief of Support Services to initiate an internal investigation, in accordance with Administrative Orders 103 – Internal Affairs Manual, Procedure – Sworn, and 109 Non-Sworn Employee Disciplinary Procedures, when the investigation reveals positive evidence of drug usage by a member in violation of this order or other violations of this or other Department orders and policies, disciplinary action shall be initiated in accordance with section XIV of this order.

VIII. Supervisor Responsibilities

- A. Supervisors shall be alert to signs that a member is impaired by or under the influence or effects of drugs or alcohol, and shall take appropriate measures to document their observations and reasonable suspicion.
- B. Supervisors encountering a member who refuses an order to submit to a drug or alcohol test upon direct order shall advise the member of the requirements and the disciplinary consequences of this order.
- C. Members reasonably believed to be impaired by or under the influence or effects of drugs or alcohol shall be prevented from engaging in further work. The supervisor shall arrange for the safe transportation of such members from the workplace.

IX. Searches of Department Property

All property belonging to the Bartlett Police Department is subject to inspection at any time without notice, as there is no expectation of privacy. Property includes, but is not limited to, desks, lockers, vehicles, offices, etc. Searches of Department owned property may occur on or off Department premises.

X. Return to Duty

- A. Members who have had a confirmed positive test for drugs will not be allowed to return to full duty until final disposition of the internal affairs investigation. Those members must submit to another drug test, and the test must be negative before the member will be allowed to return to duty.
- B. Members who tested with a detectable level of alcohol in their system will not be allowed to continue their duty assignment until another test determines the absence of a detectable level of alcohol in their system.

XI. Voluntary Requests for Treatment

- A. The Department strongly encourages members who believe or suspect that they may be abusing drugs and/or alcohol to voluntarily seek treatment before their job performance is affected. Information and communications regarding a member's voluntary treatment or counseling due to actual or suspected drug and/or alcohol abuse shall remain confidential in accordance with state and federal law.
- B. Members who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to:
 1. The member testing positive for drugs and/or alcohol;
 2. The member being notified of an upcoming drug and/or alcohol test;
 3. The occurrence of an event that gives rise to reasonable suspicion that the member is under the influence of drugs and/or alcohol;
 4. Any return to duty or related follow-up testing for drugs and/or alcohol; and/or
 5. The occurrence of an accident which requires the member to submit to drug and/or alcohol testing.
- C. Members who seek voluntarily treatment for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, rule violations related to the abuse of drugs and/or alcohol, or any other violations of Department

- policy, whether such violations are directly or indirectly related to the member's use of drugs and/or alcohol.
- D. Furthermore, members who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this policy even when voluntary treatment was sought prior to the testing in question. No member shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this policy or other provisions of the manual.
 - E. Members may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family and Medical Leave Act of 1993 and other applicable law. Such leave requests shall be treated in the same manner as any other request for leave.

XII. Rehabilitation

- A. First positive test requires mandatory participation in and successful completion in the Village Employee Assistance Program (EAP).
- B. The member will be subject to ongoing testing on terms established by the Village.

XIII. Confidentiality

All test results are held in confidence in accordance with privacy laws. They will be stored in the Village of Bartlett's Human Resources Director files, separate from regular personnel files. All drug and alcohol tests are medical tests and are not subject to the Illinois Freedom of Information Act (FOIA). (5 ILCS 140/7(1)(b))

XIV. Policy Violations

- A. Violations of this policy are subject to disciplinary action up to and including termination.
- B. Any Department member suspected of a violation of the Controlled Substances Act or Cannabis Control Act, is subject to being investigated criminally. If determined to be in violation of the law, the member shall be prosecuted to the full extent of the law.
- C. Regardless of disciplinary action taken, all such employees will be advised of resources available to evaluate and treat problems associated with drug and/or alcohol abuse.

XV. Education and Training

- A. All members and job applicants will be advised of the reasons and benefits of the drug-free workplace policy, the Employee Assistance Program (EAP), the effects of drugs, and of test procedures.
- B. Supervisors will be trained in the following areas:
 1. Methods of identifying drug use.
 2. The referral procedure.
 3. Adverse health and safety aspects of drug and alcohol use.
 4. Procedures for administering this policy.

By Order of:

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Agency Owned Property

Administrative Order 124

Issued: January 11, 1997

Rescinds: P.O. 82-03, MO703

Effective Date: January 11, 1997

Termination Date: N/A

Reference CALEA Standards:

17.5.1, 17.5.2, 17.5.3

Amended Date: May 10, 2018

Related Directives: AO122

PURPOSE: It will be the policy of the Bartlett Police Department to ensure all property that is stored or issued to employees will be maintained in a state of operational readiness at all times and provide for the proper inventory of all agency owned equipment.

I. Responsibility

- A. The Deputy Chief of Support Services is responsible for the procurement, maintenance, and disposal of department owned property, including but not limited to:
 1. Installed and uninstalled property
 2. General equipment
 3. Vehicles
- B. Patrol equipment assigned through the 911Tech Cloud Based Software System (911Tech) is the responsibility of the Deputy Chief of Support Services. Direct administration of the system will be conducted by the Support Services Sergeant and Patrol Sergeant in charge of the Range/Armory.
- C. Accountability for this property is accomplished through the following resources:
 1. Village Finance Department documents
 2. Budget document
 3. Purchase order
 4. Inventory
- D. An initial inventory of all Village property was done in January, 1996 by Value Quest International, LTD. at the direction of the Village Finance Department. On or before April of each year, the Finance Department will update the inventory listing, based on a review of purchases. An updated listing will be forwarded to the Deputy Chief of Support Services. On a continuing basis, the Finance Department will review all purchases and disposal of property in order to keep the inventory current. (17.5.1)
- D. Department vehicles and/or equipment, which are no longer needed or serviceable, will be disposed of by public or internet auction according to statutes and with the prior approval of the Chief of Police.
- E. All department property will be subject to inspection in accordance with Administrative Order 122.

II. Issuance of Property/Equipment (17.5.2, 17.5.3)

- A. Any property or equipment that is owned by the department will only be issued to authorized personnel through the chain of command who have been properly trained in its use and care.
- B. Daily Patrol Equipment:
 1. Equipment used for daily patrol activities will be maintained and issued through the 911Tech system. This equipment will be kept in the secured/camera monitored Patrol Equipment room. Each item will have a unique Bartlett PD barcode affixed to it. Employees who have been given access to 911Tech will be assigned individual usernames and passwords.
 2. At the start of each shift, officers and CSOs will check out equipment including rifles, tasers, AEDs, radars, and PBTs through the 911Tech system from the equipment room. Employees are required to inspect any assigned equipment and report any damaged or missing equipment to the shift supervisor immediately. Upon receiving their equipment, employees must sign out of the 911Tech system.
 3. At the end of each shift, officers and CSOs will return the equipment and check it in using the 911Tech scanner.

4. Designated employees (K9 officer, SROs) may have equipment assigned to them through the 911Tech system which they will maintain and do not have to check in and out daily.
 5. The on-duty supervisor will run an asset audit report to determine all equipment is accounted for and is in good working order. Any damaged equipment will be taken out of service and the supervisor will complete a work order through 911Tech to have the equipment repaired. The shift supervisor will work to locate any unaccounted for equipment and will report it if not located.
- C. Any department member who is issued equipment will be responsible for its care and maintenance. Equipment issued to any specific unit, section or division will be cared for and maintained by the unit, section or division supervisor.
- D. In the event an employee needs any issued equipment (other than Daily Patrol equipment above) replaced because of work-related damage, he/she must submit a "To-From" memorandum to their direct supervisor explaining the circumstances and the damaged item. The memorandum will be forwarded to the Administrative Secretary after approval. The employee may then purchase a replacement or request one be ordered for them and any expense incurred from an approved reissue will be reimbursed.

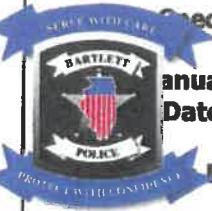
III. Lockers, Desks, Closets

- A. It is not the intent of the Office of the Chief of Police that the privacy of individual employees of the department be invaded, but rather to initiate a policy that is necessary for the efficient operation of the department.
- B. No lock other than one issued by the department will be placed on any locker, desk, or closet that is the property of the department. The master keys to all locks in the department will be maintained by the Administrative Secretary.
- C. The lockers, desks and closets provided are the property of the police department and are not the private property of the individual employee. All lockers, desks, and closets are subject to unannounced inspection by the Chief of Police, or designee.
- D. When necessary, the Chief of Police, or designee, may remove the contents of any locker, desk, or closet and store the contents in another secure location.
- E. Contraband, evidence or anything illegal will not be stored in any locker, desk, or closet, other than those provided for such storage. The department is not responsible for the loss of personal items contained within lockers, desk, or closets.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT

 <p>Special Events Procedures</p>	<p>Administrative Order 125</p>
<p>January 27, 1997</p>	<p>Rescinds: S.O. 86-01</p>
<p>Date: January 27, 1997</p>	
<p>Date: N/A</p>	<p>Reference CALEA Standards:</p>
<p>Amended Date: May 1, 2013</p>	<p>46.2.7</p>

PURPOSE: The purpose of this Order is to establish procedures the Department will utilize to plan for and assign personnel in response to special events that occur in the community.

I. Definitions

- A. **Special Event:** A planned gathering of the public to be held at a location within the community on either public or private property which, as a result of the volume of people, vehicular traffic, concern for the safety of persons or property or a combination of any of these factors, will necessitate an extended police presence.
- B. **Re-Occurring Special Events:** Those planned gatherings that occur in the Village each year and meet the criteria described above. Examples of these include, but are not limited to:
 1. Police Department Open House
 2. Memorial Day Walk and Observance
 3. July 4th Parade and Celebration
 4. National Night Out
 5. Bartlett Chamber of Commerce Summerfest
 6. Bartlett Little League Walk
 7. Bartlett High School Homecoming Parade

II. Staffing

- A. The Deputy Chief of Support Services will have overall responsibility for seeing the department plays an integral part in the planning of special events held in the Village as well as approve the manpower needed to provide police services.
- B. An Event Coordinator will be assigned to each event and will prepare the plans for operations of the event using the Special Event Planning Checklist (Annex I). The Event Coordinator will also act as the site supervisor and will oversee the event. The Event Coordinator will generally be the rank of Sergeant or above and will report directly to the Deputy Chief of Support Services.
- C. All police personnel may be assigned to work at a special event. A sign-up sheet will be posted approximately 60 days prior to the event with the specific hours/assignments needed. Assignment can include both sworn and civilian personnel.

III. Event Planning (46.2.7)

- A. The Event Coordinator will attend all planning meetings prior to the event for purposes of preparing an operational plan.
- B. The Event Coordinator will complete the Special Event Planning Checklist to ensure all necessary contingencies are allowed for. The functions of the plan include the following:
 1. A written estimate of traffic volume and potential congestion problems expected.
 2. A written estimate of crowd control needs based on an estimate of the number of people expected to attend an event and historical data from past similar events.

3. A written estimate of anticipated crime problems based on crime statistics from past similar events and a profile of event participants and spectators. Events where alcohol consumption is permitted require additional precautions.
 4. A contingency plan for traffic direction and control, including alternate traffic routes, temporary traffic controls and parking prohibitions.
 5. Personnel assignment, including the necessity to use Directed Patrol personnel, if any, and the relief of personnel at the site.
 6. Logistical requirements, including budget planning for equipment, supplies and personnel.
 7. Coordination with outside agencies, including contingency plans for mutual aid and non-emergency services needed from other police agencies.
 8. Coordination of news media contacts in accordance with Administrative Order 119.
 9. Notification of planning progress should be made to the Deputy Chief of Support Services on a regular basis.
 10. Access to the site for emergency vehicles.
 11. Site command post set up to serve as the main center for all information processing related to the event. Depending on the event, the command post may be mobile.
- B. The Du-Comm Notification and Request Form (Annex II) will be completed to request an alternate communications channel.
- C. The Event Coordinator will keep the Command Staff updated on the progress of the event planning with both written and verbal reports. He or she will also utilize the monthly staff meetings to update other command and supervisory personnel on the progress of the event and its impact on daily operations.
- D. The Event Coordinator will submit the completed operational plan in writing to the Deputy Chief of Support Services and the Chief of Police prior to the commencement of the event. All related documentation detailing each of the required items on the plan will be attached.
- E. The Event Coordinator will see that his or her schedule is adjusted to be on-site during the majority of time the special event is in place and, when not available, arrange for another supervisor to be present.

IV. After-Event Actions

- A. Final Report: Within thirty (30) days of the conclusion of the special event, the Event Coordinator will submit a report summarizing the special event in general and include specific references and recommendations if needed to the following issues;
1. Number of police personnel needed.
 2. Duration of and location of assignments.
 3. Equipment needed.
 4. Traffic and crowd movement throughout the event.
 5. Level of support by community groups and other public service agencies.
 6. Unusual events.
 7. Recommendations for the event in future years.
 8. Cost analysis of Department involvement in the event.
- B. Letters Of Acknowledgment: The Event Coordinator will be responsible for preparing drafts of letters from the office of the Chief of Police to those community groups, outside public safety agencies and police personnel who provided assistance to the Department during the special event.

By Order of

Patrick Ullrich
Chief of Police

Annex I-II

BARTLETT POLICE DEPARTMENT



Subject: Police Officer Recruitment	Administrative Order 126
Issued: January 24, 1997	Rescinds: Memorandum 713
Effective Date: January 24, 1997	
Termination Date: N/A	Reference CALEA Standards:
Amended Date: August 7, 2020	31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.3.1, 31.3.2, 31.3.3

- PURPOSE:** This order establishes fair and impartial guidelines for the recruiting, hiring and selecting of sworn officers. The Bartlett Police Department will strive to recruit only the most qualified persons to fill vacant sworn officer positions. Efforts to recruit qualified applicants will be guided by manpower needs of the Department and applicable opportunity considerations utilizing Equal Employment Opportunity (EEO) guidelines and affirmative action principles.
- POLICY:** It is the policy of the Bartlett Police Department to afford all persons fair and equal employment practices. The Department is dedicated to the recruitment, hiring and selection of the most qualified persons for the police service.

I. Administrative Practices and Procedures

A. Recruitment Program:

The Bartlett Police Department will maintain an on-going recruitment effort in order to recruit qualified applicants for vacancies, both actual and projected. The Recruitment Plan (Annex I) will be utilized for the program.

B. Department Participation:

The Bartlett Police Department will actively participate in the recruitment process in conjunction with the Village Human Resources Manager and the Board of Fire and Police Commissioners. The Chief of Police and/or the Deputy Chief of Support Services will be responsible for the management of the recruitment effort/process. The Deputy Chief of Support Services will act as the liaison between the Police Department and the Board of Fire and Police Commissioners. (31.1.1)

C. Department Member Participation:

The primary director of the Department's recruitment program will be the Deputy Chief of Support Services. In order to broaden the scope of the Department's actual recruitment effort, all Department members will be encouraged to notify qualified applicants about existing or upcoming vacancies. To assist in this effort, recruitment literature, along with Equal Employment Opportunity (EEO) policies, will be maintained and available at all times. The Deputy Chief of Support Services will designate members of the Department as Recruiting Officers for the purpose of implementing the Recruitment Plan activities. To the extent possible, the Department will utilize female and minority officers in recruiting efforts. Prior to such utilization, all Recruiting Officers will receive training in affirmative action and EEO plans. Training will also include the following key recruitment objectives:

(31.1.2)

1. Department career and training opportunities;
2. Salary and benefit information;
3. Community background information (demographics, organization, schools, etc.);
4. Selection components (organization, written test, physical agility, oral exam, etc.);
5. Disqualifying characteristics;
6. Record keeping procedures as applicable to above tasks.

D. Cooperative Agreements:

The Department will seek professional assistance and advice from the Village Human Resources Manager concerning all sworn officer recruitment efforts. The Deputy Chief of Support Services will act as the liaison with the Human Resources Manager to unify efforts towards the accomplishment of common recruitment goals.

- E. The Deputy Chief of Support Services, as liaison with the Board of Fire and Police Commissioners, may assign officers to assist in the testing process as requested by the Board and to ensure compliance with CALEA standards.

II. Recruitment Plan

- A. The Deputy Chief of Support Services shall be responsible for the development and administration of the Department's Recruitment Plan for sworn officers. The Recruitment Plan (Annex I) shall include the following elements:
1. Statement of measurable objectives. (31.2.1.a)
 2. A plan of action indicating specific action steps to be taken, designed to achieve the objectives in Section 1 above. (31.2.1.b)
 3. Identify employees, inside or outside the Department, responsible for plan administration. (31.2.1.c)
- B. All Department members are expected to support the Recruitment Plan and work together to further the principles of equal employment opportunity.
- C. The Deputy Chief of Support Services or his/her designee shall conduct an annual analysis on the Recruitment Plan, which shall be submitted to and reviewed by the Chief of Police. The analysis report shall include the following: (31.2.2)
 1. Progress toward stated goals. (31.2.2.a)
 2. Results of recruitment efforts, such as numbers of applicants from a recruitment source
 3. Number of successful candidate hires.
 4. Revisions to the Recruitment Plan, as needed. (31.2.2.b)
 5. Demographics data of Department sworn officers. (31.2.2.c)

III. Job Announcements, Publicity and Application Process—All Department Members

- A. Job announcements for sworn and non-sworn positions authorized and distributed by the Bartlett Police Department will include at a minimum:
1. A description of the duties and responsibilities; (31.3.1.a)
 2. A listing of the requisite skills, education and physical requirements; (31.3.1.a)
 3. A statement that the Bartlett Police Department is an equal opportunity employer. (31.3.1.c)
- B. All job announcements will be published in the prescribed media no less than ten working days prior to the official application filing deadline. (31.3.1.b)
- C. Job announcements for the Department will be advertised through various forms of mass media. The type and extent of the media advertisement will be recommended by the Deputy Chief of Support Services and approved by the Chief of Police. (31.3.1.b)
- D. Whenever an inquiry is received from a potential applicant, an Applicant Contact Card (Annex II) will be filled out. The card will contain the following information:
1. Applicant Name
 2. Address
 3. Phone Number
 4. Position Desired
- E. All job announcements that are distributed or announced by the Bartlett Police Department will clearly indicate the official application filing deadline. (31.3.1.d)
- F. Throughout the entire application and testing process, the Department will maintain contact with prospective candidates to keep them informed of their application status. (31.3.3)
- G. In order to attract qualified minority applicants, the Bartlett Police Department may extend its recruiting efforts beyond its jurisdictional boundaries. This may include on-site visits to schools, civic organizations and targeted minority mass media.

- H. The Department will not reject applications because of unintentional omissions, errors or other deficiencies, which can be corrected prior to the testing and interview process.
- I. Departmental recruitment efforts will be an ongoing process, during which time interested applicants will be maintained on file and notified of testing date(s) as they are identified. The Department will continue to provide literature and coordinate with educational institutions, community groups, etc. For sworn officer recruitment, once the decision has been made by the Police and Fire Commission to reestablish a Police Officer Eligibility list, the Chief of Police and the Deputy Chief of Support Services will initiate intensified recruitment efforts. This will be accomplished by assisting the Police and Fire Commission with the following: (31.3.2)
 - 1. Notification of community outreach organizations and leaders.
 - 2. Notification of members within the Department itself.
 - 3. Notification of educational institutions, media and others listed in Annex I.
 - 4. Notification of all individuals previously indicating interest (Applicant Contact Cards).
 - 5. Assignment of application dates etc.

By Order of

Patrick Ullrich
Chief of Police

Annexes I-II

Administrative Order 126

Annex I



**BARTLETT POLICE DEPARTMENT
RECRUITMENT PLAN 2020-2021**

▪ **Objectives**

- To attract well-qualified applicants to the Department in sufficient numbers so as to satisfy actual or anticipated vacancies created either by attrition or growth.
- To target the recruitment activities and efforts of the Department at minority and protected classes where under-representation exists as demonstrated in the demographics table below (as of July, 2020).

Demographics Report

YEAR 1-2020

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	32,397	79%	4,765	86%	48	86%	9	16%	47	84%	8	14%
African-American	966	2%	335	6%	3	5%	0	0%	2	4%	0	0%
Hispanic	3,557	9%	230	4%	4	7%	1	2%	6	11%	1	2%
Other	4,288	10%	185	3%	1	2%	1	2%	1	2%	1	2%
Total	41,208	100%	5,515	100%	56	100%	11	20%	56	100%	10	18%

▪ **Plan of Action**

- During each fiscal year, the Chief of Police will ensure there are sufficient funds appropriated to cover the costs associated with the recruitment efforts.
- In order to ensure there is an effective and adequate recruitment effort, formal planning efforts directed at recruitment should begin six (6) months prior to anticipated testing.
- The Department will utilize all opportunities presented to make recruitment information available to all interested persons in the community. Members of the Department who are members of a minority ethnic group, who are fluent in the language and customs of that group, will be included in the recruitment efforts.
- Informational tools, including the Recruitment Brochure, Questions & Answers sheet, and Police Officer Minimum Requirements factsheet will be made available to those interested in a law enforcement career on the Village's Police Department website page, in the lobby and at job fairs. These materials are contained within this plan for future updates.
- For the 2020 police officer candidate testing cycle, the Recruitment Team continued to utilize its website dedicated to recruiting police officers for the Department. The website, www.joinbartletpd.org was created in January 2018 and added to the Village website as a link in early April 2018. It was also promoted on several of the Department's and Village's recruitment social media postings.

Administrative Order 126**Annex I**

- All patrol officers will be supplied with the Recruitment Brochure to distribute when there is an opportunity to do so. In 2020, they were also given handout cards with information directing people to the Department's recruitment website.
- The Department's Internship Program will be maintained and promoted in order to provide the opportunity for college students to explore a career in law enforcement. This program is outlined in Special Order 602 and overseen by the Crime Prevention Unit.
- The Department also lowered the age requirement for its Citizen Police Academy to provide the opportunity for residents and business owners to explore a career in law enforcement.
- A Recruitment Display Board will be maintained with up-to-date photos of various Department activities. This Board was updated in August 2019 for National Night Out events.
- The current PowerPoint presentation will be continuously updated for two different arenas: job fairs and the police officer candidate orientation process.
- The Department will utilize the Village's and its social media pages to promote the police officer candidate testing process and recruitment efforts.
- The Department will enlist community and educational agencies in connection with the recruitment activities within the following guidelines:
 - The Deputy Chief of Support Services and/or his designee will maintain contact with various community organizations and leaders within the community. These organizations and leaders will be encouraged to provide assistance, referrals and advice regarding the Department's recruitment efforts. Through this network of agencies and community leaders, all available recruiting announcements will be posted and passed on to prospective candidates. The Colleges/Community Organizations/Media list will be updated at the start of each active recruitment process.
 - Recruiting Officers will be sent to area colleges for the purpose of discussing law enforcement career opportunities and recruiting interested candidates periodically, as allowed by the budget. The Department will arrange visits to the school during recruitment efforts to fill actual vacancies or at the request of school officials.
- **Evaluation**
 - The Deputy Chief of Support Services will submit to the Chief of Police an evaluation report concerning the Department's equal employment opportunity recruiting efforts and activities. This report will be submitted prior to conducting a selection process, at least once every two years, and will contain a measurement of recruitment activities against the established quantitative objectives, and recommendations for improvements, if any.
 - The Recruitment Plan will be analyzed annually; the analysis will include progress toward stated objectives and revision if needed.
- **Timetable:**
 - December 2019: Selection process for testing company
 - January 2020: First recruitment team meeting held to introduce new website
 - January 2020: Recruitment team members begin to contact liaisons for current information
 - February 2020: Test dates and application deadline selected
 - March 2020: Deputy Chief of Support Services coordinates application and testing process details
 - April 2020: Application launch date (online only)
 - May 22, 2020 1400 hours: Application deadline
 - June 2020: Applicant emails sent from testing service

Administrative Order 126**Annex I**

- June 22, 2020 – June 20, 2020: In-Home testing due to COVID-19 Safety Concerns & State of Illinois Regulations
- July 24, 2020 – July 26, 2020: Oral interviews conducted by the Board of Fire & Police Commissioners
- July 2020: Analysis of recruitment efforts
- August 2020: Review/revision of plan

Administrative Order 126

Annex I

 **Village of Bartlett Police Department** 

FREQUENTLY ASKED QUESTIONS

Are you currently taking applications?
The Police Officer Orientation and Written Examination will take place on Saturday, June 13, 2020 at Bartlett High School. Applications will be accepted beginning on Wednesday, April 1, 2020 until Friday, May 15, 2020. Please visit www.joinbartletpd.org or the Village's website www.village.bartlett.il.us for more information.

What is your starting salary for police officer?
Starting pay is \$71,842 (as of May 1, 2020) with annual merit increases.

Do you have an educational requirement?
Yes. A high school diploma or general education diploma is required. Additional points are awarded to your final score based on the type of college degree you may have.

What academy do you use for basic training?
The Police Department sends its recruit officers to certified basic academies in Illinois.

What are your shift hours?
We are currently on a 12-hour shift rotation for the Patrol Section. AM shift works 6 am to 6 pm and PM shift works 6 pm to 6 am. The schedule allows officers to have a three-day weekend off every other weekend.

Do you have a residency requirement?
No. Bartlett police officers are allowed to live anywhere in the State of Illinois. The more important point is getting to work, court, and training on time and ready to start your shift.

Do you have a restriction on tattoos or body piercings, etc.?
Yes. Body piercing, other than ear piercing, **must not** be visible. Visible tattoos, intentional branding and/or scarring are prohibited and **may not** be covered with bandages, makeup or additional clothing while wearing a short-sleeved uniform. Restrictions are also in place for hair styles, facial hair, and any facial modifications that deviate from conventional anatomical features such as earlobe gauges, subdermal implants, tongue piercing, etc.

Do you have college tuition reimbursement?
Yes. Dependent on budgetary restrictions, officers receive tuition reimbursement for approved educational courses at a rate based on current academic year rates at Northern Illinois University. Officers must receive a grade "C" or better to qualify for reimbursement.

What is the current authorized strength of the department?
The Police Department is authorized 74 full time positions. There are 57 sworn officer positions and 17 civilian support positions.

Does the department have a program for lateral transfers of certified officers?
No, but you are encouraged to participate in the testing process and be placed on the eligibility list. As allowed by law, we can and have selected certified officers on the eligibility list to fill vacancies based on need.

If I am a certified officer, do I start at a higher rate of pay?
No. The starting salary applies to all new appointments.

Village of Bartlett ~ Equal Opportunity Employer

Administrative Order 126

Annex I

Testing Process

Applicants for the position of Police Officer must meet the following requirements:

- Be a United States Citizen
- Be legally eligible to operate a motor vehicle in Illinois at time of employment
- Have a High School Diploma or G E D
- Be 21 to 35 years of age at time of application.

Bartlett Police Department requires police officer candidates to participate in:

- A mandatory orientation session and written examination on June 13, 2020

Candidates who pass the written examination will be invited to participate in further steps in the testing process, including:

- Oral interview with the Board of Fire and Police Commissioners
- Complete physical examination including drug screening.
- Polygraph examination
- Psychological examination
- In-depth background investigation

Preference points are awarded to the preliminary score for those candidates who qualify based on military experience, college education, and State of Illinois certified police officers.

Applications will be available between April 1 and May 15, 2020. Applications and additional information on testing can be obtained by visiting our recruitment website at www.joinbartletpd.org or our Department website at www.village-bartlett.il.us/police.

The Village of Bartlett is an Equal Opportunity Employer and operates a Drug-Free Workplace

Other Facts

New recruits will attend one of Illinois Basic Law Enforcement Academies followed by an intensive 14-week Field Training Program. During this phase, recruits will be fully trained by Field Training Officers and will continue under close supervision until completing their 18-month probationary period.

Bartlett Police Department was professionally accredited in 1997 by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and has earned the honor of reaccreditation seven times since then. The Department has been awarded CALEA Advanced Accreditation with Excellence five consecutive times.

Over 65% of the Department's sworn personnel have a Bachelor's degree or higher.

In 2018, the Department was able to send employees to over 10,000 hours of training.

The Department moved into its brand-new, state-of-the-art police facility in 2018.

Appearance Policy

Bartlett Police Officers are expected to present a professional appearance. Body piercing, other than ear piercing, must not be visible. Visible tattoos, intercaval branding, or scarring are prohibited and may not be covered with bandages, makeup, or additional clothing while wearing a short-sleeved uniform. Restrictions are also in place for hair styles, facial hair, and any facial modifications that deviate from conventional anatomical features such as earlobe gauges, subdermal implants, tongue piercing, etc.

**Become a
Bartlett Police Officer
Join Our Team**



Bartlett Police Department
228 South Main Street
Bartlett, Illinois 60103
Phone: 630-837-0846

www.joinbartletpd.org

<p>BARTLETT POLICE DEPARTMENT</p> <p><i>"Progress with Pride"</i></p>  <p>228 South Main Street Bartlett, IL 60103</p> <p>Phone: 630.837.0846</p> <p>www.bartlett.village.il.us email: policetest@vbartlett.org</p>	<p>I am interested in applying for the position of Police Officer with the Village of Bartlett. Please forward all applicable information to:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Email: _____</p> <p>Phone (Home): _____</p> <p>Phone (Work): _____</p>
<p>Department Use Only</p> <p>Received: _____ Contacted: _____ Purged: _____</p>	

 <p>BARTLETT POLICE DEPARTMENT</p> <p>228 South Main Street Bartlett, IL 60103</p>	<p>PLEASE PLACE STAMP HERE</p>
<p>Village of Bartlett 228 South Main Street Bartlett, Illinois 60103</p>	
<p>Attn: Police Recruitment Team</p>	

BARTLETT POLICE DEPARTMENT



Subject: Promotions	Administrative Order 127
Issued: February 11, 1997	Rescinds: N/A
Effective Date: February 11, 1997	
Termination Date: N/A	Reference CALEA Standards:
Amended Date: March 3, 2020	33.8.4, 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6

PURPOSE: This order establishes guidelines concerning promotion and selection of supervisors and appointment of exempt-rank Department members.

POLICY: It is the policy of the Bartlett Police Department to select, promote and appoint those individuals who have demonstrated a desire and capacity to assume greater responsibility in the police profession. The promotional and selection procedures utilized by the Department will comply with statutory requirements, collective bargaining agreements, Village policy, and professional standards of fairness.

The positions of Deputy Chief of Police and Commander will be exempt from applicable state statutes regulating the appointment, promotion, removal, discharge and/or discipline of law enforcement officials, officers and members.

I. Department Role, Authority and Responsibility (34.1.1)

- A. The following two systems of promotions of sworn members are currently employed at the Department:
 1. One system governs the promotional process to the rank of sergeant. The rank of sergeant is an appointment made by the Village of Bartlett Board of Fire and Police Commissioners through promotional examinations.
 2. The other system governs the promotional process for the exempt ranks of Deputy Chief of Police, and Commander. The Chief of Police has the primary responsibility for the Deputy Chief of Police and Commander promotion processes and appoints the Deputy Chiefs of Police and Commanders.
- B. There are four aspects of the promotion process that remain the primary responsibility of the Department and/or Village of Bartlett. They are:
 1. Establishing the job descriptions and necessary qualifications for supervisory positions;
 2. Forwarding selection recommendations to the Board of Fire and Police Commissioners regarding the promotion of sergeants from the certified list;
 3. Rating promotional potential of eligible candidates, and; (34.1.2.a)
 4. Monitoring and evaluating performance of newly appointed supervisors.
- C. The Chief of Police or his/her designee will be responsible for performing the necessary liaison activities with the Board of Fire and Police Commissioners. The Chief of Police or his/her designee meets regularly with members of the Commission and the Village Board, and has a platform for input in the development of the measurement instruments that are used in determining the skills, knowledge and abilities of members for the positions subject to the promotional process.
- D. The selection and appointment of civilian supervisors shall be conducted pursuant to the position job description, qualifications of the candidate, and appointment by the Chief of Police. Selection shall not be limited to those already employed by the Village of Bartlett. The promotional process for civilian supervisors will be administered by the Deputy Chief of Support Services in conjunction with the Human Resources Department.

II. Promotional Process—Sergeant (34.1.2)

- A. The Board of Fire and Police Commissioners, pursuant to the ordinances of the Village of Bartlett and the statutes of the State of Illinois, are responsible for the promotion of sworn officers to the rank of Sergeant. The final promotional examination score will be determined by the following:

- | | | | | |
|----|---|---|-----|------------|
| 1. | Written Test Score | = | 55% | (34.1.2.b) |
| 2. | Oral Test Score | = | 30% | (34.1.2.d) |
| 3. | Department Merit and Efficiency Rating
(based on scale of 1-10)
(commonly referred to as <i>Chief's points</i>) | = | 10% | (34.1.2.a) |
| 4. | Seniority
<i>(1 point per year for each full year of service
as a police officer with the Bartlett Police
Department as of the date of the written exam,
not to exceed 5 points)</i> | = | 5% | (34.1.5.c) |
- B. Candidates who are otherwise qualified and have timely requested credit for prior military service, will be granted veteran's preference points as provided by Illinois Statute. Such veteran's preference points and education preference points shall not be cumulative.
- C. Candidates for promotion, upon timely application, will be awarded educational preference points: (33.8.4.b)
- | | |
|--------------------|------------|
| Associate's Degree | 1 point |
| Bachelor's Degree | 2.5 points |
| Master's Degree | 3.5 points |

III. Promotional Process--Commander

- A. The Chief of Police, pursuant to the ordinances of the Village of Bartlett, is responsible for the selection and appointment of the exempt rank of Commander. Village of Bartlett Ordinance Title 1, Section 1-8H-5 describes the qualifications and duties of the position of Commander. (34.1.1)
- B. The Chief of Police will be assisted by the Deputy Chief of Operations and the Deputy Chief of Support Services in the selection process.
- C. The factors considered in filling this position will be as follows: (34.1.3)
1. organizational skills;
 2. ability to plan;
 3. job experience;
 4. management experience;
 5. budgeting knowledge;
 6. interpersonal skills;
 7. education/training;
 8. ability to evaluate and assign staff;
 9. ability to research wide and complex issues;
 10. reporting skills; and
 11. ability to multitask.
- D. Promotions to the rank of Commander will be based on elements deemed appropriate by the Chief of Police to include, but not be limited to, submission of a letter of interest and participation in an oral interview consisting of Department members and/or outside assessors at the Chief of Police's discretion. (34.1.2)

IV. Promotional Process—Deputy Chief of Police

- A. The Chief of Police, pursuant to the ordinances of the Village of Bartlett, is responsible for the selection and appointment of the exempt rank of Deputy Chief of Police. Village of Bartlett Ordinance Title 1, Section 1-8H-3 describes the qualifications and duties of the position of Deputy Chief of Police. (34.1.1)
- B. The factors considered in filling this position will be as follows: (34.1.3)
1. job experience;
 2. management experience;
 3. budgeting knowledge;
 4. ability to plan;

5. organizational skills;
 6. interpersonal skills;
 7. education/training;
 8. ability to evaluate and assign staff;
 9. ability to research wide and complex issues; and
 10. reporting skills.
- C. Promotions to the rank of Deputy Chief of Police will be based on elements deemed appropriate by the Chief of Police to include, but not be limited to, submission of a letter of interest and participation in an oral interview consisting of Village administrative staff and/or outside assessors at the Chief of Police's discretion. (34.1.2)

V. Process Requirements

- A. All components of the position qualifications, testing procedures, and evaluation criteria used in the Department's promotional examination processes and exempt rank appointments will comply with the standards of fundamental fairness, be job-related and be non-discriminatory. (34.1.3)
- B. Promotional testing materials shall be stored in a secure area when not being used. Only those persons authorized by the Board of Fire and Police Commissioners have access to the Sergeant promotional process materials. The Chief of Police Shall securely store Commander and Deputy Chief of Police promotional materials. (34.1.2.h)

VI. Promotional Announcements (34.1.4)

- A. The Department will provide eligible members with a written announcement of all forthcoming Board of Fire and Police Commissioners promotional opportunities. Such announcements will precede the actual promotion process by at least thirty (30) days and will include, at a minimum, the following information:
 1. A description of the position or job classification for which vacancies exist.
 2. A schedule of dates, times and locations of all elements of the process.
 3. A description of the eligibility requirements for the position.
 4. A description of the process to be used in selecting personnel for the vacancies, e.g. written examination, oral examination, Assessment Center, promotion potential reports.
 5. A description of reading and other study materials that may be used to prepare for the promotional testing, and the availability of these materials.

VII. Appeal Process—Sergeant (34.1.2.e)

- A. Officers have the right to challenge any aspect of the Sergeant promotional process and may do so by filing a written request for appeal with the Board of Fire and Police Commissioners.
- B. The request for administrative review may be filed at any time during the process that an officer becomes dissatisfied with the results of a specific test component. However, all requests must be submitted no later than ten days following the posting of the initial eligibility list. All requests will be forwarded to the Chief of Police for his review.
- C. Administrative review and appeal procedures will be conducted by the Board of Fire and Police Commissioners.
- D. The Board will have final say in the review and appeal procedures.
- E. The Board will issue its findings and/or recommendations to the person requesting same.
- F. Within the scope of the review and appeal process, candidates for promotion may:
 1. Request to review the answer key to written examinations.
 2. Request to review the written results of scored elements of the selection process.
 3. Contest the content of promotion potential reports used in the selection decision.

VIII. Appeal Process—Commander, Deputy Chief of Police (34.1.2.e)

The positions of Commander and Deputy Chief of Police are chosen by and serve at the discretion of the Chief of Police. There is no appeal process for these positions.

IX. Reapplication, Retesting, and/or Reevaluation (34.1.2.f)

Candidates for promotion to the rank of Sergeant, Commander, Deputy Chief of Police, and civilian supervisor are eligible for reapplication, retesting, and/or reevaluation at all future posted/announced promotional examinations.

X. Promotion Eligibility List—Sergeant

A. Once all eligible personnel have successfully completed all phases of testing, the Board of Fire and Police Commissioners certifies a list of eligible candidates for promotion to sergeant and furnishes it to the Chief of Police. Criteria and procedures for the development and use of eligibility lists include the following:

1. Numerical weights are assigned to each promotional testing component, as established by the Commission. (34.1.5.a)
 - a. Each weighted component of the examination process shall be based upon a scale of 1 to 100.
2. An eligibility list for the position of sergeant is prepared, certified and posted after the promotional examination process has concluded. Candidates are ranked in the order of their relative excellence as determined by the testing process, including Department merit and efficiency considerations and veteran's preference. (34.1.5.b)
 - a. A candidate's total score shall consist of the combined scores of the merit/efficiency rating, written examination, and oral examination plus seniority, veteran's and educational preference points. Candidates shall take rank upon a promotional eligibility list in the order of their relative excellence as determined by their total score. In the event of a tie score, the placement of tied candidates' names on the eligibility list shall be determined by lot, in the presence of a quorum of the board, in whatever manner the Board deems appropriate.
3. Time-in-rank eligibility requirements are established prior to initiation of promotional testing. (34.1.5.c)
4. The Commission's certified promotional eligibility list remains in effect for three years from the date of certification. (34.1.5.d)
 - a. The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than three (3) years, provided there is no vacancy existing which can be filled from the eligibility list.
5. Upon notice from the Chief of Police that a promotional vacancy exists, the Commission selects the candidate to be promoted from the top three names on the certified eligibility list. (34.1.5.e)
6. Promotions are announced in a Department memorandum, stating an effective date for the promotion.

XI. Promotion Eligibility List—Commander, Deputy Chief of Police, and Civilian Supervisor (34.1.5)

No published eligibility list will be developed for the positions of Commander, Deputy Chief of Police, or Civilian Supervisor.

XII. Probationary Period (34.1.6)

There is no probationary period for newly-promoted Sergeants, Commanders, or Deputy Chiefs of Police. Civilian supervisors are subject to a six (6) month probationary period in accordance with the Village of Bartlett Personnel Manual.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Allocation of Personnel	Administrative Order 128
Issued: February 27, 1997	Rescinds: N/A
Effective Date: February 27, 1997	
Termination Date: N/A	Reference CALEA Standards: 41.1.1
Amended Date: May 1, 2013	Related Directives: OO204

PURPOSE: The purpose of this Order is to establish guidelines concerning the deployment and use of agency personnel within the Department and to prescribe guidelines for establishing and staffing civilian (non-sworn) positions within the Department.

POLICY: To promote a more effective and efficient delivery of service to the community, it will be the policy of the Bartlett Police Department to allocate and distribute agency personnel in accordance with workload assessments.

I. Definitions:

- A. Allocation - Allocation refers to the overall number of persons for the agency and for each organizational component within the agency.
- B. Distribution - Distribution refers to the assignment of a given number of personnel within each organizational component according to functional, spatial, geographic and/or temporal workload demands.

II. Allocation of Personnel

- A. Agency Staffing - A staffing table listing total personnel strength as authorized by the Village is presented in the Annual Budget Document.
- B. A breakdown of authorized personnel into organizational units is depicted on the Department Organizational Chart (Personnel Order 400 – Annex I).
- C. Allocation to the Patrol Section - Allocation of personnel to the Patrol Section will be based on an analysis of workload considerations. The workload assessment system will address, at a minimum, the following issues:
 1. Temporal and geographic distribution of incidents.
 2. Workload according to shift periods.
 3. Hourly distribution of incidents.

III. Distribution of Personnel

- A. Distribution Reassessment - In order to accommodate fluctuations in workload demand, the Department shall reassess the distribution of personnel to agency sections/units on an annual basis. Annual distribution assessments are done during the budget process.
- B. Service Area Mapping - The Department will maintain a current map of its service area organized into beats and blocks (sub-beats). All recorded incidents and/or calls for service will be identified according to their block location. On an annual basis, the Department will tabulate incidents according to their reporting area locations. An analysis of this information will be used in making decisions about personnel distribution and/or beat design.

- C. Deployment of Patrol Personnel - The personnel assigned to the Patrol Section will be distributed with two major factors in mind; officer safety and workload demands. With officer safety being the utmost concern, each shift under normal conditions will operative under the minimum shift strengths as outlined in Operations Order 204, Section II.
- D. Shift Assignment - Officers will be assigned to a specific team for a period of twelve (12) months that will take effect with the first shift rotation in May of each year. The Deputy Chief of Operations, Patrol Watch Commanders and the Patrol Sergeants will meet annually to determine the assignment of these shifts. The assignment of officers to a shift will be based on the need to provide the following:
 - (41.1.1.b)
 - 1. Officer In Charge
 - 2. Juvenile Officer
 - 3. Evidence Technician
 - 4. Traffic Crash Investigator
 - 5. Field Training Officer
 - 6. Any other specialized needs
- E. The Commander assigned to scheduling duties will prepare schedules for at least the first six months of the new shift assignments in order to allow sufficient notification to the Patrol Section. The schedules will reflect a fifty-six (56) day rotation between AM and PM shift. The power shift assignment(s) will not be part of this rotation and will remain in effect for the entire one-year period unless otherwise directed by the Deputy Chief of Operations. (41.1.1.b, c)

IV. Civilian (non-sworn) Personnel

- A. Jobs that do not require law enforcement authority and/or experience will be designated as civilian positions and will be staffed by non-sworn personnel.
- B. On an annual basis, all agency positions will be reviewed for the purpose of determining whether they should continue to be designated as civilian or sworn. The Deputy Chiefs will be responsible for conducting this review and for recommending any necessary status changes to the Chief of Police during the annual budget preparation time
- C. Records Section personnel will be scheduled by the Records Supervisor based on the needs of the Section. Annual review of the manpower needs will be conducted by the Records Section Supervisor and any recommendations for change directed to the Deputy Chief of Support Services prior to budget preparation time. Records Section personnel work a ten-hour schedule (4/3) and will normally rotate through each shift on a twenty-eight (28) day basis. Annual shift reassessments are not necessary unless the need to do so is identified by the Records Section Supervisor.
- D. Community Service Officers scheduling will be under the control of the Deputy Chief of Operations. Community Service Officers work a ten-hour schedule (4/3) and will normally rotate through each shift on a twenty-eight (28) day basis. Annual shift reassessments are not necessary unless the need to do so is identified by the Deputy Chief of Operations.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Civilian Hiring & Selection Administrative Order 129

Issued: January 24, 1997

Effective Date: January 24, 1997

Termination Date: N/A

Rescinds: N/A

Reference CALEA Standards:

**31.3.1, 31.3.2, 31.3.3, 31.3.4, 32.1.1,
32.1.3, 32.1.4, 32.1.5, 32.1.6, 32.1.7,
32.2.1, 32.2.3, 32.2.6**

Related Directives:

Amended Date: September 2, 2015

PURPOSE:

To establish fair and impartial guidelines for the hiring and selecting of non-sworn personnel. The Bartlett Police Department will strive to hire only the most qualified persons to fill vacant positions. Efforts to recruit qualified applicants will be guided by manpower needs of the Department and applicable opportunity considerations utilizing Equal Employment Opportunity (EEO) guidelines and affirmative action principles.

POLICY:

It is the policy of the Bartlett Police Department to afford all persons fair and equal employment practices. The Department is dedicated to the recruitment, hiring and selection of the most qualified persons for the police service.

I. Administrative Practices and Procedures

- A. The selection process for non-sworn employees will be coordinated the Human Resources Manager for the Village of Bartlett.
- B. When a vacancy occurs within the police department, the Human Resources Manager will consult with the police department supervisor of the section with the vacancy.
- C. Interviews and application assessments will be done as a cooperative effort and will be conducted by both the Human Resources Manager and the supervisor, at a minimum.

II. Job Announcements and Publicity

- A. Job announcements will include at a minimum:
 1. A description of the duties and responsibilities; (31.3.1.a)
 2. A listing of the requisite skills, education and physical requirements; (31.3.1.a)
 3. A statement that the Village of Bartlett Police Department is an equal opportunity employer. (31.3.1.c)
- B. Job announcements will be advertised through various forms of media to include print, electronic or other media forms. The type and extent of the media advertisement will be recommended by the Human Resources Manager. (31.3.1.b)
- C. All job announcements will clearly indicate the official application filing deadline. (31.3.1.d)
- D. Job announcements will be posted with community organizations including, but not limited to: (31.3.2)
 1. Bartlett Community Center
 2. Bartlett Lions Club
 3. Hanover Township offices
 4. Wayne Township offices
 5. Bartlett Woman's Club
 6. Bartlett Chamber of Commerce
- E. The position vacancy will also be posted internally within the Village and the Police Department.

III. Selection Process (32.1.1)

- A. Application packets will include a fact sheet specific to the position with all elements of the selection process, the expected duration of the selection process and the Village's policy on reapplication (32.1.4. a,b,c)
- B. All applications will be reviewed by the Human Resources Manager to ensure the minimum requirements for the position are met. Applications will not be rejected because of unintentional omissions, errors or other deficiencies, which can be corrected prior to the interview process. (31.3.4)
- C. Interviews will be conducted utilizing job-specific questions. (32.1.3)
- D. The Human Resources Manager and police department supervisor will create an eligibility list based on the application and the interview.
- E. The top candidate will be contacted by telephone and given a conditional offer of employment. Final employment will be based on the candidate's successful completion of a medical examination, drug screening and a comprehensive background investigation. When applicable, a polygraph examination will be required. All candidates required to take a polygraph examination will be provided a list of areas that will be covered. The applicant is required to sign a waiver allowing results of the exam to be released to the Village of Bartlett. The results of the polygraph examination, will not be used the single determinant of employment status. (32.2.6)
- F. A background investigation will be conducted by trained police department employees. The background will include:
 - 1. Verification of qualifying credentials (32.2.1.a)
 - 2. Review of any criminal record (32.2.1.b)
 - 3. Verification of at least three personal references (32.2.1.c)
- G. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner specific to the job classification. (32.1.3)
- H. Throughout the application and hiring process, the Human Resources Manager will maintain contact with prospective candidates to keep them informed of their application status. After receiving an application, an email message will be sent to the applicant from Human Resources advising them of receipt. Qualifying applicants will be contacted by telephone to arrange for an interview. Non-qualifying applicants will be notified by letter of their status. (31.3.3, 32.1.5)

IV. Records

- A. Records of all applicants not selected for appointment will be maintained for a period of one year in accordance with the Illinois Local Records Act. After the expiration of that year, the records will be destroyed by shredder. (32.1.6, 32.1.7)
- B. All selection materials will be maintained in the Human Resources Manager's offices in a locked file cabinet. Access to these materials will be limited to the Human Resources department and the command staff of the police department. (32.1.7)
- C. Background information will be maintained for a period of one year for those applicants who are not hired by the Village of Bartlett. After that year, the records will be destroyed by shredder. Background information will be maintained permanently for applicants who are hired. (32.2.3)

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Equal Employment Opportunity Plan	Administrative Order 130
Issued: January 24, 1997	Rescinds: N/A
Effective Date: January 24, 1997	Reference CALEA Standards:
Termination Date: N/A	31.2.3
Amended Date: August 17, 2020	Related Directives:
	AO116

POLICY: The Village of Bartlett Police Department is an Equal Employment Opportunity employer. Bartlett Police Department will provide Equal Employment Opportunity for members and applicants by complying with non-discrimination provisions of federal and state laws, rules, regulations and executive orders.

I. Equal Employment Opportunity Plan (31.2.3)

- A. The objective of the Equal Employment Opportunity Plan is to ensure the Department's overall employment system is in compliance with federal and state standards governing discrimination in employment.
- B. Title VII of the Civil Rights Act prohibits discrimination in all aspects of employment on the basis of race, color, religion, sex or national origin. In view of this legislation, the Bartlett Police Department will institute an Equal Employment Opportunity Plan that requires an annual assessment of all employment practices in order to identify deficiencies and take corrective action. For purposes of this order employment practices will include recruitment, application, selection, promotion, compensation, termination, benefits, work assignment, career progression, shift assignment, and any other Departmental activity which affects the status, income, advancement, or work environment of any individual Department member. The elements of the Department's self-assessment will include:
 1. A critical review of internal personnel practices including, but not limited to: overtime, work assignments, promotions, recruitment, selection, training, and benefit allocation practices, etc.
 2. A summary analysis of the Employee Questionnaire Survey (Annex I).
 3. Procedure for filing Equal Employment Opportunity Plan complaints.
- C. The Deputy Chief of Support Services will be responsible for conducting the Department's self-assessment audit pursuant to this order. The self-assessment audit will be conducted annually with the written results forwarded to the Chief of Police for review. If any deficiencies or shortcomings are uncovered during the self-assessment, the report will contain recommendations for correcting the deficiencies.

II. Complaints

- A. Department member complaints concerning Equal Employment Opportunity practices will be handled as a grievance in accordance with Department policy (Administrative Order 116 – Grievance Procedures) and/or controlling labor agreement language.
- B. Department member complaints of sexual or racial harassment will be handled in accordance with Village of Bartlett policy.

By Order of

Patrick Ullrich
Chief of Police

Annex I

**EQUAL EMPLOYMENT OPPORTUNITY PLAN****EMPLOYEE SURVEY**

Title VII of the Civil Rights Act prohibits discrimination in all aspects of employment on the basis of race, color, religion, sex, or national origin. Employment practices as used here will include recruitment, application, selection, compensation, promotion, termination, benefits, work assignment, career progression, shift assignment and any other Bartlett Police Department activity which affects the status, income, advancement, or work environment of any individual employee.

1. **Can you identify any employment practices currently in use by the Bartlett Police Department which you feel are discriminatory?**

YES _____ NO _____

If yes, please describe: _____

2. **Can you identify any specific policies, procedures, or rules and regulations that are discriminatory?**

YES _____ NO _____

If yes, please describe: _____

Employee Signature/Star # _____

Date _____

BARTLETT POLICE DEPARTMENT



Subject: Performance Evaluations	Administrative Order 131
Issued: April 8, 1997	Rescinds: N/A
Effective Date: April 8, 1997	Reference CALEA Standards:
Termination Date: N/A	35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8
Amended Date: September 2, 2015	Related Directives: AO116

PURPOSE: To discuss and outline policy and procedure as it pertains to the Bartlett Police Department Employee Performance System.

I. Definitions

- A. **Evaluation Period:** The evaluation period for employees of the Bartlett Police Department will be May 1st thru April 30th of each calendar year. (35.1.2, 35.1.5.a)
- B. **Counseling:** For purposes of this Order, counseling means a discussion between the employee being rated and the rater that concerns matters and issues pertaining to the rated employee's job performance.
- C. **Performance Evaluation:** Written documentation, which is used to judge or determine the value and measure of an employee's work performance. (35.1.2)
- D. **Rater:** The supervisor who is responsible for evaluating a subordinate employee.
- E. **Reviewer:** The person who completes the reviewing officer's section of the evaluation form and is normally the rater's supervisor.
- F. **Performance:** Actions taken or omitted with regard to specific tasks or assignments.

II. Objectives of the Evaluation System

- A. The Department utilizes the performance evaluation system to benefit both the Department and the individual members. The objectives of the system include, but are not limited to:
 - 1. Foster fair and impartial personnel decisions;
 - 2. Maintain and improve an employee's performance by:
 - a. Measuring individual strengths and weakness.
 - b. Identifying training needs.
 - c. Determining a member's potential for specialized assignment.
 - d. Determining a member's potential for increased responsibility.
 - 3. Provide a medium for personnel counseling and feedback in order to improve job performance.
- B. When it is time for evaluations of Department members, the Human Resources Manager will forward to the Chief of Police the appropriate evaluation forms. These forms will then be forwarded to the appropriate supervisors for completion.
 - 1. Each evaluation packet contains instructions on completing the forms that conforms to the training all supervisors have received in the use of the Performance Management System.
 - 2. Each packet also contains guidelines for the measurement of rating criteria definitions. (35.1.1.a)
 - 3. Four separate performance evaluation forms will be used. These are: Management/Supervisory and Professional Staff, Clerical and Technical Staff, Police Officer and General Staff. Each supervisor has a copy of the Training Manual, which details the use of each evaluation form. (35.1.1.b, 35.1.1.d, 35.1.4)

- C. The performance evaluation report for each employee will reflect ratings only for job performance that occurred/was observed during the rating period. (35.1.1.c)
- D. Performance evaluation criteria used will be specific to the position occupied by the employee and the measurement factors and rating choices will be based on job related tasks and job descriptions specific to the position. (35.1.4)
- E. Evaluations of supervisory, management and professional staff will include a rating dimension on the fairness and impartiality of ratings given subordinates, as well as their ability to carry out the rater's role in the performance evaluation system. (35.1.8)

III. Supervisory Review & Employee Review

- A. Each performance evaluation report will be reviewed and signed by the appropriate supervisor. It will also be reviewed and signed by the rater's supervisor and will be distributed to members of the Command Staff. (35.1.5.c)
- B. Each employee will be given the opportunity to review the performance evaluation with the supervisor who is rating the employee. The employee will be given the opportunity to make written comments on the evaluation form prior to signing it. (35.1.5.d)
- C. By signing the evaluation, the employee is neither implying agreement or disagreement with the evaluation, but rather acknowledging that the employee has received it.

IV. Performance Evaluation Appeal Review (35.1.5.f)

- A. If an employee feels the ratings or comments reflected in the evaluation are not reflective of the employee's performance during the evaluation period, the employee may appeal the rater's decision.
- B. Civilian and non-union employees will file their appeal in accordance with Administrative Order 116 – "Grievance Procedures". Union employees will file appeals in accordance with the Collective Bargaining Agreement.

V. Evaluation of Probationary Employees (35.1.3)

- A. Probationary officers are to be evaluated monthly, at a minimum, subject to the Field Training Program.
- B. Probationary civilian employees will be evaluated monthly at a minimum, subject to the Field Training Program specific to their assignment.

VI. Counseling

- A. In order to provide employees the opportunity to meet goals that have been set for them, supervisors will be responsible for counseling subordinate members at the conclusion of the rating period. This counseling should include, but is not limited to:
 1. Results of the performance evaluation just completed. (35.1.7.a)
 2. The level of performance expected and goals for the new evaluation period. (35.1.7.b)
 3. The evaluation rating criteria. (35.1.7.b)
 4. Career development, specialized training and/or advancement. (35.1.7.c)
- B. By February 1 of each year (90 days prior to the end of the evaluation period), supervisors will provide written notification to subordinate employees whose performance indicates a Needs Improvement or Unsatisfactory rating is anticipated at the conclusion of the rating period. (35.1.6)

VII. Review Procedure

- A. Raters will justify their rating in any category by providing comments for the narrative portion of the performance evaluation form. (35.1.5.b)
- B. The evaluation procedure provides for the input of the employee in the process, which in turn helps to contribute to the fairness and objectivity to the system. At a minimum, each performance evaluation will include:
 1. An interview between the rater and the employee.
 2. Provision and opportunity for the employee to include written comments on the evaluation report.
- C. A copy of the completed performance evaluation signed by the employee and rater will be provided to the employee. (35.1.5.e)
- D. All originals of yearly performance evaluations will be forwarded to the Human Resources Manager for inclusion in the employee's personnel file. Copies will be placed in the Police Department Administrative personnel file for each employee. (35.1.5.g)

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Traffic Crash Review Board	Administrative Order 132
Issued: April 11, 1997	Rescinds: G.O. 93-11
Effective Date: April 11, 1997	Reference CALEA Standards:
Termination Date: N/A	Related Directives: AO 118, 00215, PO432
Amended Date: December 9, 2019	

PURPOSE: This order establishes policy and procedures for the administrative review of traffic crashes involving Department vehicles.

I. Department Vehicle Crashes

Procedures for investigating crashes involving Department members and vehicles are located in Operations Order 215 – Traffic Crash Investigation, Section VIII.

II. Traffic Crash Review Board

- A. The Deputy Chief of Operations will appoint a Traffic Crash Review Board, which will consist of five members of the Department, one of whom will be the Traffic Investigation Coordinator. The Department member assigned as the Traffic Investigation Coordinator is noted in Personnel Order 432 – Personnel Assignments.
- B. The Traffic Investigation Coordinator will act as the chairperson of the Review Board. The chairperson will be responsible for scheduling the hearing and presiding over the hearing. The chairperson will not have voting authority unless there is a need for a tie-breaker vote.
- C. The other four members of the Review Board will include two full-time Department members selected by the Chairperson and two full-time Department members selected by the member involved in the crash. No member involved in the crash or the investigation of the crash may serve on the Review Board, with the exception of the Traffic Investigation Coordinator.
- D. The chairperson will be responsible for recording and reporting the findings of the Review Board to the Deputy Chief of Operations. This report will be in the form of a written memo.
- E. Any member involved in a crash has the opportunity to waive the Review Board. The member's immediate supervisor will then review the circumstances of the crash and make recommendations to the Deputy Chief of Operations for any appropriate corrective action.

III. Review Board Hearing

- A. The Traffic Crash Review Board will review all reports, all applicable policies, and state law. The Board will also hear testimony of all witnesses and will provide the member/driver the opportunity to explain the circumstances surrounding the crash.
- B. When all the facts and testimony have been presented, the Board will excuse all witnesses and will prepare a report based on the information obtained. This report will be forwarded to the Deputy Chief of Operations and the Deputy Chief of Support Services and will contain one of the following determinations:
 1. The member/driver was not responsible. This means that the member/driver committed no rules violations or traffic violations that contributed to the causation of the crash in any way.
 2. The member/driver was not responsible, however he or she could have avoided the crash. This section can only be used if the member/driver is truly not responsible. If there is a rules violation or traffic law violation, the burden is on the member/driver to prove that it did not contribute to the crash.
 3. The member/driver was responsible for the crash and should be held accountable.

- C. All reports, summaries and findings will be reviewed by the Deputy Chief of Operations and the Deputy Chief of Support Services. The reports will contain the names of all witnesses who appeared in front of the Board, as well as the testimony given and any other evidence considered by the Board in making its decision.
- D. The Deputy Chief of Operations will forward the findings, as well as any recommendations for corrective or disciplinary action to the Chief of Police.
- E. The members of the Board will not be responsible for making disciplinary recommendations in matters where the member/driver is found to be at fault.
- F. The Chief of Police will have final authority as to what corrective action is to be taken. The decision of the Chief will be forwarded to the member/driver's immediate supervisors and affected Command Staff members stating what action is to be taken, as soon as is practical after the hearing.

By Order of:

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



Subject: Fiscal Management	Administrative Order 134
Issued: April 25, 2012	Rescinds: N/A
Effective Date:	
Termination Date: N/A	Reference CALEA Standards: 17.2.1,17.2.2,17.3.1,17.4.1,17.4.2,17.4.3
Amended Date: N/A	Related Directives: AO111, AO113, AO124, IO301, IO306, COP802, COP803, Village Budget Manual, Village Purchasing Manual

PURPOSE: The purpose of this order is to establish guidelines for the development of an annual police department budget request and of the management and control of authorized budget expenditures throughout the year. This order also establishes guidelines for Department purchases, both formal and informal. The guidelines established in this directive shall meet the procedures and rules that have been established by the Village for the budget development and execution. The Department shall additionally adhere to the guidelines promulgated by Village ordinances and the Village's Purchasing Manual.

POLICY: Budget authority to authorize expenditures of budgeted funds through established village fiscal procedures and the total fiscal management of the agency lies with the Chief of Police. It shall be the policy of the Bartlett Police Department to exercise its fiduciary responsibility to control and manage all departmental expenditures to conform to the budgeting limits established by the Village of Bartlett.

I. Budget Procedures (17.2.2)

- A. The Chief of Police, Deputy Chiefs and Commanders are responsible for the coordination of the Department's budget development. The Finance Department shall develop and distribute a budget calendar. This calendar will be distributed to all members of Command Staff at the start of the budget process. The calendar will include regularly scheduled budget meetings and due dates for all budget information required by the Finance Department. The Finance Department will distribute guidelines and instructions for completing the required information in the Budget Manual. (17.2.1)
- B. The annual budget formulation process begins during October of each year upon receipt of the budget instruction from the Village Administrator. The Village of Bartlett fiscal year begins May 1 annually.
- C. The Department budget is prepared annually by the Chief of Police and is developed using input from the Command Staff. Each major function or activity of the Department is represented in the budget process through supervisors, commanders, and deputy chiefs, under whose authority those activities and functions lie. This allows participation from all Department sections in preparing the budget based upon their individual functional goals and objectives.
- D. The Chief of Police shall meet with the Deputy Chief of Police, Division Commanders, and the Department Secretary to review the budget estimates and proposals. The Chief of Police shall make final determinations and approval on all budget requests prior to submission to the Village Administrator and the Village of Bartlett Board of Trustees for final approval.
- E. The Chief of Police shall supply the following budget information as required:
 1. **Department Summary**—Description, budget highlights, Strategic Plan Action steps and highlights from previous budget year.
 2. **Personnel Requirements**—The Chief of Police will determine all personnel changes and prioritize all requests for additional personnel.

3. **Capital Outlay and Capital Improvement Program Requirements**—the Deputy Chiefs, with staff input, shall determine all capital outlay and capital improvement program requests for their respective divisions. Justification for each item shall be submitted to the Chief of Police. The Chief of Police will determine which capital outlay and capital improvement program requests shall be included in the budget. The Chief of Police will prioritize all requests.
4. **Professional Development**—all training programs requests.
5. **Professional Associations** - all memberships, whether individual or organizational.
6. **Line Item Details and Justification**

II. Expenditures and Purchases

- A. All purchases of equipment, commodities, etc., shall follow the procedures set forth in the Village of Bartlett “Purchasing, Accounts Payable, Travel Procedures”. (17.3.1.a)
- B. Informal purchasing involves day-to-day purchases needed to perform a job or service. Informal purchasing is limited to purchases under \$500.00. Informal purchasing may be done without a purchase order or formal approval. Responsibility rests on Division Commanders, the Deputy Chief of Police, and the Chief of Police to make the most economical purchase, through a vendor who offers the best usable product at the lowest price. It is recommended to compare at least three (3) prices and vendors when evaluating a purchase. (17.3.1.a., b., c.)
- C. Formal or standardized purchases always require a Purchase Order. Procedures for these purchases are in the Village’s “Purchasing, Accounts Payable, Travel Procedures”. (17.3.1.a)
- D. Purchases over \$20,000 require competitive bidding. Bidding procedures can be found in the “Purchasing, Accounts Payable, Travel Procedures”. (17.3.1.b., c.)
- E. Emergency Purchases - In the event an emergency situation exists where it is necessary to procure goods or services and the normal purchasing system is not practical or available, the purchasing procedures in the Village of Bartlett’s Emergency Operations Plan – Resource Management shall be utilized. (17.3.1.d)
- F. Rentals less than \$500.00 may be made by an authorized employee with the approval of their supervisor. Rentals over \$500.00 must be submitted to the Village Board for approval. (17.3.1.d)
- G. Budget Appropriations and Fund Transfers - When directed by the Chief of Police, a Commander or Deputy Chief shall prepare and submit written requests for supplemental or emergency appropriations and fund transfers. Upon approval, the Chief of Police shall then request in writing, with applicable justifications, the appropriations and/or fund transfers to the Village Administrator and Finance Director for approval. Adjustments may include transferring funds from one account to another, or requesting additional funds be granted for Department needs. (17.3.1.e)

III. Accounting System (17.4.1)

- A. The Department's accounting system is part of the central accounting system of the Village of Bartlett. The Village uses the Munis computer system for accounting and budgeting purposes.
- B. The Finance Department provides the Police Department with a monthly detailed budget report through the Munis system. The report includes the following information for each Police Department account:
 1. Initial appropriation for each account.
 2. Balance at the commencement of the period.
 3. Expenditures and encumbrances made.
 4. Unencumbered balance.
 5. Year-to-date expenditure.

- C. The Department Secretary shall generate a monthly detailed budget report from the Finance Department report and submit a copy to the Chief of Police, Deputy Chiefs and Division Commanders for their review.

IV. Cash Management (17.4.2)

- A. The Department manages cash monies in several capacities and from several sources, including:
1. Petty Cash (see Administrative Order 111-Petty Cash Fund)
 2. Bond Cash (see Clerical Operating Procedures 802-Court Transmittals and Clerical Operating Procedures 803-Cash Collection)
 3. Police Report Money (see Clerical Operating Procedures 803-Cash Collection)
 4. Administrative Tow Fees (see Administrative Order 113-Tow Procedures and Clerical Operating Procedures 803-Cash Collection)
 5. Confidential Funds (see Investigative Order 301-Vice, Drugs & Organized Crimes)
- B. Monies or Assets Forfeited to the Department – asset seizure funds are handled in accordance with Investigations Order 306 (Asset Forfeiture) and the appropriate state and federal statutory regulations.
- C. All miscellaneous funds (i.e. D.U.I. and court fines) disbursement funds, donations and any other funds received by the Department shall be processed by the Department Secretary and filed with the Village Finance Department.

V. Independent Audits (17.4.3)

In accordance with the Illinois Compiled Statutes and Village Ordinance, a comprehensive independent audit of all accounts is conducted on an annual basis. This process is arranged by, and the responsibility of, the Village Finance Department.

By Order of

Patrick Ullrich
Chief of Police

BARTLETT POLICE DEPARTMENT



**Subject: Firearm Concealed Carry, Administrative Order 135
FOID Cards, and Concealed Carry Licenses**

Issued: June 24, 2014
Effective Date:

Rescinds: N/A

Termination Date: N/A

Reference CALEA Standards:

Amended Date: January 13, 2020

**Related Directives:
TSO 500, TSO502, COP813**

PURPOSE: This policy establishes guidelines concerning persons carrying concealed firearms under the provisions of the Illinois Firearm Concealed Carry Act. It provides procedures for Department handling of revocations, suspensions, or denials of Concealed Carry Licenses (CCL) and revocations of Firearm Owners Identification (FOID) cards. It defines restrictions on civilian Department members who possess a CCL or a Retired Officer Concealed Carry card. It describes Department responsibilities pertaining to Persons Determined to Pose a Clear and Present Danger under the FOID Act. It describes Department responsibilities for the safekeeping and transfer of property coming into the Department's possession under the FOID and CCL Act.

POLICY: It is the policy of the Bartlett Police Department to comply with provisions of the Illinois Firearm Concealed Carry Act (430 ILCS 66/) and the Illinois Firearm Owners Identification Act (430 ILCS 65/). Department members shall familiarize themselves with said acts and the procedures established in this policy due to restrictions placed on licensees, changes in weapons law, and the specific responsibilities placed on law enforcement agencies administering said acts. At times, it may be necessary and/or prudent to temporarily take custody of and secure a firearm from a person licensed to carry a concealed firearm. Members shall abide by the restrictions placed on them regarding the Concealed Carry Act while on duty with the Bartlett Police Department.

I. Definitions

- A. **Clear and Present Danger**—A person who: (1) communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or (2) demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official. (430 ILCS 65/1-1)
- B. **Concealed Carry License (CCL)**—A license issued by the Illinois State Police to carry a concealed handgun. (430 ILCS 66/)
- C. **Concealed Firearm**—A loaded or unloaded handgun carried on or about a person that is completely or mostly concealed from view of the public or on or about a person within a vehicle. (430 ILCS 66/5)
- D. **Firearm Owner's Identification Card (FOID)**—A card issued by the Illinois State Police that allows residents of the State of Illinois to possess or purchase firearms or ammunition. (430 ILCS 65/)
- E. **Handgun**—The Firearm Concealed Carry Act pertains to handguns only that are designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. Handgun does not include a stun gun or taser, machine gun, short barreled rifle or shot gun, pneumatic gun, spring gun, paint ball gun or bb gun. (430 ILCS 66/5)
- F. **Licensee**—A person issued a license to carry a concealed handgun. (430 ILCS 66/5)

II. Firearm Concealed Carry Act

- A. Allows individuals with possession of a concealed carry license (CCL) in the State of Illinois to carry loaded or unloaded concealed handgun(s), fully concealed or partially concealed, on or about his/her person.
- B. Allows individuals with possession of said license to keep or carry loaded or unloaded concealed handgun(s) on or about his/her person within a vehicle.
- C. Preempts a city's municipal home rule authority to regulate the licensing and registration of handguns, the possession of handguns by individuals who have a valid Firearm Owner's Identification card (FOID) or Concealed Carry License (CCL), and the transportation of any type of firearm.
- D. Amendments/Exceptions to the Illinois Criminal Code include:
 - 1. Unlawful Use of a Weapon (720 ILCS 5/24-2), the prohibition regarding carrying on a person, vehicle or upon public way/land does not apply to a person carrying a concealed handgun if the person has a valid CCL.
 - 2. Aggravated Unlawful Use of a Weapon (720 ILCS 5/24-1), the prohibition regarding carrying a handgun on his/her person, vehicle, on public way/lands, and the ammunition was immediately accessible and the handgun is uncased, loaded and immediately available does not apply to a person carrying a concealed handgun if the person has a valid CCL.
 - 3. If the person is in possession of immediately accessible ammunition and a firearm other than a handgun as defined in this policy, he/she may be charged with Unlawful Use of a Weapon or Aggravated Unlawful Use of a Weapon.
- E. Prohibited Locations:
 - 1. Police officers should be aware of the potential for increased 9-1-1 "person with a gun" calls when CCL licensees are storing or retrieving an unloaded firearm within the vehicle's trunk within a prohibited parking lot area. Officers should obtain as much information as possible from dispatch to investigate the situation while maintaining officer safety. Officers should attempt to identify the subject, if there is in fact a weapon in the immediate area, and if the subject is a valid CCL holder. The officer would then have to make the determination in regard to any possible law violations and address the situation accordingly.
 - 2. Pursuant to the Firearm Concealed Carry Act, a licensee shall not knowingly carry a concealed handgun into the following prohibited areas: (430 ILCS 66/65(a))
 - a. Any building, real property, and parking area under the control of a public or private elementary or secondary school.
 - b. Any building, real property, and parking area under the control of a preschool or child care facility, including any room or portion of a building under the control of a preschool or child care facility.
 - c. Any building, parking area, or portion of a building under the control of an officer of the executive or legislative branch of government. A licensee may carry a concealed handgun onto the real property, bikeway, or trail in a park regulated by the Illinois Department of Natural Resources or any other designated public hunting area.
 - d. Any building designated for matters before a circuit court, appellate court, or the Supreme Court, or any building or portion of a building under the control of the Supreme Court.
 - e. Any building or portion of a building under the control of a unit of local government.
 - f. Any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail.
 - g. Any building, real property, and parking area under the control of a public or private hospital or hospital affiliate, mental health facility, or nursing home.
 - h. Any bus, train, or form of transportation paid for in whole or in part with public funds, and any building, real property, and parking area under the control of a public transportation facility paid for in whole or in part with public funds.
 - i. Any building, real property, and parking area under the control of an establishment that serves alcohol on its premises if more than 50% of gross receipts are from the sale of alcohol.
 - j. Any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government. A licensee may carry

- when he/she must walk through a public gathering in order to access his or her residence, place of business or vehicle.
- k. Any building or real property that has been issued a Special Event Retailer's License, as defined in section 1-3.17.1 of the Liquor Control Act, during the designated times for alcohol sales by this license, or a special use permit license as defined in the Liquor Control Act, Section 5-1 (q) during the times designated for the sale of alcohol by the license.
 - l. Any public playground.
 - m. Any public park, athletic area, or athletic facility under the control of a municipality or park district. A licensee may carry a concealed handgun while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.
 - n. Any real property under the control of the Forest Preserve Districts.
 - o. Any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized university-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university.
 - p. Any building, real property, or parking area under the control of a gaming facility licensed under the Riverboat Gambling Act or the Illinois Horse Racing Act of 1975, including an inter-track wagering location licensee.
 - q. Any stadium, arena, or the real property or parking area under the control of a stadium, arena, or any collegiate or professional sporting event.
 - r. Any building, real property, or parking area under the control of a public library.
 - s. Any building, real property or parking area under the control of an airport.
 - t. Any building, real property, or parking area under the control of an amusement park.
 - u. Any building, real property, or parking area under the control of a zoo or museum.
 - v. Any street, driveway, parking area, property, building, or facility, owned, leased, controlled, or used by a nuclear energy, storage, weapons, or development site or facility regulated by the Federal Nuclear Regulatory Commission, including in his/her vehicle or in a compartment or container within a vehicle.
 - w. Any area where firearms are prohibited under federal law.
3. Private Property: The owner of private real property of any type may prohibit the carrying of concealed firearms on the property under his or her control. With the exception of a private residence, the owner must clearly and conspicuously post a sign at the entrance(s) of a building, premises, or real property specified in the Illinois Concealed Carry Act as a prohibited area, indicating that firearms are prohibited on the property. The approved sign is available for public use through the Illinois State Police website. Refer to Annex I of this policy to view the ISP approved sign.
4. Situational Restrictions: A CCL licensee is prohibited from carrying a concealed firearm while under the influence of alcohol or drugs, intoxicating compound or combination of compounds, or any combination thereof, under the Illinois Vehicle Code, Section 11-501(a).

F. Exceptions to Prohibited Areas: (430 ILCS 66/65(b))

- 1. A CCL licensee shall be permitted to carry a concealed firearm on or about his/her person within a vehicle driving into the parking area of a prohibited area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. For purposes of this exception, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.
- 2. A licensee may carry a concealed unloaded firearm in the immediate area surrounding his/her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
- 3. Prohibited areas parking lot exceptions do not apply to nuclear power plants or facilities; or any area where firearms are prohibited by federal law.
- 4. A CCL licensee shall be permitted to carry a concealed firearm while he or she is traveling along a public right of way that touches or crosses any of the prohibited areas if the concealed firearm is carried on his or her person in accordance with the provisions of the Act or is being transported in a vehicle by the licensee in accordance with all other applicable provisions of law. (430 ILCS 66/65(c))

III. Concealed Carry License Requirements

- A. A CCL licensee is required to be in possession of his/her license at all times when carrying a loaded, concealed handgun.
- B. A CCL licensee is not required to be in possession of his/her license during the following circumstances:
 1. When the licensee carries or possesses a concealed handgun on his/her land, in his/her abode, or fixed placed of business.
 2. When the licensee carries or possesses a concealed handgun on the land or in the legal dwelling of another person as an invitee with that person's permission.
 3. The handgun is broken or in a non-functioning state, is not immediately accessible or is unloaded and enclosed in a case.
- C. Failure to carry a valid CCL is a violation of the Firearm Concealed Carry Act; it is not an Unlawful Use of a Weapon violation.
- D. The act does not require those already exempt pursuant to the Unlawful Use of a Weapon statute (720 ILCS 5/24-2).
- E. Retired police officers are not required to carry a CCL as they fall under the Illinois Retired Officer Concealed Carry Program. (Public Act 094-0103)
- F. Individuals who received a Firearm Control Card (FCC or Tan Card) from the Department of Financial and Professional Regulation are exempt from the training requirements of the Firearm Concealed Carry Act. Under Illinois law, an individual licensed by the Illinois Department of Professional Regulation (IDPR) as a private security guard or private detective is authorized to carry a loaded firearm. The person can carry the weapon, if he/she is performing duties of his/her employment or commuting between home and place of employment, provided that such commuting is within one hour from departure from home or place of employment. (720 ILCS 5/24-2) (225 ILCS 447/35-35).
- G. A non-resident of Illinois, who is eligible to carry a firearm in public under the laws of his/her residential state/territory, may transport a concealed firearm within his/her vehicle in Illinois provided the concealed firearm remains within the vehicle and the non-resident is not prohibited from owning or possessing a firearm under federal law. If the non-resident leaves his or her vehicle unattended, he or she shall store the firearm within a locked vehicle or locked container within the vehicle in accordance with subsection (b) of Section 65 of the Firearm Concealed Carry Act.

IV. CCL Applicant Review/Objection

- A. The Illinois State Police (ISP) is responsible for issuing concealed carry licenses. Information about the application process can be found at the ISP website.
- B. The ISP maintains a database of CCL applicants and licensees that is available to all federal, state and local law enforcement agencies, to include the state's attorney's office, the attorney general, and authorized court personnel. Information contained in the database may not be provided to a requestor, unless entitled by law.
- C. The Deputy Chief of Support Services, Crisis Intervention Team Supervisor, and other members assigned as delegates shall review the ISP database on a monthly basis to check CCL applicants that the Department has reasonable suspicion to believe is a danger to themselves or others, or a threat to public safety. (405 ILCS 5/6-103.3)
 1. Internal record sources that will be used include RMS, CIT database, parolee database, as well as any confidential criminal intelligence files.
 2. Objection criteria may include: mental health issues or any criminal activity regardless if formally charged.
 3. Returned objection forms will be sent to Planning and Research for inclusion in a master file.
- D. The Department may submit an objection to a license applicant within 30 days after the entry of an applicant into the database. The objection must contain information or documents to support the Department's concerns and must be sent via the Illinois State Police Concealed Carry law enforcement online portal. If

the Department submits the objection within the above mentioned time frame, the ISP will submit the objection and all information related to the application to the Concealed Carry Licensing Review Board within 10 days of completing all necessary background checks. The Department may be requested to provide additional information or testimony. Within 30 days of receipt of the Department's objection or additional information provided by the applicant, the Board shall render a decision. Exceptions to this time frame are in the Firearm Concealed Carry Act. The Act does not require the ISP to provide status updates to the Department's objections.

V. Revocation, Suspension, Order of Protection—Concealed Carry License

A. CCL—Revocation, Suspension or Denial

Pursuant to 430 ILCS 66/70(g), a CCL licensee whose license is revoked, suspended, or denied shall, within 48 hours of receiving notice of the revocation, suspension, or denial, surrender his/her CCL to the local law enforcement agency where the person resides. If the licensee resides in another jurisdiction, he/she shall be referred to the appropriate police department. If the licensee resides in Bartlett, the Bartlett Police Department shall provide the licensee a receipt and transmit the CCL to the Department of State Police. If the licensee fails to surrender the license, the Department may petition the court to issue a warrant to search for and seize the CCL. The observation of a revoked, suspended, or denied CCL in the possession of the licensee constitutes basis for the arrest of the licensee.

1. Department members receiving a revoked, suspended or denied CCL shall do the following:
 - a. The member shall accept the surrendered CCL.
 - b. The member shall provide the licensee with a receipt using the Receipt of Confiscation of FOID/CCL form (Annex III) and write the case number on the form.
 - c. The surrendered CCL is not submitted into Property Control. The member shall place the surrendered CCL into a Bartlett PD white letterhead envelope, seal it, address it as indicated below, and forward it to the Records Section for mailing to the Illinois State Police:
 - d. The member shall complete an Incident Report in RMS using the following classifications:
 - e. The member completing the report shall indicate in the narrative section that the surrendered CCL was forwarded to the Records Section in an envelope to be mailed to the Illinois State Police, and that the licensee was given a receipt.
 - f. Photocopies of all documents shall be included with the Incident Report.

B. CCL—Order of Protection:

A CCL shall be suspended for the duration of the order if an order of protection, emergency order of protection, plenary order of protection, or interim order of protection under Article 112A of the Code of Criminal Procedure of 1963 or under the Illinois Domestic Violence Act of 1986, is issued against a licensee. The licensee shall surrender his/her CCL to the court, County Sheriff's Office, or any entity responsible for serving the order. In the event the Department serves an order of protection, the Department shall notify the ISP and transmit the offender's CCL within seven days.

VI. Revocation—FOID

A. FOID—Revocation:

Pursuant to 430 ILCS 65/9.5, the Illinois State Police (ISP) is authorized to issue a FOID revocation notice requiring the person receiving the notification to complete an Illinois State Police Disposition Record (Annex IV) and surrender both the form and the FOID card to the local law enforcement agency where the person resides within 48 hours of receiving the notification. If the person resides in another jurisdiction, he/she shall be referred to the appropriate police department. If the person resides in Bartlett, the Bartlett Police Department shall provide the licensee a receipt and transmit the FOID card and Firearm Disposition Record to the Department of State Police. If an individual fails to comply with the revocation notice, a

warrant for search and seizure of the FOID card and firearms may be sought. Violation of the revocation notice is a Class A misdemeanor.

1. Department members receiving a revoked FOID card shall do the following:
 - a. The member shall accept the surrendered FOID.
 - b. The member shall run the person's name and date of birth through LEADS for driver's license and FOID status.
 - c. The member shall provide the person with a receipt using the Receipt of Confiscation of FOID/CCL form (Annex III) and write the case number on the form.
 - d. The member shall have the person complete a Firearm Disposition Record (Annex IV). The form shall list all firearms or indicate that person owned no firearms. The form must be completed in all cases and signed by the FOID card holder and the officer. The person shall be given a photocopy of the completed form.
 - e. The surrendered FOID is not submitted into Property Control. The member shall place the surrendered FOID and original Firearm Disposition Record into a Bartlett PD white letterhead envelope, seal it, address it as indicated below, and forward it to the Records Section for mailing to the Illinois State Police:
 - f. The member shall complete an Incident Report in RMS using the following IUCR classifications:
 - g. The member completing the report shall indicate in the narrative section that the surrendered FOID and the original Firearm Disposition Record were forwarded to the Records Section in an envelope to be mailed to the Illinois State Police, and that the person was given a receipt.
 - h. Photocopies of all documents shall be included with the Incident Report.
2. If the FOID card holder comes to the Department as a result of receiving a revocation letter from the Illinois State Police, but **does not have the FOID card**, Department members shall do the following:
 - a. The member shall run the person's name and date of birth through LEADS for driver's license and FOID status.
 - b. The member shall have the person complete an Affidavit (Annex V) certifying that the FOID card is not in the person's possession. The officer will have the affidavit notarized upon completion. The person shall be given a photocopy of the completed affidavit.
 - c. The member shall provide the person with a receipt using the Receipt of Confiscation of FOID/CCL form (Annex III) and write the case number on the form.
 - d. The member shall have the person complete a Firearm Disposition Record (Annex IV). The form shall list all firearms or indicate that person owned no firearms. The form must be completed in all cases and signed by the FOID card holder and the officer. The person shall be given a photocopy of the completed form.
 - e. The member shall place the original Affidavit and Firearm Disposition Record into a Bartlett PD white letterhead envelope, seal it, address it as indicated below, and forward it to the Record Section for mailing to the Illinois State Police:
 - f. The member shall complete an Incident Report in RMS using the following IUCR classifications:
 - g. The member completing the report shall indicate in the narrative section that the person did not surrender a FOID card, that the original Affidavit and Firearm Disposition Record were forwarded to the Records Section in an envelope to be mailed to the Illinois State Police, and that the person was given a receipt.
 - h. Photocopies of all documents shall be included with the Incident Report.

3. Firearms Turned Over to Department
 - a. If a person turns in firearms to the Bartlett Police Department as a result of a FOID revocation, the Department will store the firearms for safekeeping until ownership is transferred to another person with a valid FOID card. Persons surrendering firearms should be encouraged to transfer ownership to another FOID card holder.
 - b. Officers shall complete :
 1. A downloadable, fillable version is available at
 - 2.
 - c. 3. A copy of the transmitted form shall be included with the police report.
 - d. Officers shall package and label submitted firearms in accordance with Department policy.
 - e. Unclaimed firearms shall be disposed of in accordance with Department policy.
- B. Officers who wish to request a firearm ownership history for a FOID card holder may request it from the

VII. Violations of the Concealed Carry Act

- A. Whenever a person is arrested and charged with a violation of the Illinois Concealed Carry Act or Firearm Owner Identification Card Act, the Department will take custody of the involved firearm and ammunition and transport them in a secure container to the Department where they will be photographed, properly packaged, and retained as evidence. A receipt shall also be issued to the CCL licensee when a firearm and ammunition are submitted into Property Control as evidence.
- B. If the arrest occurs in DuPage County, the officer will notify Felony Review to determine whether the involved firearm and ammunition will be retained as evidence. If Felony Review determines the involved firearm and ammunition are to be retained as evidence, the procedures in Technical Services 502 – Evidence and Property Control will be followed. Felony Review determines the involved firearm and ammunition does not need to be retained as evidence, the Department will photograph the involved firearm and ammunition before returning them to the registered owner. The firearm shall also be completed in accordance with Clerical Operating Procedure 813 – Firearms Trace Requests.
- C. Firearms entered into evidence will be released or disposed of by the Evidence Custodian per Departmental policy, and/or by a valid court order.

VIII. Investigative Stops

- A. During investigatory stops, to include traffic stops, a licensee carrying a concealed handgun must disclose that he/she is in the possession of a CCL, present the CCL card, and identify the location of the concealed handgun, upon request of an officer.
- B. Further action will, in most cases, not be necessary or lawful with regard to securing or taking temporary custody of a CCL licensee's firearm. If necessary, the CCL holder must permit the officer to safely secure the firearm for the duration of the investigatory stop.
- C. If an officer must secure the person's firearm during a traffic stop or for field sobriety testing:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

- or does not comply with verbal direction.
6. Secure the firearm in a patrol vehicle. DO NOT place the firearm into a pocket or tuck it into the officer's waistband.

IX. Non-Custodial Transports Involving an Armed CCL Holder

- A. Only sworn police officers shall provide a non-custodial transport to a CCL holder, after the CCL holder has surrendered his/her firearm to the transporting officer for temporary safekeeping, regardless of circumstances.
- B. When taking protective custody of a firearm, the firearm should be left in a secured method of carry (holster, case, purse etc.) as received from the CCL holder. The firearm and method of carry will be secured in the rear storage compartment of the transporting officer's patrol vehicle, inaccessible to the CCL holder. If the firearm is not in a suitable method of carry, it shall be placed in a Department approved transport case, and secured in the rear storage compartment of the officer's patrol vehicle.
- C. Items surrendered to the officer will be returned to the CCL holder at the conclusion of the transport so long as the destination is not a restricted location prohibiting the CCL holder from lawfully carrying the firearm.
- D. If the firearm cannot be lawfully possessed by the CCL holder at the conclusion of the transport, a LEADS check of the firearm shall be completed and the firearm shall be placed into Property Control for safekeeping in accordance with Technical Services Order 502 – Evidence and Property Control.
- E. The CCL licensee may retrieve the items by contacting the Property Custodian and providing a current CCL license and valid FOID card. In cases involving the death of the CCL licensee, the licensee's heirs or executor may retrieve the items by providing proof of death and a valid FOID card, and/or an order of Court.

X. Custodial Arrests and Transports Involving an Armed CCL Holder

- A. The arresting officer shall take temporary protective custody of the firearm, which should be left in a secured method of carry (holster, case, purse etc.) as received from the CCL holder. The firearm will be secured in the rear storage compartment of the patrol vehicle, inaccessible to the CCL holder. If the firearm is not in a suitable method of carry, it shall be placed in a Department approved transport case, secured in the rear storage compartment of the officer's patrol vehicle.
- B. If the arrestee is transported to police station, the firearm and method of carry will be secured by the transporting officer, if possible.
- C. Upon release from custody, the CCL holder will receive his/her firearm and method of carry upon exiting the police station/municipal complex building, so long as possession of a firearm upon release is in accordance with the Concealed Carry Act. If possible, the arresting officer should place the CCL holder's firearm inside the trunk of a vehicle.
- D. If the arrestee is transported to another facility at which possession of a firearm is prohibited, or if possession of a firearm at the time of his/her release is in violation of the Concealed Carry Act, the firearm and method of carry will be held, and not returned to the subject until he/she can lawfully possess it. In those cases, the firearm shall be completed and the firearm shall be placed into Property Control for safekeeping. Refer to Technical Services Order 502 – Evidence and Property Control.
- E. Under no circumstances shall a Community Service Officer or other civilian members handle a loaded or unsecured firearm.

XI. Medical Treatment of Lawfully Armed Citizens

- A. The Department may be requested to take custody of a concealed firearm and ammunition by an outside agency for the following reasons: medical emergencies involving a local fire protection district, private ambulance service, funeral home or local medical offices.
- B. In the event transportation can be delayed, efforts should be made by police officers to safely recover the firearm from a victim prior to transport to a medical facility.
 - 1. Conscious victim: Officers should ask the victim where the firearm is located and advise of their intent to remove the weapon for safekeeping. If possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. If the firearm is not in a suitable method of carry, it shall be placed in a secure container to the Department where it will be placed into Property Control for safekeeping. Refer to Technical Services Order 502 – Evidence and Property Control. The victim should be advised on the process of reclaiming his/her firearm following his/her release from the treating medical facility. If the victim refuses to temporarily surrender his/her firearm, officers should consult with their immediate supervisor and Fire/Rescue personnel to seek alternate solutions.
 - 2. Unconscious victim: Officers will take possession of the firearm from the victim and safely transport and secure the weapon into evidence storage at the Police Department. If possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. If the firearm is not in a suitable method of carry, it shall be placed in a secure container and taken to the Department's Property Control for safekeeping. Refer to Technical Services Order 502-Evidence and Property Control.
- C. Officers and Fire/Rescue personnel will experience incidents in which a victim, in lawful possession of a firearm, will simply need medical treatment on scene. Unless a victim exhibits a condition(s) that appears to be a safety risk to the victim, Fire/Rescue personnel, law enforcement personnel, or others, officers shall not take possession of the firearm without consent of the owner during their treatment on scene. Examples of a safety risk would include, but are not limited to: alcohol and/or drug intoxication; diminished mental capacity which renders the owner unable to properly care for or secure the firearm; and any direct or implied threat of violence by the victim.
 - 1. If the owner consented to the temporary release of his/her firearm during treatment, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. The firearm and method of carry will be secured in the rear storage compartment of the patrol vehicle, inaccessible to the CCL holder.
 - 2. If the firearm is not in a suitable method of carry, it shall be placed in a Department approved transport case, secured in the rear storage compartment of the patrol vehicle. The firearm shall be returned to the owner in this condition.
- D. If the firearm has been secured, the officer shall provide the Firearms Receipt (Annex II) to include the make, model, caliber, and serial number of the firearm. If the subject is unconscious, the receipt should be given to the paramedics.

XII. Documentation Required

- A. Department members shall be required to complete an Incident/Offense Report during the following circumstances:
 - 1. Any incident in which an officer points his/her weapon at any person and issues verbal commands.
 - 2. Any incident involving an accidental discharge of a firearm by a citizen.
 - 3. Any incident of a "Person with a Gun" call in which a Concealed Carry Licensee's firearm is seen by another.
 - 4. Any incident in which a handgun is removed from a Concealed Carry Licensee.
 - 5. Any incident in which a handgun is placed into Property Control or taken for safekeeping.
 - 6. Any incident involving a violation of the Concealed Carry Act.
 - 7. Any contact with persons who are mentally ill, who make threats to harm themselves or others, who are unusually aggressive or hostile towards officers or other citizens, or that the officer has a specific reason to believe that the person would be a danger to the public if allowed to obtain a concealed carry permit.

- B. The Incident/Offense Report shall also contain whether the individual has the proper license (Concealed/Carry and Firearm Owner Identification) to lawfully possess the firearm; whether a LEADS check on the serial number of any firearm was conducted; the circumstances of the firearm collection; the identity of the individual who possessed a concealed handgun; the result of the license verifications; the result of the LEADS check; and the final disposition of the firearm.

XIII. Clear and Present Danger Reporting Requirements

- A. In accordance with the Firearm Owners Identification Act (430 ILCS 65/8.1(d)(2)) and the Firearm Concealed Carry Act (430 ILCS 66/105), law enforcement officials and school administrators are required to report to the Illinois State Police, within 24 hours, any individuals determined to pose a clear and present danger to themselves or others. Upon determination of a person posing a clear and present danger, Department members shall:
1. Print, prepare and sign an Illinois State Police Person Determined to Pose a Clear and Present Danger form (Annex VIII).
 2. Completed forms will be reviewed by the shift supervisor. Be sure to list specific behaviors and statements leading to the determination that the person poses a clear and present danger.
 3. Upon approval of the shift supervisor, the form shall be submitted to the ISP Firearm Services Bureau via faxing to:
 4. Completed original forms will be retained and submitted with an RMS incident report. A copy will be forwarded to the office of the Deputy Chief of Operations.
- B. The Department shall ensure that school officials are immediately notified of the subject identified as posing a clear and present danger, if the subject poses a threat to a school. Likewise, if a subject presents a clear and present danger to another entity, such as a business, church, organization, etc., the Department shall make appropriate notifications as soon as possible.
- C. Department members should consider additional follow-up regarding the individual, including, but not limited to, personal interviews, threat assessment, or mental health referral.

XIV. Safekeeping of Firearms

- A. In all instances where a firearm must be stored in the Department's Property Control Section, procedures in Technical Services Order 502 – Evidence and Property Control will be followed.
- B. Upon expiration of the period of safekeeping for firearms due to domestic violence incidents or pursuant to an Order of Protection, if the firearm or FOID card cannot be returned to the respondent because he/she cannot be located, fails to respond to requests to retrieve the firearms, or is not lawfully eligible to possess a firearm, upon petition from the local law enforcement agency the court may order:
1. The local law enforcement agency to destroy the firearm;
 2. Use the firearm for training purposes, or for any other application as deemed appropriate by the local law enforcement agency; or
 3. The firearms be turned over to a third party who is lawfully eligible to possess firearms, and who does not reside with respondent. (725 ILCS 5/112A-14(b), 14.5(D))

XV. Member Restrictions

- A. Sworn officers are not required to obtain or carry a CCL.
- B. Civilian members who obtain a CCL shall not possess, carry or otherwise have control of or use firearms on their person in work areas, including buildings owned or leased by the Village, in the performance of duties for the Village, whether on or off of Village property while on duty for the Village of Bartlett. The prohibitions of this policy extend to all Village work areas which includes Village vehicles and parking areas designated for member use only.



- C. Members such as retired police officers, other than law enforcement officers specifically authorized to carry a firearm, are prohibited from possessing, carrying or otherwise having control of or using firearms on their person in work areas, including buildings owned or leased by the Village, in the performance of duties for the Village, whether on or off of Village property. The prohibitions of this policy extend to all Village work areas which includes Village vehicles and parking areas designated for member use only.
- D. A civilian member with a valid CCL who chooses to carry that firearm while driving to and from work must park in designated street spots and secure his/her firearm and ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle or in the vehicle's trunk in the parking area, in accordance with State law.

By Order Of:

Patrick Ullrich
Chief of Police

Annexes I-VIII



BARTLETT POLICE DEPARTMENT
FIREARMS RECEIPT

Please contact the Bartlett Police Department Property Custodian at 630-837-0846 to make an appointment for release of your firearm.

Report Number:		
Officer Name/Badge:		
FIREARM INFORMATION:		
Make:	Model:	Caliber:
Serial Number:		

Original to CCL Holder
Copy to Records



RECEIPT OF CONFISCATION OF FOID/CCL

Date: _____

Case #: _____

Officer: _____

Star #: _____

Name: _____

FOID/CCL #: _____

On the above date, you submitted your revoked FOID and/or your suspended CCL to the possession of the Bartlett Police Department and have complied with the Firearm Disposition Record.

BARTLETT POLICE DEPARTMENT



Subject: Hazard Communication Program Administrative Order 136

Issued: April 21, 2015
Effective Date: April 21, 2015

Rescinds: N/A

Termination Date: N/A

Reference CALEA Standards:

Amended Date: May 30, 2018

Related Directives:
AO118, PO400

PURPOSE:

To create a Hazard Communication Program which provides employees with necessary information to ensure all employees receive the necessary hazard information and the Bartlett Police Department will take steps to reduce exposures, substitute less hazardous materials, and establish proper work practices. This program establishes uniform requirements to make sure hazards of all chemicals handled, used or stored in the workplace are evaluated and this hazard information is transmitted to all affected employees by means of labels on containers, review of Safety Data Sheets (SDS) and employee safety training. This program applies to all work operations within the Department where an employee may be exposed to hazardous substances under normal working conditions or during an emergency.

POLICY:

It is the policy of the Bartlett Police Department to comply with Federal and State regulations, specifically the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200. This chemical hazard communication program has been established as part of the overall safety and health program at the Bartlett Police Department.

I. Definitions

- A. Chemical: Any element, chemical compound or mixture of elements and/or compounds that can be in a solid, liquid or gas form.
- B. Container: Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a chemical.
- C. Employee: All sworn and non-sworn personnel working for the Bartlett Police Department, including part-time employees as well as volunteers
- D. Hazard Communication Coordinator (HCC): The Department employee assigned to the Village's Safety Committee (refer to Personnel Order 400). The HCC is responsible for the Hazard Communication Program's development, implementation, and maintaining the SDS.
- E. Hazardous Chemicals: the definition of "hazardous chemicals" as provided by OSHA is "any chemical which is a physical hazard or health hazard."
 1. Chemical physical hazard characteristics include substances that are:
 - a. Explosive
 - b. Flammable
 - c. Oxidizers
 - d. Self-reactive
 - e. Pyrophoric
 - f. Self-heating
 - g. Organic peroxides
 - h. Corrosive to metal
 - i. Gas under pressure
 - j. Emits flammable gas

2. Chemical health hazards include substances that may cause:
 - a. Acute toxicity
 - b. Skin corrosion or irritation
 - c. Serious eye damage or eye irritation
 - d. Respiratory or skin sensitization
 - e. Germ cell mutagenicity
 - f. Carcinogenicity
 - g. Reproductive toxicity
 - h. Specific organ toxicity
 - i. Aspiration hazards
- F. Hazardous Material: Any material or substance that presents an unusual hazard to life, the environment, or property when burned, spilled, or otherwise released from its normal use, handling, storage, or transportation environment.
- G. Safety Data Sheet (SDS): The form that accompanies chemical substances and includes the following information: material identity (chemical and common names), ingredients in mixtures, if they are hazardous; physical, and health hazards (signs and symptoms of exposure); medical conditions aggravated by exposure; primary route of entry into the body; general precautions for safe handling and use; emergency-response procedures and first aid; and appropriate work practices.

II. Hazard Communication Program

- A. The Bartlett Police Department Hazard Communication Program includes the following information:
 1. A list of hazardous chemicals known to be present in the workplace.
 2. Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace.
 3. Safety Data Sheets (SDS) for known hazardous chemicals in the workplace.
 4. Methods used to provide employee information and training.
 5. Methods used to inform employees of hazards of non-routine work.
 6. Methods used when contractors are on-site and/or when contractors bring chemicals on-site.
- B. The Hazard Communication Program is available for review by all employees upon request.

III. Responsibilities

- A. The Hazard Communication Coordinator (HCC) is responsible for the overall coordination of the Hazard Communication Program.
- B. The HCC is responsible to ensure a master listing of Safety Data Sheets is maintained on all hazardous chemicals or substances used throughout each section/unit of the Department. (**Annex I**) All SDS will be maintained in a binder in Records Section, accessible to personnel on a 24-hour basis. The SDS will also be maintained on the common drive of the police computer network. Both the SDS book and the computer folder will be reviewed and updated annually by the HCC, with assistance from the Police Planner.
- C. Any time a chemical is newly purchased or stored within the Police Department building, the purchaser will forward the information and Safety Data Sheet to Planning & Research. Each section or specialized unit (i.e. Range, Evidence Technicians) will forward their new and/or updated SDS upon receipt to Planning & Research. The Police Planner will ensure the SDS are incorporated into the book and the list of all SDS is updated. SDS that are no longer applicable must be kept on file in an inactive section of the SDS manual for a period of 30 years.
- D. The SDS shall be maintained in alphabetical order by the SDS name. If a product is no longer applicable, record on the sheet the date the product is added or deleted from use on the sheet.

IV. Labeling

- A. Supervisors have the responsibility to identify all known hazardous chemicals present in their respective work areas and these chemicals must display, in English, a precautionary label stating:
 - 1. Product identifier
 - 2. Signal word(s)
 - 3. Hazard statement(s)
 - 4. Pictogram(s)
 - 5. Precautionary statement(s)
 - 6. The name and address of the manufacturer, importer, or other responsible party
- B. In the event of an improperly labeled hazardous chemical container, a proper label will be requested from the supplier. Failure of a supplier to correct labeling deficiencies within 60 days may result in suspension of use of the product.
- C. No labels on incoming chemicals shall be defaced in any way. Any employee identifying defaced or illegible labels must immediately report the information to a supervisor so that appropriate labels can be applied.
- D. The HCC will ensure all hazardous chemicals are properly labeled. The HCC is responsible for reviewing the labeling system periodically and updating if necessary. Changes to the labeling system will be communicated to affected employees.
- E. All portable containers of hazardous chemicals require labeling. (A portable container is one used to hold a chemical that has been transferred from its original container). The exception to this policy is that portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container and are intended only for the immediate use by and remain in constant control of the employee who performs the transfer. All other portable containers and usage will require labeling. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible for placing the label on the container, and the supervisor is responsible to see that labeling is completed.

V. Employee Training

- A. Effective employee training and education is the most critical component of the Hazard Communication Program. A properly conducted training program will ensure employees are aware of hazards in the workplace and the appropriate control measures to protect them.
- B. The training plan will emphasize these items:
 - 1. A summary of the OSHA Hazard Communication Standard.
 - 2. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as visual appearance, odor, or other monitoring.
 - 3. A chemical's physical properties (i.e.; flash point, reactivity), methods that can be used to detect the presence or release of chemicals, and the potential for mishandling of chemicals (i.e.: potential for fire, explosion, etc.).
 - 4. Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
 - 5. Procedures to protect against hazards (i.e.: personal protective equipment required, work practices and methods to ensure proper use in handling of chemicals and procedures for emergency response) and work procedures to follow to ensure protection when cleaning hazardous chemical spills and leaks.
 - 6. The location of the SDS materials, how to read and interpret the information on both labels and SDS, and how employees may obtain additional hazard information.
- C. New employees will be trained at the time of initial employment and prior to handling hazardous chemicals. The HCC will periodically review the employee training program. Retraining is required when a hazard changes or when a new hazard is introduced into the workplace.

VI. Contractors

- A. The Department on occasion may enlist the services of an outside contractor. In these instances, the HCC shall communicate the potential chemical exposures to the contractor working at the Department site and the contractor must communicate the chemical exposures they may expose the Bartlett Police employees to during contractor directed projects. Furthermore, the HCC and contractor shall provide each other with access to the SDS and labeling information for these chemicals.
- B. The HCC shall communicate to the contractor that the contractor must meet the requirements of 29 CFR 1910.1200 as a condition of the project.

VII. Exposure Procedures

- A. Anytime someone becomes injured by or exposed to a chemical used or stored within the Village of Bartlett Police Facility, the victim will be transported to the nearest emergency facility.
- B. A copy of the SDS will accompany any victim exposed to a chemical who is transported to an emergency facility.
- C. The Sergeant or Officer In Charge will be notified of such an incident and proper I.R.M.A. paperwork will be completed.

VIII. Program Review

- A. The HCC will periodically review the Hazard Communication Program and update the program as needed.
- B. The HCC will consult with the Village Safety Committee to address questions or concerns regarding the program.

By Order of

Patrick Ullrich
Chief of Police

Annex I