

# BARTLETT POLICE DEPARTMENT



**Subject: Span of Control and Chain of Command**  
**Issued: January 22, 1996**  
**Effective Date: January 22, 1996**  
**Termination Date: N/A**  
  
**Amended Date: July 16, 2020**

**Personnel Order 400**  
**Rescinds: P.O. 94-02, G.O. 83-25**  
**Reference CALEA Standards:**  
**11.1.1, 11.2.1, 11.3.1, 11.3.2,**  
**17.1.1, 46.1.1**  
**Related Directives:**  
**PO432**

**PURPOSE:** This order provides shift supervision in the absence of command personnel and familiarity with command protocol. It specifies chain of command, specialty assignments, and building room responsibilities for command, supervisory and other members.

## I. Chief of Police

- A. Police Department Director
- B. Fiscal Management, Budget Administration, Preparation, and Forecasting (17.1.1)
- C. Village Administrator/Board of Trustees/Civic and Community Group Liaison

## II. Command Officers

### A. Deputy Chiefs:

Deputy Chiefs have the primary responsibility to supervise Department members and plan and coordinate the activities and operations of the Department. The Department is divided into two divisions, Support Services and Operations. (11.1.1)

#### 1. Operations Division -

- Uniform Patrol Section
- Directed Patrol Team
- Community Service Officers
- Traffic Crash Reconstruction
- Field Training Officer Program
- Mobile Training
- In-House Training
- DuComm Chiefs Operating Committee

#### 2. Support Services Division -

- Records Section
- Investigations Section
- Crime Prevention
- School Resource Officers
- Property Control
- Court Liaison
- Emergency Management
- Internal Affairs
- Annual Report Preparation
- Fleet Maintenance Program
- Planning and Research / Accreditation
- Public Information Officer
- Communications
- Building/Door Security Coordinator
- DuComm Police Operations Sub-Committee
- IMAT Representative

- Starcom21 Coordinator
- Grants
- Recruitment and Selection
- Fire and Police Commission Board Liaison

**B. Commanders:**

Commanders have the primary responsibility to plan, organize, direct, staff, coordinate and budget for their unit of assignment. Commanders exercise direct supervision over sworn and non-sworn members for their units.

**1. Patrol Watch Commander**

- Uniform Patrol Commander
- Emergency Management Coordinator (46.1.1)
- Honor Guard Supervisor
- Meeting Security Coordinator
- Starcom21 Manager
- IMAT Commander
- Public Information Officer
- Fourth of July Coordinator
- Bike Patrol Commander
- Hazard Communications Supervisor

**2. Patrol Watch Commander**

- Uniform Patrol Commander
- Field Training Program Commander
- Traffic (STEP) Grants Manager
- DuComm Support Services Sub-Committee

**3. Investigations and Support Services Commander**

- Records Section
- Investigations Section
- Support Services Section
  - Crime Prevention Officers
  - School Resource Officers
  - Property Control / Court Liaison
- Internal Affairs
- Payroll Coordinator
- Scheduling Software Coordinator
- New Hires Coordinator
  - Background Investigations
  - Interviews and Scheduling
  - Academy Liaison
- sUAS (Drone) Program Coordinator
- U-Visa and T-Visa Certifying Official
- FOIA Request Manager
- POWER Test Administrator
- Nuisance Abatement Coordinator

**III. Supervisory Personnel**

Sergeants and civilian supervisors have the primary responsibility to supervise officers, Community Service Officers, and Records Clerks assigned to their shift. In addition to this responsibility, each supervisor will have specialty duties and areas within the police building that he/she will be accountable for. These specialty duties and room responsibilities are listed under each supervisor's name.

**A. Sergeants****1. Sergeant****Assignments**

Patrol Shift Supervisor  
In-House Instructor (EVOC)  
CPA Coordinator  
Special Olympics Co-Liaison

**Rooms**

Lobby  
Link to Village Hall  
Sub-Lobby / Atrium Area  
Parking Areas  
Patio (207)

**2. Sergeant****Assignments**

Patrol Shift Supervisor  
Crisis Intervention Team Coordinator  
Elderly Services Team Coordinator  
Bartlett Community Care Initiative (BCCI)  
Coordinator  
Department Wellness Coordinator

**Rooms**

Roll Call (123)  
Secure Lobby and Public Interview Rooms (107,  
Patrol Conference Room (113)  
First Aid Room (230)  
Women's Locker Room

**3. Sergeant****Assignments**

Investigations Supervisor  
Evidence Technician Team Supervisor  
Recruitment Team Coordinator  
sUAS (Drone) Team Supervisor  
Computer Crimes Supervisor  
Payroll Coordinator Assistant

**Rooms**

Investigations Work Area  
Investigations Conference Room (150)  
Juvenile Holding Rooms (151, 152)  
Interview Rooms (178, 179, 180, 181)  
Victim Interview Room  
State's Attorney Room (184)

**4. Sergeant****Assignments**

Directed Patrol Team Supervisor:  
Police Service Dog Unit Supervisor  
Traffic Unit Supervisor  
DEA Task Force Officer Supervisor  
Use of Force Supervisor  
Range Co-Supervisor  
Training Manager  
Traffic (STEP) Grants Assistant  
Confidential Informant Manager  
Asset Forfeiture Manager  
Surveillance Equipment Manager  
Parolee Program Manager  
Sex Offender Registration Manager  
Traffic Investigation Coordinator  
PBT / Breathalyzer Maintenance and  
Certification  
Extra Duty Liaison  
BAPS/Jain Events Liaison  
In-House Instructor (Tactics and Weapons)  
Radar Certifications

**Rooms**

Exercise Room (046)  
Defensive Tactics / Mat Room (035)  
Basement Bulk Storage Room (034)  
Men's Locker Room

**5. Sergeant****Assignments**

Support Services Unit Supervisor:  
Crime Prevention Supervisor  
School Resource Officers Supervisor  
CSO Supervisor  
Crossing Guard Supervisor

**Rooms**

Support Services Work Area  
Support Services Storage Room (115)  
Patrol Equipment Room (119)  
Outer Storage Garage and Kennels  
Village Hall Vault Storage Area

Property Control / Court Liaison  
 Supervisor  
 Compliance Checks Coordinator  
 Frontline Software Administrator  
 911-Tech Software Administrator  
 Fleet Maintenance Manager  
 Emergency Management Supervisory  
 Assistant  
 Administrative Hearings Representative  
 Prescription Drug Drop-Off Coordinator  
 Crossing Guard Payroll Manager  
 Special Event Coordinator (20+)  
 Community Special Event Liaison  
 Safety Committee Representative  
 Green Team Representative  
 EMT Member  
 Social Media and Press Releases  
 Ring Doorbell Assistant  
 CodeRED Assistant  
 In-House Instructor (Tactics and Weapons)

6. Sergeant

*Assignments*

Patrol Shift Supervisor  
 FTO Supervisor / Program Coordinator  
 Bike Patrol Unit Supervisor  
 Range Officer  
 In-House Instructor (Tactics and Weapons)  
 Special Olympics Co-Liaison  
 Honor Guard Supervisory Assistant

*Rooms*

Booking Area and Holding Cells (160)  
 Sallyport  
 Breakroom (206)

7. Sergeant

*Assignments*

Patrol Shift Supervisor  
 Training Manager Assistant  
 In-House Instructor (Tactics and Weapons)  
 Elderly Services Team Co-Supervisor  
 Range Co-Supervisor  
 PIO (Future)

*Rooms*

Patrol Work Area and Copy  
 Patrol Locker Area and West Entrance Vestibule  
 Patrol Report Writing Area  
 Range (039)

B. Records Supervisor

1.

*Assignments*

Records Section Supervisor  
 RMS and ImageNet Manager  
 LAN Manager  
 Parking Meter Manager  
 LEADS Agency Coordinator  
 LIVESCAN

*Rooms*

Records Work Area (110)

**IV. Support Personnel**

Department members assigned to these functions, although not supervisory personnel, serve and report to various command officers. Their duties will include the administration and reporting as enumerated below.

A.

*Assignments*

Administrative Secretary

*Rooms*

Administration Work Area (216)

Administration Conference Room (217)  
Administration Storage Room (231)  
Training Rooms (236, 238)  
Training Storage Rooms (239, 232)

B.

<i>Assignments</i>	<i>Rooms</i>
Property Control Custodian	Property Control (144) Evidence Processing (146) Evidence Control (008)

C.

<i>Assignments</i>	<i>Rooms</i>
Investigations Secretary	

D.

<i>Assignments</i>	<i>Rooms</i>
Accreditation Manager Grants Administrator Annual Report Forms	

## V. Unity of Command

- A. Each Department member is accountable to only one supervisor at any given time. (11.3.2) However, several exceptions exist within the day-to-day operations of the Department:
  1. The Department has numerous specialty teams with designated supervisors or coordinators, which may be different supervisors than the member's regular supervisor. Members are accountable to those team supervisors or coordinators in matters related to that particular team and tasks assigned to them through that team.
  2. During evening or nighttime hours, when a Records supervisor is not on duty, those unit members are accountable to the shift supervisor.
- B. While superiority of rank does not ordinarily allow supervisors to assume command or supervision over subordinate members outside the supervisor's organizational component, there are circumstances where this action is warranted:
  1. In situations involving unsuitable or improper action on the part of a member of lesser rank.
  2. In emergency situations, such as at the scene of a crime, major event, or catastrophe, where the superior may demand, and should receive, assistance in performing essential tasks from any member regardless of the organizational component to which he/she is regularly assigned. These situations demand immediate action to maintain the police purpose and reputation of the Department.
- C. Each Department organizational component shall be under the direct command of only one supervisor. (11.2.1)
- D. Supervisory members are accountable for the performance of members under their immediate control. (11.3.2)
- E. All members will be accountable to their direct supervisor, but may still receive direction from a higher-ranking officer.
- F. In the absence of the Shift Sergeant, an assigned Officer in Charge (OIC) will have the same responsibilities as the sergeant. Each shift will have one officer who has been recommended by staff to function as the OIC. In the absence of a sergeant or an assigned OIC, the senior officer on the shift will assume the responsibilities until relieved by a higher authority.

- G. The Patrol Watch Commander shall be responsible for all shift operations, investigations and major incidents that occur on his or her shift. The Commander will oversee these functions until relieved by a higher-ranking authority or it is turned over to another component within the Police Department, i.e. Investigations.

**VI. Span of Control**

In order to maintain effective direction, control and coordination within the Department, the number of members under the immediate control of a supervisor will not normally exceed eight (8). This policy, however, will not preclude the possibility of dealing with unforeseen or emergency circumstances that may require the span of control to exceed the recommended limit. These areas will be updated as required, but reviewed and/or updated at the beginning of each fiscal year or otherwise as needed.

**VII. Authority and Responsibility**

- A. Responsibility and Commensurate Authority (11.3.1.a)
1. Responsibility will be accompanied by commensurate authority.
  2. Authority to execute required activities of a particular component in the Department is delegated by the Chief of Police through the command structure to individual Department members.
- B. Accountability for Delegated Authority (11.3.1.b)
1. Accountability for the use of delegated authority attaches to each Department member.
  2. Each Department member is also accountable for the failure to use delegated authority in accomplishing the responsibilities of his/her position.

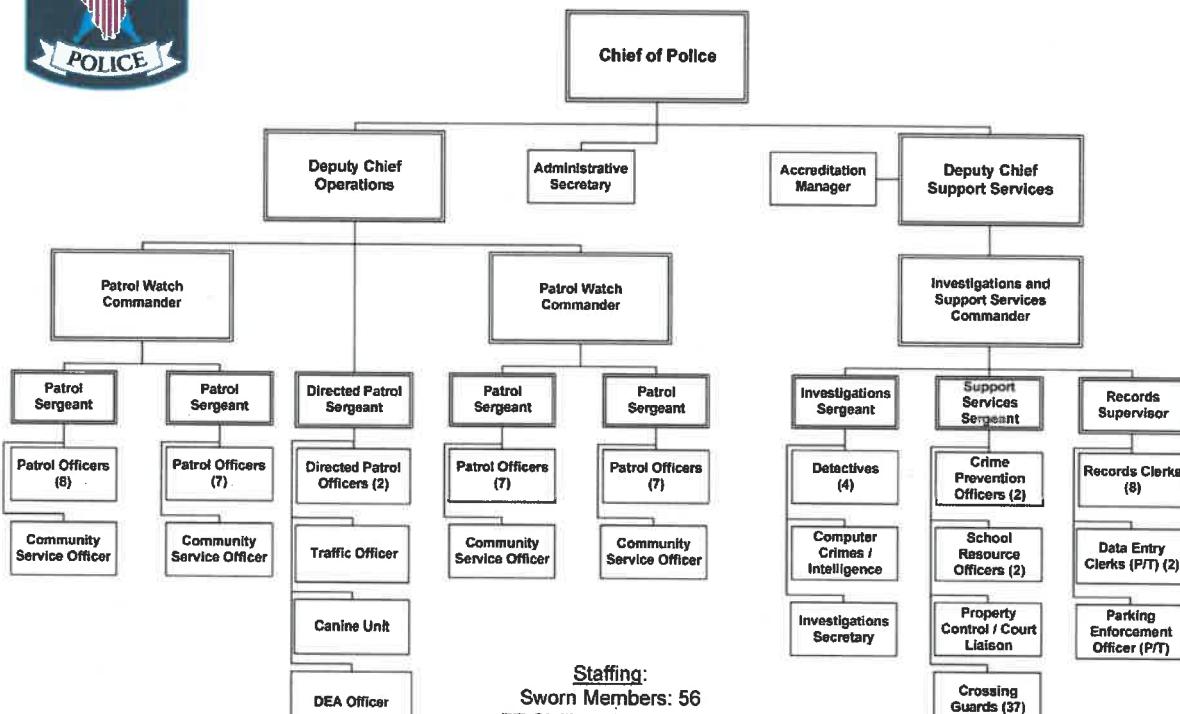
By Order of

Patrick Ullrich  
Chief of Police

Annex I



## BARTLETT POLICE DEPARTMENT ORGANIZATIONAL CHART



revised January 2, 2020



## BARTLETT POLICE DEPARTMENT

**Subject: Planning and Research****Personnel Order 401****Issued: February 12, 1996****Rescinds: N/A****Effective Date: February 12, 1996****Reference CALEA Standards:****Termination Date: N/A****11.4.3, 15.1.1, 33.5.4****Amended Date: September 9, 2019****Related Directives:****PO432**

**PURPOSE:** This order outlines the responsibilities and authority of the Planning and Research position.

**I. Qualifications**

- A. The Department member assigned to the position of Planning and Research should have good verbal and written skills as well as a working knowledge of Department rules, regulations and state law.
- B. The member should also possess the ability to research varied subjects as requested by the Chief of Police and/or other members of the Command staff.
- C. The member assigned to Planning and Research will be accountable to the Chief of Police and the Deputy Chiefs.

**II. Duties and Responsibilities (15.1.1)**

- A. The primary responsibilities will be to coordinate the Department accreditation process and to function as the Accreditation Manager for the Department.
- B. The assigned member will receive specialized Accreditation Manager training either prior to appointment or within one year after appointment. (33.5.4)
- C. The assigned member shall:
  1. Ensure that staff review is conducted on all newly proposed orders and any proposed changes to existing orders.
  2. Keep a detailed file documenting staff review and comments/changes to any proposed order along with the final draft of any order.
  3. Maintain a record that details the receipt of orders by members of the Department.
  4. Ensure the Department meets and maintains those standards required by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and ensure the Command staff is kept abreast of changes in CALEA standards and the status of the Department in meeting those standards.
  5. Provide appropriate training to Department members assigned to the accreditation process. (33.5.4)
  6. Utilize the CALEA tracking computer system to ensure periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished. The Accreditation Manager will distribute reminders to the responsible employees prior to the due date for time-sensitive material to be submitted. (11.4.3)
  7. Respond to and investigate any request for information, survey request, and research related inquiries, and disseminate the results of analytical reports to the affected organizational component.
  8. Have direct access to law enforcement related online services to include the Internet.
  9. Serve as the Department's Grants Manager
  10. Fulfill any additional duties as assigned.

**III. Appointment to Planning and Research**

- A. Appointment to the position of Planning and Research will be made by the Chief of Police.
- B. The member assigned to Planning and Research is noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police



## BARTLETT POLICE DEPARTMENT

**Subject: Evidence Technicians****Personnel Order 402****Issued: February 12, 1996****Rescinds: P.O. 90-02****Effective Date: February 12, 1996****Reference CALEA Standards:****Termination Date: N/A****83.1.1****Amended Date: September 11, 2019****Related Directives:****PO432, TSO500, TSO502, S0629**

**PURPOSE:** This order establishes the duties and responsibilities of Department members who have been trained as Evidence Technicians (ETs) and are authorized to act in that capacity by the Department.

**I. Duties and Responsibilities - Technicians**

- A. Evidence Technicians will be responsible for the processing of crime scenes and accident scenes. This processing may include, but is not limited to: the detection of latent fingerprints, crime scene photography, preservation and collection of physical evidence, crime scene sketching, measurements, and report preparation.
- B. All Evidence Technicians are expected to keep current with technology that is available in the crime scene discipline. This may be accomplished through ongoing training, in-service training, and reading available literature and publications.
- C. All Evidence Technicians will follow the guidelines and procedures in Technical Services Order 500 – Evidence Procedures, and Technical Services Order 502 – Evidence and Property Control.
- D. Evidence Technicians will rotate as the “On-Call Evidence Technician.” At the beginning of each calendar year, the Evidence Technician Supervisor will prepare a list detailing the assignments for the purpose of call outs. Evidence Technicians assigned to an on-call status will be available by telephone.
- E. An Evidence Technician will, upon notification, respond to the Department within one hour to pick up the necessary equipment and will then proceed to the scene to begin processing. Evidence Technicians are expected to assist with the processing and investigation of fatal and serious injury traffic accidents.
- F. All Evidence Technicians will ensure proper security measures are exercised over all evidence and property, to ensure the chain of custody is not broken. They will also be responsible for ensuring all procedures are followed as they pertain to the submission of property/evidence into Property Control.
- G. All Evidence Technicians are expected to take necessary precautions when working to ensure against contamination of evidence. Evidence Technicians will take all necessary precautions when working with any type of substance that could cause them harm. Extra precautions will be taken when collecting or handling any powdery substance. A secondary officer will monitor the collecting Evidence Technicians for any possible harmful exposure and will take appropriate action if necessary. The secondary officer will always have Naloxone (Special Order 629) available during the collection.
- H. All Evidence Technicians are expected to treat all persons they come into contact with in a civil manner and are to take all necessary actions to ensure the protection of their civil rights.
- I. Evidence Technicians shall submit in writing to the Evidence Technician Supervisor notification when unable to function as the on-call Evidence Technician so a replacement can be scheduled.

**II. Duties and Responsibilities - Evidence Technician Supervisor**

- A. The Evidence Technician Supervisor will be responsible for the following:
  - 1. Preparation of a proposed budget to cover the operation of Evidence Technician services for each budget year.
  - 2. Ensure the equipment and supplies maintained by the Department for Evidence Technician services are adequate to allow for the processing of any type of crime scene.
  - 3. At the beginning of each calendar year, submit to the Deputy Chief of Operations a list that details the assignment of an on-call Evidence Technician for each month of the year.
  - 4. Arrange for and coordinate in-service training for all Evidence Technicians.
- B. In those cases which would constitute a major incident/high profile crime, the Evidence Technician Supervisor will be contacted prior to notification of any Evidence Technician. The Evidence Technician Supervisor will assign Evidence Technicians to process the scene, regardless of who may be on call.

**III. Evidence Technician Unit**

- A. Department members with supervisory responsibilities for the Evidence Technician Unit and members who have received training as Evidence Technicians are noted in Personnel Order 432 – Personnel Assignments.

By Order of:

Patrick Ullrich  
Chief of Police



# BARTLETT POLICE DEPARTMENT

## Subject: Volunteer Service Program

## Personnel Order 403

**Issued: February 1, 2015**

**Effective Date: February 1, 2015**

**Termination Date: N/A**

**Rescinds: N/A**

**Reference CALEA Standards:**

**16.4.1, 16.4.2, 16.4.3**

**Related Directives:**

**Amended Date: June 15, 2017**

### PURPOSE:

To establish guidelines for a volunteer service program whereby interested and qualified citizens may volunteer their time to law-enforcement related community service.

### POLICY:

It is the policy of the Bartlett Police Department to provide a means for utilizing volunteer resources to contribute towards enhancing the quality of life in the community and the goals of the Department.

### I. Definitions

- A. **Volunteer:** a civilian affiliated with the Department in a part-time, non-sworn capacity, without compensation, because of his or her interest in contributing to the Department's role in a support capacity. (16.4.1.a.)
- B. **Bartlett Police Academy Volunteers:** Members of the community who are graduates of the Bartlett Police Department Citizens Police Academy and Bartlett Police Department Teen Citizens Police Academy and work to promote a positive image of law enforcement and assist the department when requested. These volunteers are also civilians affiliated with the Department in a part-time, non-sworn capacity, without compensation. (16.4.1.a., 16.4.1.b.)

### II. Program Administration

- A. The Support Services Sergeant will serve as the coordinator of the Volunteer Service Program. Direct supervision of the volunteer members will be the responsibility of the event supervisor as designated by the Support Services Sergeant.
  1. If the person supervising the volunteer determines the volunteer to be unfit to work, the volunteer may be sent home. This action shall be reported to the Support Services Sergeant in writing if it occurs.
  2. If there is an emergency situation in which the volunteer may be perceived to be in the way or in danger, the volunteer's supervisor may reassign the volunteer to another area to work or send the volunteer home if no available assignment is apparent. The Support Services Sergeant should be notified in this event.
  3. If, for any reason, the volunteer's supervisor deems it necessary to send the volunteer home, he/she shall inform the Support Services Sergeant in writing of the situation and the reason for doing so.
  4. The Support Services Sergeant is responsible for notifying the Deputy Chief of Support Services in the event of any of these occurrences.
- B. The Deputy Chief of Support Services will be the designated person to carry out this policy and procedure.
- C. The volunteers' files including backgrounds, applications, training documentation, waivers of liability will be maintained by the Administrative Secretary.

### III. Eligibility and Background Investigations

- A. All volunteers must:

1. Complete a volunteer application (**Annex I**);
2. Satisfactorily pass a personal background check;
3. Be fingerprinted and photographed (applies only to volunteers 21 and over);
4. Pass an oral interview with the Volunteer Coordinator.

- B. Citizen Police Academy volunteers must also be at least 35 years of age and be a resident, owner or employee of a business within the Village of Bartlett.
- C. Volunteers under the age of 18, including Teen Citizen Policy Academy graduates, will have a parent complete a Parental Consent Form (Annex II) prior to the operation date.
- D. Background investigations will be made on all volunteer applicants, and the results will be recorded in their individual personnel files. The volunteer will sign a release/waiver, included in the application, which verifies their knowledge that a clearance check will be conducted and fingerprints will be taken. The background check will consist of a criminal history records check, including any arrest and conviction records.

**IV. Duties (16.4.1.b)**

- A. All volunteers are required to display their VIPS identification while on duty or in a Department facility. VIPS pick up a visitors badge at the front desk before reporting to work in the event their issued badge is not readily available.
- B. Volunteers will be assigned tasks to perform in support of the Police Department at special events and/or functions. These may include:
  - 1. Greeting visitors
  - 2. Handing out balloons, refreshments, etc.
  - 3. Helping to set up or clean
  - 4. Producing department literature for special events

**V. Training (16.4.2)**

- A. Volunteers who are not graduates of the Citizens Police Academy will receive initial orientation and training when beginning membership with the Volunteer Service Program. This session will include:
  - 1. A general understanding of daily Departmental functions;
  - 2. The volunteer's schedule;
  - 3. Department Mission and Vision;
  - 4. Department organization and chain of command;
  - 5. A brief familiarization with the Departmental Policies and Procedures.
- B. Volunteers who are graduates of the Citizens Police Academy and/or Teen Citizens Police Academy receive initial orientation and training through the Academy.
- C. All volunteers will receive event-specific training when receiving an assignment. This training will include an overview of their duties and responsibilities and may be done in conjunction with other police employees working the event.
- D. A record of all training will be documented.

By Order of

Patrick Ullrich  
Chief of Police

Annexes I-II



## Volunteer Service Program Application Form

### Bartlett Police Department

228 S. Main Street  
Bartlett, Illinois 60103  
Phone: 630.837.0846 Fax: 630.837.0865

**Please Print Clearly**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Drivers License #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How long have you lived at present address: Years \_\_\_\_\_ Months \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employer Telephone #: \_\_\_\_\_ Length of employment \_\_\_\_\_

I certify that all statements made on this application are true and complete. I agree and understand that any deliberate misstatements or omissions of material facts may disqualify me from participating in the Bartlett Police Department's Volunteer Service Program. I authorize the Bartlett Police Department to conduct a fingerprint inquiry and a criminal background check based on this application. The Bartlett Police Department reserves the right to deny participation in the Volunteer Service Program based on the findings from the background check.

If selected to participate in the Bartlett Police Department's Volunteer Service Program, I understand I am only affiliated with the Bartlett Police Department in a part-time, non-sworn capacity, without compensation and I agree to participate in an initial orientation and training session with the Support Services Sergeant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_  
(print clearly)



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DEPARTMENT OF POLICE

The Village of Bartlett



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

**PARENT/GUARDIAN CONSENT FORM**

*Release and Hold Harmless Agreement*

I, \_\_\_\_\_, parent and/or legal guardian of \_\_\_\_\_, do hereby give permission for my son/daughter/ward to participate in a Bartlett Police Department volunteer program.

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

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Parent/Legal Guardian Signature

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Date



450<sup>th</sup> Nationally  
Accredited

# BARTLETT POLICE DEPARTMENT



**Subject: Training & Career Development    Personnel Order 404**

**Issued: April 25, 1996**  
**Effective Date: April 25, 1996**  
**Termination Date: N/A**

**Rescinds: S.O. 93-03**  
**Reference CALEA Standards:**  
**33.1.1,33.1.2,33.1.3,33.1.4,**  
**33.1.5,33.1.6,33.1.7,33.5.1,**  
**33.5.2,33.6.1,33.7.1,33.7.2,**  
**33.8.1,33.8.2,33.8.3,33.8.4**

**Related Directives:**  
**00200,00204**

**Amended Date: November 6, 2017**

**PURPOSE:** The Bartlett Police Department recognizes it has a responsibility to the community to maintain a capable, responsive and professional work force. The department is aware that a training program is an important aspect in the staffing of the department with individuals who will serve the community with pride and integrity and is committed to this function.

Municipal police service has many diverse requirements which requires a commitment to provide all personnel with the training needed to perform the duties assigned in an ethical, efficient and effective manner. Career development planning is a way to train and educate an employee to perform in the capacity where the employee desires to serve at a level that meets the needs of the department and the community. In order to achieve this result the department training program is designed to provide the opportunity for members to pursue a variety of career development options.

The Bartlett Police Department will, in its review of the department training function, strive to ensure all training and career development assignments contribute to the goal that the community is served by dedicated and trained law enforcement professionals.

## I. Definitions

- A. **Job Task Analysis:** A systematic examination of the functions and task objectives of each job performed. Included in this is how it relates to the knowledge, training and skills required to perform the tasks and duties of the job.
- B. **Performance Objectives:** Statements of operational behavior required for the satisfactory performance of a task, and the conditions under which the behavior will be performed and the criteria for satisfactory performance.
- C. **Remedial Training:** Personalized training used to correct a specific deficiency as identified by testing, by other evaluation instruments, or by a supervisor evaluating routine job performance.

## II. Training Committee and Goals

- A. The department will establish and maintain a training committee composed of the Deputy Chief of Support Services who will act as the Training Coordinator, five sworn employees and one civilian employee. This committee will meet annually and will solicit input from all personnel to assist in the identification of annual training needs of the department and to set training objectives. In connection with the preparation of the annual training budget proposal, the committee will review the current training program and will suggest additions and enhancements to the program, as well as make recommendations for specific training assignments to the Training Coordinator. The training committee will be selected by the Chief of Police based on letters of interest from department members as needed. The Training Coordinator will prepare a report of the outcome of the meeting and submit it to the Chief of Police. (33.1.1)

- B. The training goals of the department will be as follows: (33.1.1.c)
1. Ensure training assignments meet the operational needs of the department, as well as community service requirements.
  2. Ensure training assignments satisfy individual job knowledge and skill requirements.
  3. Ensure training assignments foster unity of purpose and cooperation in departmental operations.
  4. Ensure training assignments properly prepare employees to act decisively and correctly in a wide spectrum of circumstances.
  5. Ensure training assignments meet individual job specialization, advancement and enhancement needs.
  6. Ensure the training meets the requirements of applicable court rulings, as well as federal, state and municipal laws.
  7. Ensure the training meets the department's mission and that it aids in the advancement of the department towards achieving those goals and objectives.
- C. The Deputy Chief of Support Services will be responsible for the oversight of the department training component. The duties will include:
1. Oversee the Training Committee.
  2. Identify the training needs of the department.
  3. Select instructors for in-service training.
  4. Evaluate training courses and programs.
  5. Select training resources.
  6. Plan training needs for the annual budget.
  7. Make reimbursements and disbursements for training from the budget.
- D. The Commander in charge of In-House Training and the Commander in charge of Mobile Training will be responsible for the management and daily supervision of the department training component. The Training Coordinator will also be responsible for the implementation of the annual training plan. Group and individual training needs will be identified by supervisors and forwarded to the Training Coordinator for evaluation and formal training assignment. The duties of the Training Coordinator will include: (33.1.1.d)
1. Maintain the training program.
  2. Develop an in-service training plan.
  3. Identify the needs of the Department and the individual as it pertains to training.
  4. Select training resources.
  5. Notify members of training assignments (Annex I), requirements and opportunities.
  6. Maintain records of training.
  7. Select instructors for in-service training.
  8. Evaluate training courses and programs
  9. Ensure that members attend training assignments
  10. Coordinate training assignments with state agencies that oversee law enforcement training.
- E. The sergeant assigned to the Training Committee will be responsible for the maintenance and updating of training records for each member. These records will be maintained in computerized files as well as individual files, and will be accessible to supervisory personnel. (33.1.6)
- F. These training records will include, at a minimum:
1. Course description
  2. Date member attended the course.
  3. The length of the course
  4. An attendance report
  5. Any certificates awarded/received (these will be placed in the member's personnel file).
  6. Test scores when applicable.
- G. The Training Coordinator will also be responsible for maintaining a file for courses conducted by the Department. These files will include the following at a minimum:
1. A copy of the lesson plan for the course. (33.1.7.a)
  2. A list of the names of Department members who attended the course. (33.1.7.b)
  3. The results of any test or performance measures if administered. (33.1.7.c)

**III. Reimbursements for Training (33.1.3)**

- A. Employees will utilize a department vehicle for travel to training sites when practical. The Training Coordinator has the discretion to authorize the use of a personal auto. Reimbursement will be made based on the actual mileage from the Police Department or the employee's residence to the school site at the most current mileage rate as established by Village Policy. Mileage reimbursement will be made to the employee when it is determined the request is reasonable given the circumstances. Travel time is calculated from the time the employee leaves the department or residence and the time the employee returns to same. In those cases where the training requires the employee to travel to a distant training site, an adjustment will be made in the employee's scheduled days off to compensate for the time in transit.
- B. Lodging, meals and other travel expenses for ongoing training will be handled in accordance with the Village Personnel Manual Policy.
- C. Recruit officers will be reimbursed for meals and travel expenses while in the police training academy. Travel reimbursement will be made based on the actual mileage from the police department or the employee's residence, whichever is shorter, to the school site at the most current mileage rate as established by Village Policy. Meal reimbursements will be handled in accordance with the Village Personnel Manual.

**IV. Requirements for Attendance at Training (33.1.2)**

- A. The Training Commanders will give advance written notice of training assignments. The Training Notification (Annex I) must be signed and returned to the Training Commanders and will contain the following:
  1. The names of department members to attend.
  2. Specific reporting instructions and requirements for the training to include date, time, location, etc.
  3. Employee recognition signature and date.
- B. Scheduling of personnel for schools/training will be handled in the following manner:
  1. When assigned to attend training four hours or longer, the member's work schedule will be revised to reflect a Monday through Friday workweek.
  2. If the scheduled training will last longer than one week, the member's days off will be revised to reflect the Saturday and Sunday that fall between the given weeks as the member's days off while attending training.
  3. If the scheduled training is less than one week (i.e. one or two day training) and the training falls on the member's scheduled day off, it will be handled in accordance with Operations Order 204. All training days are calculated as eight hour days. All hours worked over eight hours must be documented via an overtime or compensatory time card.
- C. In emergency situations, Shift Supervisors may excuse members from attending training assignments. All other absences, excluding absences for reasons of illness, must be approved by the Training Coordinator.
  1. A supervisor who is excusing a member from training due to illness or emergency will be responsible for notifying the affected training site of the officer's absence. Generally, the Training Coordinator will make all notifications.
  2. Any employee assigned to training will check and see if they have any matters scheduled for court on the date of training. If the member has a court date scheduled, the member will be responsible for notifying the prosecuting authority and advising them of the conflict.
- D. Attendance at training will be documented by the school being attended. The attendance record will be forwarded to the department along with written recognition for the successful completion of the training.

- E. If a member is late or absent from a scheduled training, it will be the responsibility of the member to submit a memo of explanation. This memo will be submitted to the Training Commander.
1. Absence from any part of an 8-hour training class will require the employee to complete a makeup class in order to pass.
  2. Absence from a 40-hour training class must not exceed 10% (4 hours) in order for the member to receive certification.
  3. Absences from classes between 8 and 40 hours in length will be considered on a case by case basis by the Training Coordinator.

**V. Roll Call Training (33.5.2)**

- A. Roll Call training will be conducted by Shift Supervisors and will utilize those teaching techniques and methods that best meet the needs of the personnel being taught, the material being presented and the preferences of the instructor. Some of the available resources are:
1. The daily bulletin
  2. Lectures
  3. Video tapes, films, slide presentations (as time permits)
- B. Periodic evaluations of the Roll Call training process will be made by a Training Commander. From time to time, the Deputy Chief of Support Services or the Deputy Chief of Operations may attend Roll Call to evaluate the training..

**VI. Advanced Training**

- A. Advanced training is described as training designed to improve the competence of officers who have been promoted or have demonstrated leadership capabilities. Upon promotion to a higher rank within the department, a member will receive training in the requisite supervisory, management and administrative skills necessary to perform at the new rank. This training may be provided prior to promotion. (33.8.2)
- B. Advanced training specifically refers to the training provided at the following schools and courses:
1. Northwestern University Traffic Institute School of Police Staff and Command
  2. Southern Police Institute Administrative Officer's Course
  3. Illinois Law Enforcement Executive Institute
  4. FBI National Academy
  5. Any equivalent training
- C. The Chief of Police will decide who will attend advanced training courses. This selection will be based on considerations such as department needs, career development and budget constraints.
- D. Members who have attended advanced training courses will be assigned to positions where the skills they have learned may be used effectively.
- E. Successful completion of advanced training will satisfy the mandatory training requirement for assignment to a management position within the department.

**VII. Specialized Training (33.6.1.a)**

- A. Certain specialty job positions will require certification training as required by law. Other specialty jobs require additional training, which is dictated by sound management practices. The department recognizes this fact and will endeavor to meet all specialized training requirements. The Training Coordinator will ensure that specialized training will commence within ninety days of the appointment to the position, when possible.

- B. All specialized training will include instruction in the specific tasks associated with the assignment, as identified through a job-task analysis. Formal classroom training will be supplemented by:
  - 1. Supervised on-the-job training (33.6.1.c)
  - 2. Additional advanced classroom instruction as necessary
- C. Specialized training provided to personnel will at a minimum include the following: (33.6.1.a)
  - 1. The development and/or enhancement of the skills, knowledge and relevant abilities of the assignment or position.
  - 2. Familiarization with the management, administration, supervision, personnel policies and support services associated with the position.
  - 3. Definition of department policies, procedures, rules and regulations that impact the position or assignment.
  - 4. Identification of the performance standards of the job function or component.
- D. The following positions are identified as those that require specialized training:
  - 1. Breath test operator \*
  - 2. Evidence Technician
  - 3. Youth Officer
  - 4. Detective
  - 5. Traffic Crash Reconstructionist
  - 6. Arson Investigator
  - 7. Firearms Instructor
  - 8. Hostage Negotiator
  - 9. Field Training Officer
  - 10. Drug Enforcement Officer
  - 11. Middle/High School Resource Officer
  - 12. OC Spray Instructor
  - 13. Less Lethal Operator \*
  - 14. High Risk Traffic Stop Instructor
  - 15. Rapid Deployment Instructor
  - 16. Physical Skills Instructor \*
  - 17. Fitness Specialist
  - 18. Gang Enforcement Officer
  - 19. Truck Enforcement Officer
  - 20. Straight Baton Instructor
  - 21. ASP Instructor
  - 22. Auto Theft Investigator
  - 23. Property Control Officer
  - 24. Explosives Investigator
  - 25. Crime Prevention Officer
  - 26. DARE/GREAT Officer
  - 27. Computer Crimes Investigator
  - 28. Canine Officer \*
  - 29. Crisis Intervention Officer
- E. Positions marked with an asterisk (\*) require retraining/recertification as designated by the Training Coordinator. (33.6.1.b)

## VIII. Annual Re-Training (33.5.1)

- A. Sworn members will be assigned to annual in-service retraining for the purpose of providing officers with supplemental training on recent developments in the law enforcement profession, and training prior to or as soon as possible after assignment to a specialty position. For higher-ranking members of the department, retraining will also include promotional training and executive development training.

- B. These training sessions will be structured to motivate officers and further the professional development of the department. Retraining sessions will include:
1. A review of policies, procedures, rules and regulations, with emphasis on any changes.
  2. A review of legal updates, court decisions and advancements in technology.
  3. The proper use of discretion in the decision to invoke the criminal justice process.
  4. Instruction in interviews and interrogation
  5. Instruction and review on the use of force, to include deadly force.
  6. Explanation and review of the performance evaluation process
  7. Instruction on report writing skills
  8. Explanation and review of crime scene responsibilities, to include collection, preservation, processing and packaging.
  9. Recommendations and instruction on courtroom testimony.
  10. Review of safety practices and defensive driving techniques.
  11. Review of civil liability issues
  12. Review of new investigative techniques and advances in technology.
  13. Review of domestic violence policies, prevention, intervention and enforcement procedures.
  14. Review of victim/witness rights and procedures.
- C. In addition to the above re-training program(s), all sworn members will participate in semi-annual weapons qualifications and review of the department Use of Force policy, which is provided during Physical Skills/Baton training and OC Spray training (Operations Order 200).

## IX. In-House Training

- A. All training conducted at the department, by department members, will require the member teaching the course submit a lesson plan. Lesson plans will be in outline form and contain:
1. Title or name of the course
  2. Instructor's name and title
  3. The total time of the course
  4. A list of the required course materials
  5. A statement of the course objectives and the content of the course. An outline of the course will be attached to the lesson plan. (33.1.4.b)
  6. A description of the instruction method going to be used (i.e. panel discussion, group discussion, lecture, audio/visual presentation, simulations). (33.1.4.b)
  7. A statement of the performance objectives to be achieved, as well as job-related objectives, to include the skills that will be demonstrated and the knowledge expected to be acquired. (33.1.4.a)
  8. A description of any test instrument or performance evaluation to be used. This could include, but is not limited to: (33.1.4.d)
    - a. Competency based testing, designed to measure the participant's knowledge or abilities to apply the information learned, which should be used in most training programs.
    - b. Unless authorized by the Chief of Police, the minimum passing grade will be 70%.
    - c. Test questions should be written as true/false, multiple choice, short answer or essay.
    - d. Pass/fail grading may be used for certain performance tests in less structured, informal situations.
- B. Lesson plans will be submitted to the Training Coordinator, prior to the date of training for approval. A sample lesson plan and a completed lesson plan are included in this Order as Annex II. (33.1.4.c)

**X. Instructors In-Service Training**

- A. The instructional staff for the in-service training program can be either members of the department or instructors from outside the department that possess the necessary knowledge and abilities in regards to the subject going to be taught.
- B. The various skills, knowledge and abilities desired may include, but are not limited to:
  - 1. Work related experience, preferably a minimum of two years.
  - 2. Formal training in the topic to be taught.
  - 3. Good verbal communication skills
  - 4. Knowledge of teaching methods, theories and practice.
- C. Instructors in Departmental training programs may receive training that will include at a minimum:
  - 1. Lesson plan development
  - 2. Performance objective development
  - 3. Instructional techniques
  - 4. Testing and evaluation methods
  - 5. Resource availability and use.
- D. The responsibility for the selection and approval of instructors will belong to the Training Coordinator.

**XI. Remedial Training (33.1.5)**

- A. Upon the recommendation of a member's immediate supervisor, a member may be scheduled for remedial training, if it appears the member:
  - 1. Consistently demonstrates a lack of skills, knowledge or abilities in job performance based on evaluation reports or first-hand observation by supervisors.
  - 2. Has received disciplinary action(s) for conduct that may be corrected through additional training.
- B. The timetable under which remedial training will be conducted and the criteria for its successful completion will be established by the Training Coordinator.

**XII. Civilian Training (33.7.2)**

- A. All newly appointed civilian members of the department will receive training in the following areas:
  - 1. The department's role, purpose, policies and procedures. (33.7.1.a)
  - 2. Working conditions and regulations (33.7.1.b)
  - 3. Rights and responsibilities of the employee (33.7.1.c)
  - 4. Relevant Village policies and procedures. (33.7.1.a)
- B. Civilian in-house training and training in department matters will be coordinated through the appropriate Division Commander. Training on Village-related issues will be done by the Village Human Resources Manager.
- C. Due to the variety of civilian jobs within the department, civilian members will receive additional training as part of their employment. This training includes, but is not limited to:
  - 1. Community Service Officers
    - a. Customer Service
    - b. Vehicle Safety Operation
    - c. Traffic Direction and Control
    - d. Animal capture and release
    - e. Village, County and State animal control laws
    - f. Parking and Local Ordinance enforcement
    - g. Records Section Operations
    - h. Minor traffic accident investigation
    - i. Additional training as needed

2. Records Section Personnel
    - a. Customer Service
    - b. On-the-job training and equipment familiarization
    - c. Outside training at approved training facilities as may be required.
    - d. LEADS training
    - e. Personal Computer training
  3. Property Control/Court Liaison Officer
    - a. Customer Service
    - b. Property Management
    - c. On-the-job training and equipment familiarization
    - d. Outside training at approved training facilities as may be required.
  4. Parking Enforcement Officer
    - a. Customer Service
    - b. Parking Ordinance Enforcement
  5. Crossing Guards
    - a. Traffic Safety
    - b. Traffic direction and Control
    - c. Legal requirements of local and state traffic laws
    - d. Customer Service
- D. Annual retraining will be provided for civilian members to update their job knowledge and skills and to review new policies, procedures, rules and regulations or to prepare them for new job responsibilities.

### XIII. Career Development Activities (33.8.1, 33.8.3)

- A. Department supervisors and command personnel will receive training to conduct employee counseling for career development purposes.
- B. This training will include information in the following areas:
  1. General counseling techniques.
  2. Skills, knowledge and abilities assessment techniques.
  3. Salary, benefits and training opportunities within the department.
  4. Educational opportunities and incentive programs, when applicable.
  5. Awareness of the cultural background of ethnic groups in the program, when applicable.
  6. Record keeping techniques.
  7. Career development programs of other jurisdictions.
  8. Availability of outside resources.
- C. Personnel conducting career development counseling will utilize the Career Development Survey (Annex IV) as a tool to identify information relevant to employees during the counseling session. The career development survey will be distributed on an annual basis at the beginning of the performance evaluation process. (35.1.7)
- D. The Bartlett Police Department Career Development Training Plans (Annex V) are designed to be a guide to department training and career development. The plans are divided into three employment categories; Police Officers, Community Service Officers and Records Clerks. Employees are responsible for and are encouraged to monitor the training plans for their specific designation. Should an employee not be assigned for a particular suggested training for their year of service, a To-From should be written and sent to the Training Coordinator. Based on availability, budget and departmental needs, the employee will be sent to the next available scheduled training.

**XIV. Educational Incentives (33.8.4)**

- A. Employees are eligible for tuition reimbursement according to the guidelines set forth in Village of Bartlett Personnel Manual 4.18 – Tuition Reimbursement.
  1. Employees are not eligible to receive tuition reimbursement for courses taken during their probationary periods.
  2. Employees must receive pre-approval by submitting the Employee Request for Participation in the Village of Bartlett's Educational Assistance Plan form, (Annex VI).
  3. Tuition reimbursements are on a first come, first serve basis. Payment is subject to the availability of funds. Once the approved budgeted amount is expended, the requests will be held in abeyance until the next fiscal year.
- B. Upon completion of pre-approved coursework, employees must submit the Village form Employee Request for Tuition Reimbursement (Annex VII) in order to receive payment. A copy of the grade(s) achieved must be submitted with the form.

By Order of

Patrick Ullrich  
Chief of Police

Annexes I-VII



# TRAINING MEMORANDUM



## Bartlett Police Department

To: \_\_\_\_\_ ID Number: \_\_\_\_\_  
Rank: \_\_\_\_\_ Division: \_\_\_\_\_

From: Training No.:		Subject: Date:
Description Of Training		
Location Of Training		
Period Of Training	Training Begins:	Training Ends:
Instructions/ Also Attending		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **BARTLETT POLICE DEPARTMENT LESSON PLAN FORMAT**

**COURSE NAME/TITLE:** \_\_\_\_\_

**INSTRUCTOR'S NAME:** \_\_\_\_\_

**TOTAL TIME FOR COURSE:** \_\_\_\_\_

**METHOD(S) OF INSTRUCTION:** \_\_\_\_\_

**MATERIALS REQUIRED FOR INSTRUCTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COURSE OBJECTIVES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH AN OUTLINE OF THE MANNER AND SUBSTANCE OF THE  
COURSE INSTRUCTION PRESENTATION ALONG WITH THREE EXAM QUESTIONS  
FOR EACH ONE (1) HOUR OF INSTRUCTION.**

---

Submitting Instructor/Date

---

Training Coordinator/Date

**BARTLETT POLICE DEPARTMENT  
LESSON PLAN FORMAT (Example)**

**COURSE NAME/TITLE:** Hazardous Materials Refresher

**INSTRUCTOR'S NAME:** Officer Mike Hanrahan

**TOTAL TIME FOR COURSE:** 4 hours

**METHOD(S) OF INSTRUCTION:** Lecture and Group discussion

**MATERIALS REQUIRED FOR INSTRUCTION:**

VCR AND Television

Overhead Projector

Screen

Dry Marker Board

State of Illinois Hazardous Materials First Responders Manual

**COURSE OBJECTIVES:** Identification of Placards, Notifications to emergency and specially trained personnel, Health Risk, Proper Equipment Utilization

**PLEASE ATTACH AN OUTLINE OF THE MANNER AND SUBSTANCE OF THE COURSE INSTRUCTION PRESENTATION ALONG WITH THREE EXAM QUESTIONS FOR EACH ONE (1) HOUR OF INSTRUCTION.**

---

Submitting Instructor/Date

---

Training Coordinator/Date

**CAREER DEVELOPMENT**

The purpose of this questionnaire is to determine the career goals of the Department members. Please take the time to answer each question thoroughly. The information obtained will assist in assigning training and career development needs.

**1. My goal as a member of this Department is to be:**

**2. What is the Department's responsibility to achieve these goals:**

**3. Do you feel you have been adequately trained? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**If no, why? What would you like to see added to the training program?**

**4. The training I would like to attend to achieve my goal is: (list in order of priority)**

- 1.
- 2.
- 3.
- 4.
- 5.

**5. Where I plan to be in five years:**

---

**Employee**

---

**Star #**

---

**Date**

## CAREER DEVELOPMENT TRAINING PLAN

### **POLICE OFFICERS**

<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>	<b>4<sup>TH</sup> YEAR</b>	<b>5<sup>TH</sup> YEAR</b>
Field Training (14 weeks)	DUI Enforcement	Basic Crime Scene Inv.	*Basic Traffic Crash Inv. 40 hrs	Officer Survival 40 hrs or 8hrs
Verbal Judo	Cultural Diversity	Community Oriented Policing or Customer Service	Basic Crime Prevention - CPTED (2 day)	* Specialty Training
Career Survival	Pre-retirement planning	* Specialty Training	Use of Force for Police Officers	Emergency Vehicle Driving
Report Writing for Police	Juvenile Court Act	Ethics for Police	Street Gangs and Drugs	
Domestic Violence and the Law	Field Interviewing for Patrol Ofcs.	Emergency Vehicle Operators Course	Rapid Deployment	
Emergency Vehicle Operators Course	Rapid Deployment		CPR / AED Certification	
	CPR / AED Certification			
<i>Hazardous Materials/ Blood Borne Pathogens</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>
<i>Physical Skills &amp; Handcuffing</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>
<i>OC Spray Certification</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>
<i>Baton Certifications</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>
<i>Two Firearms Qualifications</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>

\* Specialty Training: Based on Officer's skills, knowledge and ability along with current department needs

- *Scheduling criteria is based on availability, needs of the department and the employee's present assignment.*
- *Plan serves as a guide to department training and career development, but will not be a guarantee of training.*

**EMPLOYEE:** \_\_\_\_\_

**APPOINTMENT DATE:** \_\_\_\_\_



## CAREER DEVELOPMENT TRAINING PLAN

### **COMMUNITY SERVICE OFFICERS**

<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>	<b>4<sup>TH</sup> YEAR</b>
Field Training (8 weeks)	Verbal Judo	*Basic Photography	*Evidence Technician
Records Orientation (1 week)	40 hrs CSO School	Motivating Non-Sworn Personnel	*Specialty Training
Full LEADS Certification	Courtesy and Diplomacy for Non-Sworn Personnel	Emergency Vehicle Operators Course	Customer Service
Fingerprinting	Report Writing for Police	Defensive Tactics for Civilians	
Child Safety Seat Technician			
Matron Training (If applicable)	Recognizing Suicidal Arrestees		
<i>Animal Safety and Control</i>	<i>Refresher or Advanced</i>	<i>Refresher or Advanced</i>	<i>Refresher or Advanced</i>
<i>Hazardous Materials</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>
<i>Blood Borne Pathogens</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>
<i>OC Spray Certification</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>
<i>Baton Certifications</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>

\* Specialty Training: Based on Officer's skills, knowledge and ability along with current department needs

- *Scheduling criteria is based on availability, needs of the department and the employee's present assignment.*
- *Plan serves as a guide to department training and career development, but will not be a guarantee of training.*

**EMPLOYEE:** \_\_\_\_\_

**APPOINTMENT DATE:** \_\_\_\_\_



## CAREER DEVELOPMENT TRAINING PLAN

### **RECORDS CLERKS**

<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>	<b>4<sup>TH</sup> YEAR</b>
In-House Training (12 weeks)	* In-House Training	* In-House Training	* In-House Training
Matron Training (If applicable)	Cultural Diversity Awareness	Customer Service	Freedom of Information Act
Criminal History Records	Records Operation	Sex Offender Registration	Work style Analysis for Improved Performances
Courtesy and Diplomacy for Non-Sworn Personnel	Communication Skills		
Mental Health Awareness	Recognizing Suicidal Arrestees		
<i>Full LEADS Certification</i>		<i>Re-certification</i>	
<i>Blood Borne Pathogens</i>	<i>Re-certification</i>	<i>Re-certification</i>	<i>Re-certification</i>

\* In House Training: Based on Clerk's skills, knowledge and ability along with current department needs

- *Scheduling criteria is based on availability, needs of the department and the employee's present assignment.*
- *Plan serves as a guide to department training and career development, but will not be a guarantee of training.*

**EMPLOYEE:** \_\_\_\_\_

**APPOINTMENT DATE:** \_\_\_\_\_

**EMPLOYEE REQUEST FOR PARTICIPATION IN THE VILLAGE OF  
BARTLETT'S EDUCATIONAL ASSISTANCE PLAN**

Instructions: This form must be completed by the employee requesting educational assistance, and approved by the employee's Department Director and the Human Resources Manager *in advance* of the beginning of the course(s) for which the employee is requesting educational assistance.

**Employee Information**

Name:	Date:
Dept.:	Position:

**Course(s) Information**

Name of Course:		
Dates of Course:	Begins:	Ends:
Name of School:		
Number of credits to be earned for this course:		
Is this course part of a degree program you have already been authorized to pursue, or is it a stand -alone, individual course? (please circle): <input type="checkbox"/> Degree <input type="checkbox"/> Stand-alone		Degree sought (if applicable):
		Expected Graduation Month/Year:

Name of Course:		
Dates of Course:	Begins:	Ends:
Name of School:		
Number of credits to be earned for this course:		
Is this course part of a degree program you have already been authorized to pursue, or is it a stand -alone, individual course? (please circle): <input type="checkbox"/> Degree <input type="checkbox"/> Stand-alone		Degree sought (if applicable):
		Expected Graduation Month/Year:

Name of Course:		
Dates of Course:	Begins:	Ends:
Number of credits to be earned for this course:		
Name of School:		
Is this course part of a degree program you have already been authorized to pursue, or is it a stand -alone, individual course? (please circle): <input type="checkbox"/> Degree <input type="checkbox"/> Stand-alone		Degree sought (if applicable):
		Expected Graduation Month/Year:

**Terms and Conditions of the Village of Bartlett's Educational Assistance Plan**  
**Please Read Carefully**

- 1) Tuition reimbursement is provided after completion of a course if the following conditions are met:
  - a) This form is completed and approved in advance of a course beginning.
  - b) A grade of "C" or better, or a "pass" grade in a pass/fail course is earned by the employee.
  - c) An "Employee Request for Tuition Reimbursement" form is completed by the employee and approved by the Department Director after the course is completed. Official documentation from the school of the grade received in the course must be submitted with this form.
  - d) The employee did not withdraw from the course prior to its completion.
- 2) The amount of tuition reimbursement is limited to the current tuition rates in effect at Northern Illinois University (NIU) at the time enrollment in the course takes place. Employees who are attending a school which charges a higher rate than NIU will be reimbursed no more than the NIU rate. Employees attending a school which charges less than NIU will be reimbursed at their actual costs.
- 3) The Village does not reimburse employees for books, lab fees, parking fees, miscellaneous supplies/fees, etc. However, the Village *will* reimburse for any initial registration or application fee which may be required at the time of initial enrollment or registration in an approved degree program.
- 4) Approval of educational expenses is based upon the job-relatedness of the degree or individual courses sought, Village and departmental needs, employee performance, and availability of funds.
- 5) Employees who are seeking degrees which are not directly job related are not eligible for tuition reimbursement. However, should *individual* courses within that degree program be directly job related, employees may be eligible for reimbursement upon the approval of the Department Director and Human Resources Manager.
- 6) Employees are responsible for reading the Village's administrative policy on tuition reimbursement which provides further information.

**SIGNATURES:**

**Employee:**

My signature below confirms that I intend to take the course(s) listed on this form and that I have read and understood the terms and conditions of the educational assistance for which I am applying.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Director:**

I approve this employee's request for educational assistance in accordance with the terms and conditions of the Village's policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources Manager:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE REQUEST FOR TUITION REIMBURSEMENT**

**Instructions:** In order to receive reimbursement, this form is to be completed by the employee **after** pre-approved coursework has been finished. A copy of the grade(s) achieved in the course(s) taken must be attached to this form. The employee should submit this completed form to his/her Department Director for review, who is then responsible for forwarding it to the Human Resources Manager.

Employee Name:	Date:
Dept.:	Position:

Name of Course:	Grade Received:
Number of credits earned for this course:	
Name of School:	

Name of Course:	Grade Received:
Number of credits earned for this course:	
Name of School:	

Name of Course:	Grade Received:
Number of credits earned for this course:	
Name of School:	

**Approvals:****Department Director:**

I approve reimbursement in the amount of \_\_\_\_\_ for this employee for the above listed course(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Human Resources Manager:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance Director:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BARTLETT POLICE DEPARTMENT



<b>Subject: Traffic Crash Investigators</b>	<b>Personnel Order 405</b>
<b>Issued: February 12, 1996</b>	<b>Rescinds: P.O. 89-05</b>
<b>Effective Date: February 12, 1996</b>	<b>Reference CALEA Standard(s):</b>
<b>Termination Date: N/A</b>	<b>11.3.4, 61.2.2, 83.1.1</b> <b>Related Directives:</b> <b>OO215, PO432</b>
<b>Amended Date: September 13, 2019</b>	

**PURPOSE:** This order establishes the responsibilities of trained Traffic Crash Investigators to be used to investigate serious or fatal traffic crashes.

## I. Definitions

- A. **MERIT**—Acronym for Metropolitan Emergency Response and Investigation Team of DuPage County. MERIT has a component called the Major Crash Reconstruction Team. The MERIT Team is available on a call-out basis for response to fatal motor vehicle crashes, motor vehicle crashes where death is imminent or likely, other motor vehicle crashes with unusual circumstances or other mitigating factors that support the need for a crash reconstruction (as determined by the MERIT Executive Board).
- B. **STAR**—Acronym for Serious Traffic Accident Reconstruction. This specialized team is a part of the Cook County Major Case Assistance Team (MCAT). The STAR Team is available on a call-out basis for response to fatal motor vehicle crashes, motor vehicle crashes where death is imminent or likely, other motor vehicle crashes with unusual circumstances or other mitigating factors that support the need for a crash reconstruction (as determined by the MCAT Board of Directors).
- C. **State Crash Reconstruction Specialist**—A specially trained and state certified traffic crash investigator. Officers must complete Traffic Crash Reconstruction I, II as presented by Northwestern University Center for Public Safety or its equivalent courses and received State of Illinois certification.

## II. Responsibilities

- A. When a crash occurs within the Village limits that involves death or serious injury, the procedures in Operations Order 215 Traffic Crash Investigation will be followed.
- B. At the discretion of the Shift Supervisor, more than one investigator may be utilized when the crash scene warrants it.
- C. The Shift Supervisor may assign other personnel to assist the Traffic Crash Investigator as needed.
- D. The Chief of Police and the Deputy Chiefs of Operations and Support Services will be contacted.
- E. In the event of serious or fatal crashes involving Department members and occurring within the Village of Bartlett, the Deputy Chiefs of Operations and Support Services will be contacted to represent the Department and offer assistance to the outside agency investigating the crash. (11.3.4.a) An internal investigation independent of the crash investigation will be conducted by the Department. (11.3.4.b)

## II. Fatalities (11.3.4.c)

- A. Crashes occurring in Cook County which involve death are required to be reviewed by the Cook County State's Attorney's Felony Review office. Cook County maintains a Fatal Crash Log, regardless of whether or not charges are filed in connection with the crash.
- B. Traffic Crash Investigators are encouraged to review fatal crashes with the DuPage and Kane County State's Attorney's Offices for crashes that occur in their jurisdiction.

**III. Personnel**

- A. Department members who have received advanced training in the area of "At Scene Accident Investigation" are noted in Personnel Order 432 – Personnel Assignments.
- B. STAR Team members will follow MCAT STAR protocol when activated. DuPage MERIT Team members will follow Merit Team protocol when activated.

By Order of

Patrick Ullrich  
Chief of Police



## BARTLETT POLICE DEPARTMENT

**Subject: Hazardous Materials/  
Explosives Investigator****Issued: May 7, 1997****Effective Date: May 7, 1997****Termination Date: N/A****Amended Date: September 12, 2019****Personnel Order 407****Rescinds: P.O. 92-05****Reference CALEA Standards:****Related Directives:****PO432, TSO 505, SO615**

**PURPOSE:** This order outlines the qualifications, responsibilities and authority of the position of Hazardous Materials/Explosives Investigator and establishes guidelines to be used when investigating all incidents that may involve hazardous materials, regulated materials and unknown materials. The investigation of these incidents will be a cooperative effort of the police department and other agencies as the situation dictates.

**I. Definitions**

- A. **Device**—Any device that has been devised or contrived to produce an explosion.
- B. **Explosives**—For the purpose of this order, is any chemical compound or mechanical mixture that is commonly used or intended for the purpose of producing an explosion, where the sudden generation of gases results in gaseous pressure that is capable of producing destructive effects on contiguous objects or of destroying life or limb.
- C. **Hazardous Materials Incident – Stationary**—Any occurrence that results from the uncontrolled release of materials from a fixed site, which is capable of posing a risk to health, safety and property.
- D. **Hazardous Materials Incident – Transportation**—Any occurrence that involves materials during transport, which is capable of posing a risk to health, safety and property. (Transportation is defined as highways, rail lines, pipelines, port and river)
- E. **Hoax Device**—An inactive or dummy device designed and/or intended to appear as a bomb or explosive material.

**II. Handling of Hazardous Materials Incidents**

- A. The Shift Supervisor on duty at the time of the incident will contact the Hazardous Materials/Explosives Investigator and request he/she respond to the scene if there is the possibility of hazardous materials being involved. This is regardless of whether or not a leak has taken place. The Shift Supervisor will also assign additional personnel (i.e. Detective, Evidence Technician) as necessary.
- B. The following will be the duties of the Hazardous Materials/Explosives Investigator:
  1. Making an assessment of the situation, to include the possible identification of the hazardous material, and advising on initial actions that should be taken to include a minimum safe distance perimeter.
  2. Requesting assistance from a Hazardous Materials Unit and other specialized units as the situation dictates. Act as a liaison between these units and the Department.
  3. Establishing what other agencies may have jurisdiction (i.e. EPA, ISP) and act as liaison. Making notifications as required by law to the Illinois Emergency Management Agency (IEMA).
  4. Conducting a complete investigation of the hazardous materials incident for the Police Department and the Village.
  5. Assisting in the interviewing and interrogation of suspects and witnesses.
  6. Assisting those outside agencies that have jurisdiction over the investigation of the incident within the Village of Bartlett.
  7. Completing all reports that are required by county, state and federal agencies.

- C. All hazardous material incidents will be reviewed by:
1. Illinois State Police
  2. Illinois Environmental Protection Agency
  3. Illinois Emergency Management Agency through the filing of required reports.
  4. Counties that require reports to be filed.
  5. Other Local, County and State Agencies the Hazardous Materials/Explosives Investigator feels may further the effort of the emergency services in the protection of its personnel and public.

**III. Responsibilities of Explosives Investigator**

- A. When an explosives incident or bomb threat occurs within the Village of Bartlett and the Hazardous Materials/Explosives Investigator is called out, his/her responsibilities will be to:
- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.

**IV. Hazardous Materials/Explosive Investigator**

- A. The Department member assigned as the Hazardous Materials/Explosives Investigator is noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT

**Subject: Specialized Assignments****Personnel Order 408****Issued: July 25, 1996****Rescinds:****Effective Date: July 25, 1996****Reference CALEA Standards:****Termination Date: N/A****Related Directives:****Amended Date: September 13, 2019****PO420, PO421, TSO503**

**POLICY:** The Bartlett Police Department will establish and maintain specialized assignments to provide the community with responsive and professional law enforcement services.

**I. Specialized Assignments**

A. The following positions are considered rotational Specialty Positions:

1. Support Services Sergeant
2. Crime Prevention Officer/DARE Instructor
3. School Resource Officer
4. Investigations Sergeant
5. Detective
6. Directed Patrol Sergeant
7. Directed Patrol Team Officer
8. Traffic Unit Officer
9. Canine Officer

**II. Advertised Openings**

- A. Specialty assignment openings will be advertised within the Department by means of a written memorandum. Specialty assignments may be made without advertisement when there is a compelling management reason.
- B. Announcements for specialty assignment openings will include a job description of the position, the eligibility criteria for the position, and the selection procedures.
- C. Openings will be filled according to the criteria and selection process applicable to each specialty in Section III.

**III. Specialized Assignment Selection**

A. Support Services Sergeant:

1. The duration of the one (1) Support Services Sergeant position is four (4) years.
2. A Support Services Sergeant may re-apply an unlimited number of times upon completion of the 4-year term. A Support Services Sergeant may apply for another specialty supervisory assignment at the end of the 4-year term.
3. A candidate must have earned an evaluation score of exemplary or higher on his/her last evaluation to be eligible for consideration to a Support Services Sergeant position.
4. Selection Procedure:
  - a. Candidates shall submit a detailed memo of interest.
  - b. Candidates shall undergo an interview with the Investigations and Support Services Commander and Patrol Commander.
  - c. Candidates shall be selected by the Investigations and Support Services Commander, Patrol Commander, and the Chief of Police or his/her designee.

B. Crime Prevention Officer:

1. The duration of the two (2) crime prevention positions is four (4) years. Rotation to crime prevention will be done on a staggered basis to ensure an overlap of new and experienced Crime Prevention Officers occurs.
2. A Crime Prevention Officer may re-apply for an unlimited number of terms to the Crime Prevention Officer position. A Crime Prevention Officer may apply for another specialty assignment at the end of the 4-year term.
3. An officer is eligible for consideration to a crime prevention position based on the following:
  - a. Must have successfully completed his/her probationary period.
  - b. New candidates must have earned an evaluation score of competent or higher on their last evaluation.
  - c. Returning candidates must have earned an evaluation score of exemplary or higher on their last evaluation.
  - d. Candidates must be willing to attend D.A.R.E. Officer Training and must meet the eligibility requirements of the training program.
4. Selection Procedure:
  - a. Candidates shall submit a detailed memo of interest.
  - b. Candidates shall undergo an interview process as determined by the Support Services Sergeant; the process shall be announced at the time of posting for a vacancy in the crime prevention assignments.
  - c. Candidates shall be selected by the Support Services Sergeant and the Chief of Police or his/her designee.

C. School Resource Officer:

1. The duration of the two (2) school resource positions is five (5) years with possibility of one (1) year extensions.
2. A School Resource Officer may re-apply one (1) time, for a total of two (2) consecutive terms. A School Resource Officer may apply for another specialty assignment at the end of the 5-year term.
3. An officer is eligible for consideration to a school resource position based on the following:
  - a. Must have successfully completed his/her probationary period.
  - b. New candidates must have earned an evaluation score of competent or higher on their last evaluation.
  - c. Returning candidates must have earned an evaluation score of exemplary or higher on their last evaluation.
  - d. Candidates must be willing to attend Juvenile Officer Training and must meet the eligibility requirements of the training program.
4. Selection Procedure:
  - a. Candidates shall submit a detailed memo of interest.
  - b. Candidates shall undergo an interview process as determined by the Support Services Sergeant; the process shall be announced at the time of posting for a vacancy in the school resource officer assignments.
  - c. Candidates will also be reviewed by the U-46 School District.
  - d. Candidates shall be selected by the Support Services Sergeant and the Chief of Police or his/her designee.

D. Investigations Sergeant:

1. The duration of the one (1) Investigations Sergeant position is four (4) years.
2. An Investigations Sergeant may re-apply an unlimited number of times to investigations upon completion of the 4-year term. An Investigations Sergeant may apply for another specialty supervisory assignment at the end of the 4-year term.
3. A candidate must have earned an evaluation score of exemplary or higher on his/her last evaluation to be eligible for consideration to an Investigations Sergeant position.
4. Selection Procedure:
  - a. Candidates shall submit a detailed memo of interest.
  - b. Candidates shall undergo an interview with the Investigations and Support Services Commander and Patrol Commander.
  - c. Candidates shall be selected by the Investigations and Support Services Commander and the Chief of Police or his/her designee.

E. Detective:

1. The duration of the five (5) detective positions is four (4) years. Rotation to detectives will be done on a staggered basis to ensure an overlap of new and experienced detectives occurs.
2. A detective may re-apply one (1) time to investigations, for a total of two (2) consecutive terms. A detective may apply for another specialty assignment at the end of the 4-year term.
3. A detective who serves two (2) consecutive terms must wait one (1) year before submitting an application for another specialty assignment.
4. An officer is eligible for consideration to a detective position based on the following:
  - a. Must have successfully completed his/her probationary period.
  - b. New candidates must have earned an evaluation score of competent or higher on their last evaluation.
  - c. Returning candidates must have earned an evaluation score of exemplary or higher on their last evaluation.
5. Selection Procedure:
  - a. Candidates shall submit a detailed memo of interest.
  - b. Candidates shall undergo an interview process as determined by the Investigations Sergeant; the process shall be announced at the time of posting for a vacancy in the detective assignments.
  - c. Candidates shall be selected by the Investigations and Support Services Commander, Investigations Sergeant, and the Chief of Police or his/her designee.
6. One (1) detective position may be designated as a permanent assignment with no term limits based on the individual's experience, skill, specialized training, and performance. This designation will be recommended by the Investigations Commander with approval by the Chief of Police. The status of this assignment will be reviewed annually to ensure the designation is in the best interest of the Department and to ensure high performance standards are being met.
7. The detective position of Computer Crimes Investigator may be designated as a permanent assignment with no term limits based on the individual's experience, skill, specialized training, and performance. This designation will be recommended by the Investigations Commander with approval by the Chief of Police. The status of this assignment will be reviewed annually to ensure the designation is in the best interest of the Department and to ensure high performance standards are being met.

F. Directed Patrol Sergeant:

1. The duration of the one (1) Directed Patrol Sergeant position is four (4) years.
2. A Directed Patrol Sergeant may re-apply an unlimited number of times upon completion of the 4-year term. A Directed Patrol Sergeant may apply for another specialty supervisory assignment at the end of the 4-year term.
3. A candidate must have earned an evaluation score of exemplary or higher on his/her last evaluation to be eligible for consideration to a Directed Patrol Sergeant position.
4. Selection Procedure:
  - a. Candidates shall submit a detailed memo of interest.
  - b. Candidates shall undergo an interview with the Patrol Commanders.
  - c. Candidates shall be selected by the Patrol Commanders and the Chief of Police or his/her designee.

G. Directed Patrol Team Officer:

1. The duration of the four (4) Directed Patrol Team positions is four (4) years. Rotation to the Directed Patrol Team will be done on a staggered basis to ensure an overlap of new and experienced team members occurs.
2. A Directed Patrol Team officer may re-apply one (1) time, for a total of two (2) consecutive terms. After two (2) terms, a Directed Patrol Team officer must wait one (1) year before submitting an application for Directed Patrol Team again.
3. A Directed Patrol Team officer may apply for another specialty assignment at the end of the 4-year term.
4. An officer is eligible for consideration to a Directed Patrol Team position based on the following:
  - a. Must have successfully completed his/her probationary period.
  - b. New candidates must have earned an evaluation score of competent or higher on their last evaluation.

5. Selection Procedure:
  - a. Candidates shall submit a detailed memo of interest.
  - b. Candidates shall be interviewed by the Directed Patrol Sergeant and Patrol Commanders.
  - c. Candidates shall be selected by the Directed Patrol Sergeant, Patrol Commanders, and the Chief of Police or his/her designee.
- H. Traffic Unit Officer:
  1. The duration of the one (1) Traffic Unit position is four (4) years. Rotation to the Traffic Unit will be done on a staggered basis to ensure an overlap of new and experienced Traffic Unit officers occurs.
  2. A Traffic Unit officer may re-apply for an unlimited number of terms to the Traffic Unit officer position. A Traffic Unit officer may apply for another specialty assignment at the end of the 4-year term.
  3. An officer is eligible for consideration to a Traffic Unit position based on the following:
    - a. Must have successfully completed his/her probationary period.
    - b. New candidates must have earned an evaluation score of competent or higher on their last evaluation.
    - c. Returning candidates must have earned an evaluation score of exemplary or higher on their last evaluation.
    - d. Candidates must be willing to attend Truck Enforcement and Traffic Crash Investigation Training and must meet the eligibility requirements of the training programs.
  4. Selection Procedure:
    - a. Candidates shall submit a detailed memo of interest.
    - b. Candidates shall undergo an interview process as determined by the Directed Patrol Sergeant; the process shall be announced at the time of posting for a vacancy in the crime prevention assignments.
    - c. Candidates will also be reviewed by the Directed Patrol Sergeant during a ride-along interview and their traffic enforcement video recordings will be reviewed.
    - d. Candidates shall be selected by the Directed Patrol Sergeant, Patrol Commanders, and the Chief of Police or his/her designee.
- I. Canine Officer:
  1. The duration of the one (1) Canine Officer position is a minimum of five (5) years with possibility of one (1) year extensions up through the working life of the assigned canine.
  2. A Canine Officer may re-apply one (1) time, for a total of two (2) consecutive terms. A Canine Officer may apply for another specialty assignment at the end of his/her term.
  3. An officer is eligible for consideration to a Canine Officer position based on the following:
    - a. Must have successfully completed his/her probationary period.
    - b. New candidates must have earned a majority of evaluation scores of exemplary or higher on their last five (5) years of service.
    - c. Returning candidates must have earned a majority of evaluation scores of exemplary or higher during their term of Canine Officer service.
    - d. Candidates must not have had any sustained pattern of use of excessive force violations within the past five (5) years and will have to demonstrate proficiency in the application of current use of force issues and law.
    - e. Candidates must possess strong character traits, such as flexibility and dependability.
    - f. Candidates must be willing to serve on an on-call basis for extended periods of time.
  4. Selection Procedure:
    - a. Candidates shall submit a detailed memo of interest.
    - b. Candidates shall undergo an interview process that will include an outside police agency; the outside kennel contracted with by the Village, the Directed Patrol Sergeant, and the Investigations and Support Services Commander.
    - c. Candidates shall be selected by the Chief of Police or his/her designee.

**IV. Training and Selection**

- A. All officers returning to patrol from any specialized assignments are required to perform a minimum consecutive 112 hours of field training with a Department FTO. This would be a specialized training program developed by the FTO supervisor.
- B. Selection will be announced to all Department members by means of a written Departmental memorandum. When specialized training is required, it will be provided within ninety (90) days whenever possible.

By Order of

Patrick Ullrich  
Chief of Police

Annex I

# BARTLETT POLICE DEPARTMENT



**Subject: Range Officer and Firearms Instructor**  
**Issued: January 28, 1997**  
**Effective Date: January 28, 1997**  
**Termination Date: N/A**  
**Amended Date: September 16, 2019**

**Personnel Order 409**  
**Rescinds: P.O. 94-07**  
**Reference CALEA Standards: 4.3.3; 4.3.5**  
**Related Directives: PO432, MO702**

**PURPOSE:** This order describes the responsibilities of the position of Range Supervisor and the positions of Range Officer and Firearms Instructor for the Bartlett Police Department.

## I. Responsibility

- A. The Range Supervisor will be responsible for the following:
  - 1. Establishing shooting criteria for officers and assisting those officers that require additional training.
  - 2. Establishing that officers authorized to carry firearms maintain a proficiency rating of 70%, using the following qualification schedule:
    - a. Duty firearm qualification biannually.
    - b. Off-duty firearm qualification annually.
    - c. Duty rifle qualification annually.
    - d. Secondary firearm qualification annually.
  - 3. Ensure all officers assigned to patrol functions are qualified in the use of the rifle.
  - 4. Maintain an accurate inventory of all Department-owned firearms.
  - 5. Instruct officers in the safe and proper use of on-duty, secondary, and off-duty firearms.
  - 6. Be responsible for the supplies and ammunition needed to operate the range and to conduct qualifications.
  - 7. Forward to the Training Committee and the Training Coordinator recommendations that pertain to training and firearms equipment.
  - 8. Forward to the Training Coordinator a list of officer qualifications and make notification of any officer who fails to qualify.
- B. Officers assigned to the position of Range Officer and Firearms Instructor will assist the Range Supervisor in conducting qualifications and any other duties that are assigned.

## II. Assignments

- A. Officers assigned as the Range Supervisor and as Range Officers and Firearms Instructors are noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT

**Subject: Juvenile Officers****Personnel Order 410****Issued: January 28, 1997****Rescinds: P.O. 94-05****Effective Date: January 28, 1997****Reference CALEA Standards:****Termination Date: N/A****44.1.1****Amended Date: September 16, 2019****Related Directives:****00212, PO432**

**PURPOSE:** This order establishes the call-out procedure and duties of Department Juvenile Officers.

**I. Personnel**

When a Juvenile Officer is needed and the Juvenile Officer assigned to a shift is not available or not on duty, Department members will contact a Juvenile Officer from the list in Personnel Order 432 - Personnel Assignments.

**II. Duties**

All youth cases that originate on a shift on which a Juvenile Officer is working will be investigated to the fullest extent possible by that shift's Juvenile Officer. At the discretion of the Shift Supervisor, the case may be forwarded to the Investigations Section for follow-up by a detective.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT

**Subject: Gang Specialists****Personnel Order 411****Issued: March 19, 1997****Rescinds: P.O. 94-01****Effective Date: March 19, 1997****Reference CALEA Standards:****Termination Date: N/A****Related Directives:****Amended Date: September 16, 2019****PO432**

**PURPOSE:** This order describes the duties and responsibilities of those officers who have been trained to serve as Gang Specialists and establishes guidelines for their participation in multi-jurisdictional gang task forces.

**I. Gang Specialists**

- A. Officers who have received advanced training on the subject of Gang Crimes Investigation and Gang Member Identification and are assigned to Directed Patrol as Gang Specialists are noted in Personnel Order 432 - Personnel Assignments. Their activities are accountable to the Patrol Commanders through the Directed Patrol Sergeant.
- B. The Gang Specialists have individually or collectively received the following training to prepare them for this assignment:
  1. Basic Youth Officer
  2. Street Gang Identification
  3. Gang Enforcement Specialist

**II. Duties and Responsibilities**

- A. These officers, as a result of their appointment, will represent the Department on any multi-agency effort to reduce gang activity. The purpose of the task force is to share information on gang members and their activity and participate in special details to eradicate gang presence and crimes. Resources available to the task force include the State Police Gang Task Force, County gang units, and various gang files through the LEADS system.
- B. Gang Specialists will, as needed, be assigned to assist detectives and other patrol personnel in the identification of gang members and gang-related criminal acts. Other responsibilities of the Gang Specialists include, but are not limited to:
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
- C. On an as-needed basis, Gang Specialists shall submit to the Directed Patrol Sergeant a report on what gang-related incidents have occurred in the previous month and those gang-related investigations and suppression activities that they have been involved in, as well as a recommendation of their continued necessity.

By Order Of:

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> LEADS Agency Coordinator	<b>Personnel Order 412</b>
<b>Issued:</b> July 16, 1997	<b>Rescinds:</b> P.O. 95-01
<b>Effective Date:</b> July 16, 1997	<b>Reference CALEA Standards:</b>
<b>Termination Date:</b> N/A	
<b>Amended Date:</b> September 18, 2019	<b>Related Directives:</b> <b>AO103, AO109, PO432</b>

**PURPOSE:** This order assigns a member of the Bartlett Police Department as the Law Enforcement Agency Data System (LEADS) Agency Coordinator and outlines his/her authority, in accordance with Title 20, Part 1240.90 of the Illinois Administrative Code.

## I. Minimum Requirements

- A. The LEADS Agency Coordinator must be a Department member who is under the direct management control of the Chief of Police.
- B. The LEADS Agency Coordinator must be certified through the LEADS User Certification Program prior to appointment and remain in certified status during time of appointment.
- C. The LEADS Agency Coordinator must be thoroughly familiar with all LEADS regulations, policies, and procedures.

## II. Responsibilities of LEADS Agency Coordinator

- A. Ensure all LEADS and NCIC policies and regulations are known and are being observed by all members of the Bartlett Police Department.
- B. Serve as the Department liaison with the Illinois State Police on routine LEADS matters. Provide input to LEADS personnel of the Illinois State Police regarding problems and ideas for improvement and changes to LEADS.
- C. Maintain compliance with LEADS validation policies.
- D. Maintain a LEADS Daily Bulletin file and make the information contained available to all Records Section Personnel for review.
- E. Address violations of LEADS/NCIC and/or Department regulations or policies. It shall be a violation of not only Department policy, but also state statutes 20 ILCS 2630/7 and 20 ILCS 2605/2605-360, for anyone to unlawfully or without authorization make inquiries into the LEADS or NCIC computer systems. The LEADS computer system shall not be used for the private benefit of oneself or the benefit of another. Any and all dissemination of any data obtained from LEADS or NCIC shall be in complete compliance with the rules, regulations and policy of the LEADS and NCIC computer systems. The LEADS Coordinator shall immediately report any violation to the Deputy Chief of Support Services who in turn will report the violation in accordance with Administrative Order 103 - Internal Affairs Manual and Procedure – Sworn, or Administrative Order 109 - Non-Sworn Employee Disciplinary Procedures. Any Department member found in violation shall be subject to disciplinary action, up to and including termination and criminal prosecution.
- F. Train new Records Section members in LEADS/NCIC policies and regulations.
- G. Any and all additional duties as assigned by the Chief of Police, the Investigations and Support Services Commander, or the Deputy Chief of Support Services.

**III. Appointments**

The positions of LEADS Agency Coordinator and Records Clerks assigned as delegates are noted in Personnel Order 432 - Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



**Subject: Physical Fitness Room Officers      Personnel Order 413**

**Issued: May 9, 1997**

**Effective Date: May 9, 1997**

**Termination Date: N/A**

**Amended Date: September 16, 2019**

**Rescinds: P.O. 93-01**

**Reference CALEA Standards:  
22.2.2**

**Related Directives:  
PO432**

**PURPOSE:** This order outlines the responsibility and authority of the Department's Physical Fitness Room Officers

## **I. Responsibilities**

- A. Clean, maintain, and arrange maintenance for Department-owned exercise equipment.
- B. Assist new Department members in the proper use of Department-owned exercise equipment.
- C. Conduct these tasks during normal hours of employment or, upon approval of the Deputy Chief of Operations, after work hours.
- D. Provide Village employees with a workout program when requested. This will include instruction, demonstration, and explanation of proper techniques.

## **II. Officer(s) Assigned**

The positions of Physical Training Room Officers are noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



**Subject: NIPAS Member Selection**

**Personnel Order 414**

**Issued: September 23, 1997**

**Rescinds: N/A**

**Effective Date: September 23, 1997**

**Reference CALEA Standard(s):**

**46.1.8, 46.2.2, 46.2.3**

**Termination Date: N/A**

**Related Directives**

**Amended Date: October 1, 2019**

**PO432**

**PURPOSE:** This order establishes the criteria by which a sworn member of the Bartlett Police Department may apply for selection as a Northern Illinois Police Alarm System (NIPAS) Emergency Services Team (EST) member and a Mobile Field Force (MFF) member.

## I. Eligibility Requirements

Any sworn member of the Bartlett Police Department may apply for selection as a NIPAS member. To be eligible, the applicant must meet the following criteria:

- A. Applicant must be a full-time law enforcement officer on active duty with a minimum of two years' service.
- B. Applicant must be a volunteer.
- C. Applicant must be recommended by the Chief of Police.
- D. Applicant must have demonstrated superior weapons qualifications within the Department.
- E. Applicant must complete and sign an application (provided by NIPAS), all waiver forms, and other required documents of NIPAS.

## II. Application for Selection (46.2.2)

- A. When an opening occurs in NIPAS, the Deputy Chief of Operations will post a memo to all sworn officers that will announce the opening and set a deadline for the submission of letters.
- B. Any sworn member of the Bartlett Police wishing to apply for selection to NIPAS will submit to the Deputy Chief of Operations a memo stating his/her interest in applying for the position, as well as the following information at a minimum:
  1. Qualifications for the position being applied for.
  2. Special training and skills the officer has.
  3. Brief description of the reason the officer feels he/she is qualified for the position.
- C. Following the deadline for letters of interest, the Deputy Chief of Operations will review the disciplinary and complimentary file and training records of each applicant. The Deputy Chief will then make a recommendation to the Chief of Police as to the best qualified applicant.
- D. The Chief of Police will consider the recommendation of the Deputy Chief and forward the name and qualifications of the officer he/she feels is best qualified to fill the position to NIPAS.

# BARTLETT POLICE DEPARTMENT



<b>Subject: Humane Investigator</b>	<b>Personnel Order 415</b>
<b>Issued: February 26, 2003</b>	<b>Rescinds: P.O. 92-02</b>
<b>Effective Date: February 26, 2003</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>41.2.4</b>
<b>Amended Date: October 9, 2019</b>	<b>Related Directives:</b>
	<b>00226, PO432, TS0502, S0614</b>

**PURPOSE:** This order outlines the qualifications, responsibilities and authority of the position of Humane Investigator and establishes guidelines to be used when investigating animal cruelty or neglect complaints.

**POLICY:** All members of the Bartlett Police Department will be familiar with the provisions of the Illinois Humane Care for Animals Act (510 ILCS 70/) and other applicable sections of the Illinois Compiled Statutes regarding animals. All complaints of animal cruelty or neglect will be thoroughly investigated and all animals will be protected from cruel treatment or neglect to the best of the Department's abilities. The investigation of these incidents will be a cooperative effort of the Police Department and other agencies as the situation dictates.

## I. Definitions

- A. **Animal**—Every living creature, domestic or wild, except human beings.
- B. **Companion Animal**—An animal commonly considered to be, or considered by the owner to be, a pet including, but not limited to; canines, felines and equines.
- C. **Humane Investigator**—A person employed by or approved by the Department of Agriculture to determine whether there has been a violation of the Humane Care for Animals Act.
- D. **Impounded**—Means taken into the custody of the public animal control facility in the city, town, or county where the animal is found.
- E. **Owner**—Means any person having a right of property in an animal, or who keeps or harbors an animal, or who has it in his care, or acts as its custodian, or who knowingly permits a dog to remain on any premises occupied by him or her. "Owner" does not include a feral cat caretaker participating in a trap, spay/neuter, return or release program.
- F. **Police Animal**—Any animal owned or used by a law enforcement department or agency in the course of the department or agency's work.
- G. **Search and Rescue Dog**—Any dog trained or certified to locate persons lost on land or in water.
- H. **Service Animal**—An animal trained in obedience and task skills to meet the needs of a person with a disability.

## II. Violations

- A. **Felony Violations:**
  - 1. Aggravated Cruelty — intentionally commits an act that causes a companion animal to suffer serious injury or death (except euthanasia). (510 ILCS 70/3.02)
  - 2. Animal Torture — infliction of or subjection to extreme physical pain, motivated by an intent to increase or prolong the pain, suffering, or agony of the animal. (510 ILCS 70/3.03)
  - 3. Injury/killing police, service or search and rescue animal. (510 ILCS 70/4.04)
  - 4. Sexual conduct/contact with an animal. (720 ILCS 5/12-35)
  - 5. Dog fighting. (720 ILCS 5/48-1)
  - 6. Animal fighting (other than dogs) — no person may own, capture, breed, train or lease any animal for use in any show, exhibition, program involving a fight between the animal and any other animal

or human, or intentionally kill any animal for the purpose of sport, wagering or entertainment. (510 ILCS 70/4.01(a))

B. Misdemeanor Violations:

1. Owner's duties – each owner shall provide food and water, adequate shelter and protection from the weather, veterinary care when needed to prevent suffering, and humane care and treatment for each of their animals, each day is considered a separate offense. (Class B for first conviction, Class 4 Felony for second) (510 ILCS 70/3)
2. Cruel treatment – no person or owner may beat, cruelly treat, torment, starve, overwork or otherwise abuse any animal, or abandon any animal where it may become a public charge or suffer injury, hunger or exposure. No owner of a dog or cat that is a companion animal may expose the dog or cat in a manner that places the dog or cat in a life-threatening situation for a prolonged period of time in extreme heat or cold conditions that results in injury to or death of the animal; or results in hypothermia, hyperthermia, frostbite, or similar condition as diagnosed by a doctor of veterinary medicine.
  - a. An animal may be impounded in an emergency situation. (510 ILCS 70/12(b))
  - b. A law enforcement officer may take temporary custody of a dog or cat that is a companion animal that is exposed in a manner that places the dog or cat in a life-threatening situation for a prolonged period of time in extreme heat or cold conditions that may result in injury or death of the dog or cat or may result in hypothermia, hyperthermia, frostbite, or similar condition. Upon taking temporary custody of the dog or cat under 510 ILCS 70/3.01(c-10), the law enforcement officer shall attempt to contact the owner of the dog or cat and shall seek emergency veterinary care for the animal as soon as available. The law enforcement officer shall leave information of the location of the dog or cat if the owner cannot be reached. The owner of the dog or cat is responsible for any costs of providing care to the dog or cat. (Class A for first conviction, Class 4 Felony for second) (510 ILCS 70/3.01)
3. Animals as prizes – rabbits, ducklings or baby chicks shall not be awarded as prizes. (Class B for first conviction, Class 4 Felony for second) (510 ILCS 70/4)
4. Tampering with police, service or search and rescue animal – unlawful for any person to willfully and maliciously taunt, torment, tease, beat, strike, or administer any desensitizing drugs, chemicals or substances. (Class A for first conviction, Class 4 Felony for second) (510 ILCS 70/4.03)
5. Poisoning prohibited – no person may knowingly poison or cause to be poisoned any dog or other domestic animal. (Class A for first conviction, Class 4 Felony for second) (510 ILCS 70/6)
6. Confinement in a motor vehicle – no owner or person shall confine any animal in a motor vehicle in such a manner that places it in a life or health threatening situation by exposure to a prolonged period of extreme heat or cold, without proper ventilation or other protection from such heat or cold. In order to protect the health and safety of an animal, a law enforcement officer who has probable cause to believe that this Section is being violated shall have authority to enter such motor vehicle by any reasonable means under the circumstances after making a reasonable effort to locate the owner or other person responsible. (Class C for first conviction, Class B for second) (510 ILCS 70/7.1)
7. Tampering with guide, hearing and support dogs – unlawful for any person to willfully and maliciously annoy, taunt, harass, torment, tease, beat, strike, or otherwise engage in any conduct directed toward such dog that is likely to impede or interfere with the dog's performance of its duties. (Class A for first conviction, Class 4 Felony for second) (510 ILCS 70/7.15)

**III. Notifications (41.2.4)**

- A. When a complaint of animal cruelty or neglect is made, the primary first responder will be the Department's Humane Investigator, if on duty. If not, either a Community Service Officer (CSO) or a sworn officer will respond to investigate. In the event the preliminary investigation shows severe injury or death of an animal, the Shift Supervisor will call out the Humane Investigator to respond to the scene and assume primary duties.
- B. If there is no severe injury or death involved, the responding officer will document the incident on an Incident/Offense Report and forward a copy to the Humane Investigator for follow up.

- C. When conducting an investigation, the Humane Investigator will determine if the services of an Evidence Technician are needed and will request the shift supervisor make notification. For incidents where only photographs are required, the Humane Investigator will suffice. These photographs will be considered evidence and will be processed per Technical Services Order 502 – Evidence and Property Control.
- D. Command Notification Forms shall be completed per Special Order 614 – Notifications – Department Personnel in cases of severe injury or death of an animal, or any felony violation.

#### IV. Investigation Procedures

- A. Upon receiving a complaint of a suspected violation of the Illinois Humane Care for Animals Act, any Illinois Department of Agriculture investigator, law enforcement official, or approved Humane Investigator may, for the purpose of investigating the allegations of the complaint, enter during normal business hours upon any premises where the animal or animals described in the complaint are housed or kept, provided such entry shall not be made into any building which is a person's residence, except by search warrant or court order. Any such investigation requiring legal procedures shall be immediately reported to the Department of Agriculture. (510 ILCS 70/10)
- B. Whenever an arrest is to be made, a sworn officer will respond to the scene. The Humane Investigator will sign the complaint(s). Arrest procedures per Operations Order 226 – Arrest Procedures are to be followed.
- C. The victim animal(s) may be taken by the Humane Investigator when an owner is arrested for cruel treatment, aggravated cruelty, or animal torture per 510 ILCS 70/3.04. The victim animal(s) and any equipment used in the violations of animal fighting or dog fighting shall be taken when an arrest is made per 510 ILCS 70/4.02.
- D. For all other violations, the animal(s) may be left with the owner unless there exists a life-threatening situation.
- E. Upon impoundment of an animal(s) the following procedure will be followed:
  1. Deliver the animal(s) to a licensed veterinarian if in need of treatment; see Technical Services Order 504 – Animal Control.
  2. If no treatment is needed, or if treatment is completed, the animal(s) will be transported to the DuPage County Animal Shelter for impoundment.
  3. The Humane Investigator will present an affidavit regarding the impoundment to the court where the criminal complaint is filed.
  4. The animal(s) disposition will then become a matter for the court to decide.
- F. In non-life-threatening situations, the owner will be granted a period of up to 48 hours to take corrective action. The Notice of Apparent Violation (Annex I) will be completed by the Department's Humane Investigator and the original copy will be given to the owner. The Humane Investigator will forward a copy to the Illinois Department of Agriculture. Follow up of this notification will be monitored by the Humane Investigator. Should the violation not be corrected in the designated time period, the Humane Investigator will decide whether or not to impound the animal.
- G. If a violation of the Humane Care for Animals Act has rendered the animal(s) in such a condition that no remedy or corrective action by the owner is possible, then the Humane Investigator will impound the animal. This may include if a notice of violation has not been complied with, if immediate emergency veterinary care is needed and the animal is suffering and/or death is imminent. The Notice of Impoundment (Annex II) will be completed and given to the owner.
- H. In all cases of reported animal cruelty or neglect, the Humane Investigator will conduct a follow up visit fifteen (15) days from the reported date to ensure the animal is being cared for properly. If the Humane Investigator is not available to conduct the follow up visit within fifteen (15) days, he will assign a designee to conduct the initial visit. Future follow up will be conducted by the Humane Investigator on a case-by-case basis.
- I. Complete and file the Illinois Department of Agriculture annual report (Annex III)

**V. Review**

- A. All felony violations will be reviewed by the State's Attorney's Office in the jurisdiction of the offense.
- B. Notification to the appropriate State's Attorney's Office will be noted in the felony review logbook.

**VI. Humane Investigators**

- A. Illinois Department of Agriculture, Animal Welfare Division shall approve all Humane Investigators. Department members designated as Humane Investigators shall have a thorough knowledge of the Humane Care for Animals Act and related laws and have expertise in the investigations of complaints relating to the care and treatment of animals.
- B. The Department's Humane Investigator(s) is expected to keep abreast of current information and legislation regarding the care and treatment of animals. This may be accomplished through ongoing training, seminars, conferences, available literature, and publications and newsletters from the American Society for the Prevention of Cruelty to Animals (ASPCA).
- C. Department members who are state certified Humane Investigators are noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

Annexes I-III

**BARTLETT POLICE DEPARTMENT**

228 South Main Street  
Bartlett, Illinois 60103  
630-837-0846

**HUMANE CARE FOR ANIMALS ACT**  
**NOTICE OF APPARENT VIOLATION**

Report # \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ County: \_\_\_\_\_

*This is to notify you that an apparent violation of the Humane Care for Animals Act has been committed.*

**VIOLATION- CHAPTER 510, PARAGRAPH 70/3**

- (a) failure to provide sufficient quantity of good quality, wholesome food and water
- (b) failure to provide adequate shelter and protection from the weather;
- (c) failure to provide veterinary care when needed to prevent suffering; and
- (d) failure to provide humane care and treatment
- other section

In order to give you the opportunity for voluntary compliance, corrective action is hereby requested within \_\_\_\_\_ hours for the following described animal(s).

Number and Description of animal(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective action necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chapter 510, Paragraph 70/11 Section 11. Notification to Violator. If an investigation under Section 10 discloses that a violation of this Act has been committed, the investigator shall notify the violator what action is necessary to come into compliance with this Act and that a maximum of 48 hours may be granted in which to take corrective action. This section shall not apply to violations committed under Section 4.01 of this Act. Amended by P.A. 87-819, Section 1.

Owner agrees that corrective action will be taken on or before this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of owner or Representative: \_\_\_\_\_

Officer/Investigator Signature: \_\_\_\_\_

*Original copy to owner*

*Copy to Illinois Dept. of Agriculture and Police Department ACO*

**BARTLETT POLICE DEPARTMENT**

228 South Main Street  
Bartlett, Illinois 60103  
630-837-0846

**HUMANE CARE FOR ANIMALS ACT**  
**NOTICE OF IMPOUNDMENT**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

This is to notify you that a violation of the Humane Care for Animals Act has rendered the animal(s) in such a condition that no remedy or corrective action by the owner is possible. Therefore, the Department of Agriculture and the Bartlett Police Department has authorized the Bartlett Police Department, 228 S Main Street, Bartlett, IL 60103 to impound the following animal(s).

Number and Description of the animal(s)

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*Authority for the impoundment has been granted to us by the State of Illinois, Department of Agriculture, Bureau of Animal Welfare and the Bartlett Police Department under the Humane Care for Animals Act, Illinois Compiled Statutes, Chapter 510, Paragraph 70/1-70/16. Any expense incurred in such impoundment becomes a lien on the animal impounded and must be discharged before the animal is released from the facility. When the animal is not claimed by its owner and all impoundment costs satisfied within 7 days, it may be sold at public or private sale for fair consideration to a person capable of providing care consistent with the above Act, with the proceeds of that sale applied first to discharge the lien and any balance to be paid to the owner. If no purchaser is found, the animal may be offered for adoption or disposed of in a manner not inconsistent with the Humane Care for Animals Act or any other Act. P.A. 83-649.*

Please contact the Bartlett Police Department for information to redeem impounded animal(s)

Notice delivered to: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_

"The violator may request a hearing to appeal the impoundment. A person desiring a hearing shall contact the Department within 78 days from the date of impoundment."

*Original to owner/copy to Department of Agriculture/copy to Police Department ACO*

**ILLINOIS DEPARTMENT OF AGRICULTURE  
Division of Food Safety & Animal Protection  
Bureau of Animal Health & Welfare**

**Fiscal Year 2018**

**Dates: January 1, 2018 - December 31, 2018**

Each Illinois Approved Humane Investigator shall prepare and submit to the Illinois Department of Agriculture an annual report on forms furnished by the Department (Illinois Compiled Statutes, Chapter 510, Regulation 35.10, paragraph f).

Complete the following form and return it in the enclosed self-addressed envelope by **April 1, 2019**.

Note: A separate report must be submitted for each investigator.

**Each investigator must return a form even if no investigations were conducted.**

a. Complaints Received \_\_\_\_\_

b. Complaints Investigated \_\_\_\_\_

c. Complaints received but Not Substantiated \_\_\_\_\_

d. Number of Notices of Apparent Violations Issued \_\_\_\_\_

e. Impoundments Issued (count one per investigation) \_\_\_\_\_

f. Total Number of Animals Relinquished by Owner \_\_\_\_\_  
As a result of notice issued

g. Prosecutions (held in local courts) \_\_\_\_\_

h. Total Amount of Fines & Court Cost Resulting  
From Prosecutions (Exact Figure) \_\_\_\_\_

i. Species & Number of Animals Impounded:

1. Canine \_\_\_\_\_

2. Feline \_\_\_\_\_

3. Equine \_\_\_\_\_

4. Other \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Humane Society: \_\_\_\_\_ Phone: \_\_\_\_\_

# BARTLETT POLICE DEPARTMENT



**Subject: Employee Assistance Program      Personnel Order 416**

**Issued: June 28, 2001**

**Rescinds: N/A**

**Effective Date: June 28, 2001**

**Reference CALEA Standards:**

**Termination Date: N/A**

**22.2.6**

**Amended Date: March 8, 2018**

**Related Directives:**

**OO200**

**PURPOSE:** The purpose of this Order is to establish an Employee Assistance Program (EAP) for members of the Bartlett Police Department.

**POLICY:** The Village of Bartlett and the Bartlett Police Department shall provide and/or arrange for an EAP for all employees. The services shall be provided upon request, and shall be conducted on a strict confidential basis. (22.2.6.c)

## **I. EAP Services      (22.2.6.a)**

A. The primary goals of the EAP are as follows:

1. To give comfort and aid to all employees of the Bartlett Police Department and their families in times of professional or personal crisis/need.
2. To facilitate the EAP sponsored by the Village of Bartlett and the Police Department, by providing knowledgeable access to help in the form of professional counselors.

B. The EAP is available at all times, 24 hours a day – seven days a week, every day of the year.

C. The primary responsibilities of the EAP shall be to provide the following: (22.2.6.c)

1. Stress management counseling and training;
2. Counseling for Department members and their families in cases of injury or death;
3. Counseling for Department members and their families involved in shooting incidents per Operations Order 200 – Use of Force;
4. Financial counseling;
5. Substance abuse counseling;
6. Counseling for personal family problems, physical abuse and interpersonal communications;
7. Counseling for emotional stress or depression;
8. Eating disorders treatment;
9. Referral to Guidance Resources for legal counseling.

## **II. Referrals**

A. **Self-Referral (22.2.6.d)**

1. Occurs at the employee's own initiative. The employee, recognizing a possible need for assistance, consults with an EAP counselor before job performance problems become an issue.
2. Self-referrals are completely confidential unless the employee requests otherwise.
4. This program is a free voluntary way for employees to get confidential professional help for personal problems.
3. Assistance may be requested by contacting the Village's designated EAP Provider. Information on the current provider is maintained and distributed by the Human Resources Manager. (22.2.6.b)

**B. Informal Supervisory Referral (22.2.6.e)**

1. Occurs as the result of the employee sharing personal problems with the supervisor that the supervisor believes may impact the employee's job performance or when the supervisor observes behavior problems, which may be causing poor work performance.
2. The Informal Referral is intended to steer the employee in need towards professional help, the supervisor should *recommend* the EAP to deal with personal problems.
3. The supervisor should continue to monitor and document the employee's work performance.

**III. Training of Supervisory Personnel (22.2.6.f)**

**A. Supervisory role and responsibility**

1. Identify potential performance problems and discuss them with the employee immediately.
2. Observe the employee's behavior after the initial meeting, watch for patterns that may form.
3. Document the employee's work performance, paying attention to attendance, conduct and work responsibilities.
4. Make the informal referral when needed.
5. *Always* maintain confidentiality.

- B. All supervisors and other personnel designated by the Chief of Police will attend appropriate training in the EAP, which will be conducted by the Village's Human Resources Manager.

By order of:

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT

**Subject: Physical Skills Instructors****Less Lethal Instructors****Issued: October 29, 2002****Effective Date: October 29, 2002****Termination Date: N/A****Personnel Order 417****Rescinds: N/A****Reference CALEA Standards:****1.3.11****Amended Date: May 29, 2018**

**PURPOSE:** To assign qualified personnel as the Bartlett Police Department's in-service Physical Skills and Less-Lethal Weapons instructors.

**I. Responsibility**

- A. The Physical Skills Supervisor will be responsible for the following:
  1. Establishing lesson plan criteria for instruction in defensive tactics.
  2. Establishing that Department members authorized to carry less-lethal weapons and perform weaponless defensive tactics maintain proficiency in the use and maintenance of same.
  3. Maintain an accurate inventory of all department-owned weapons.
  4. Ensure all Physical Skills Instructors have completed the appropriate training to meet their teaching responsibilities.
  5. Forward to the Training Committee and the Training Coordinator recommendations pertaining to defensive tactics training and equipment.
  6. Forward to the Training Coordinator a list of training attendees and their proficiency.
  7. The Physical Skills Supervisor is assigned by the Chief of Police and will be a member of the Supervisory/Command Staff.
- B. Officers assigned to be Physical Skills Instructors will be responsible for the following:
  1. Instruct members in the safe and proper use of both less-lethal weapons and weaponless defensive tactics.
  2. Instruct members in the proper use of force in accordance with Department policy and state law.
  3. Be responsible for the supplies needed to conduct training.
  4. Assisting those members who require additional and/or remedial training.
  5. Forward to the Physical Skills Supervisor recommendations pertaining to training and equipment.
  7. Notify the Physical Skills Supervisor of any employee requiring additional and/or remedial training.

**II. Training**

- A. A member must have completed the following Primary Instructor Level State of Illinois certifications prior to being assigned as a Department Physical Skills Instructor. (1.3.11.a)
  1. Pressure Point Control Tactics (PPCT) Instructor (40 hour)
  2. Oleoresin Capsicum (OC) Spray Instructor (16 hour)
  3. Monadnock Straight Baton Instructor (16 hour)
- B. A member may complete Secondary Instructor Level State of Illinois certifications including, but not limited to:
  1. Instructor Development Certification (40 hour)
  2. Ground Defensive Tactics (GRASP) Instructor (24 hour)
  3. Arm Management (CLAMP) Instructor (24 hour)
  4. PR-24 Instructor (24 hour)
  5. Less Lethal Munitions Instructor (16 hour)
  6. Handcuffing Instructor (16 hour)
  7. Firearms Instructor (40 hour)

- C. All department Physical Skills Instructors are expected to keep abreast of current defensive tactics techniques and legislation regarding use of force in law enforcement. This may be accomplished through ongoing training, in-service training, seminars, conferences and available literature and publications. Recommended trainings include, but are not limited to:
1. Civil Liability for Illinois Peace Officers (8 hour)
  2. Civil Liability for Firearms Instructors (8 hour)
  3. Strategies and Tactics of Patrol Stops (STOPS) (40 hour)
  4. Scenario Development for Law Enforcement (8 hour)

**II. Personnel Assigned**

The following personnel are assigned as Physical Skills/Less Lethal Instructors:

1. Commander Steven Winterstein (Physical Skills Supervisor)
2. Sergeant Michael Rummell #7
3. Officer Jason Amore #45
4. Officer Michael Kmiecik #48
5. Sergeant Robert Sweeney #50
6. Officer Michael Tavolacci #51
7. Sergeant Kyle Rybaski #53

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



## Subject: Field Training Officers

## Personnel Order 418

**Issued:** January 3, 2008

**Rescinds:** N/A

**Effective Date:** January 3, 2008

**Reference CALEA Standards:**

**Termination Date:** N/A

**33.4.3**

**Amended Date:** December 5, 2018

**Related Directives:**

**PO400, Training & Evaluation Manual**

**PURPOSE:** To assign qualified personnel as Field Training Officers (FTO) and delineate the necessary training for the assignment. Detailed information for FTOs is in the Bartlett Police Department Training and Evaluation Program manual.

### I. Responsibility

- A. The Field Training Commander will be responsible for the following:
  1. Oversee the Field Training Program.
  2. The Field Training Commander is assigned by the Chief of Police and will be a member of the Supervisory/Command Staff. This designation is identified in Personnel Order 400 "Span of Control - Chain of Command".
- B. The Field Training Coordinator will be responsible for the following: (33.4.3.c)
  1. Direct supervision of all FTOs.
  2. Maintain all records pertaining to the Probationary Officer's development, including the Daily Observation Reports and other memoranda.
  3. Schedule meetings and chair the Field Training Review Committee.
  4. Review, update, and disseminate the Field Training and Evaluation manual.
  5. Schedule Probationary Officers and FTO assignments.
  6. Ensure all FTOs have completed the appropriate training to meet their teaching responsibilities.
  7. Evaluate and provide guidance to Field Training Officers during regular meetings. Complete the Field Training Officer Evaluation Form and provide a copy to the FTO. (Annex I)
  8. Monitor the Field Training Officer's performance, insuring satisfactory performance, and when necessary recommend to the Chief of Police the removal of an officer's name from the Field Training Officer Roster.
  9. The Field Training Coordinator is directly accountable to the Field Training Commander and will be a member of the Supervisory/Command Staff. This designation is identified in Personnel Order 400 "Span of Control - Chain of Command".
- C. Officers assigned to be FTOs will be responsible for the following:
  1. Instruct recruits according to the Bartlett Police Department Training and Evaluation Program manual.
  2. Ensure recruits are taught Federal, State and local laws, as well as Department policy and rules and regulations.
  3. Be responsible for the supplies needed to conduct training.
  4. Assist recruits who require additional and/or remedial training.
  5. Forward to the FTO Coordinator recommendations pertaining to recruit progression and training needs. (33.4.3.h)
  6. Notify the FTO Coordinator of any employee requiring additional and/or remedial training.

**II. Training (33.4.3.e)**

- A. A member must have completed the 40 hour Field Training Officer Program [Sokolove Model] State of Illinois certification prior to being assigned as a FTO.
- B. All Department FTOs are expected to keep abreast of current field training techniques and legislation regarding law enforcement. This may be accomplished through ongoing training, in-service training, seminars, conferences and available literature and publications. Recommended trainings include, but are not limited to:
  1. Law Enforcement Ethics for FTOs (8 hour)
  2. Civil Liability for Illinois Peace Officers (8 hour)
  3. Strategies and Tactics of Patrol Stops (STOPs) (40 hour)
  4. Law Update and Review (8 hour)
  5. Officer In Charge Course (16 hour)
- C. Should a FTO be absent from the program for a significant length of time while acting in a specialty assignment, they will attend the FTO Refresher [Sokolove Model] 8 hour course prior to returning to FTO duties.

**III. Personnel Selection (33.4.3.b)**

- A. Personnel interested in becoming FTOs must submit a To-From stating their interest and their qualifications to the FTO Coordinator.
  1. The FTO Coordinator will then hold an interview with the officer and make recommendations to the Commander.
  2. A second interview will then be conducted with the Commander who will make recommendations to the Chief of Police.
  3. The Chief of Police will make the final decision on assignment of FTOs.
- B. The following personnel are assigned as FTOs:
  1. Commander Steven Winterstein (Field Training Commander)
  2. Sergeant Rob Sweeney (Field Training Coordinator)
  3. Officer Jason Amore
  4. Officer Derek Bansley
  5. Officer Brian Camarata
  6. Officer Christopher Meade
  7. Officer Greg Milos
  8. Officer Gary Mitchell
  9. Officer Chris Pearson
  10. Officer Eric Roger
  11. Officer Ryan Sieckman
  12. Officer Brian Simone
  13. Officer Christopher Solesky
  14. Officer Adam Svoboda

By Order of

Patrick Ullrich  
Chief of Police

Annex I



## BARTLETT POLICE DEPARTMENT

### Field Training Program

#### Field Training Officer Evaluation Form

Training Officer:		ID#	
Probation Officer:		ID#	
Evaluator:		ID#	

#### Section 1

Instructions: Evaluations are conducted for a training year. For the number of recruits trained/evaluated, please separate the numbers by a /. If an FTO did not have recruits in a category, please put a zero in the box. The number of FTO meetings attended is available from the FTO Coordinator.

Evaluation Period		Phase Evaluated	
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FTO Meetings attended			
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#### Section 2

Paperwork	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Meets Standard	<input type="checkbox"/>	Exceeds Standard
DORS	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Weekly Evaluations	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Monthly Evaluations	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Standards Evaluation	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Meets Standard	<input type="checkbox"/>	Exceeds Standard
Leadership	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Meets Standard	<input type="checkbox"/>	Exceeds Standard
Supervision	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Meets Standard	<input type="checkbox"/>	Exceeds Standard

#### Section 3

Additional Comments	
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FTO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2 Standards****Paperwork**

**Below Standard:** Paperwork is routinely late or incomplete. Paperwork has errors, and frequently lacks comments by the FTO.

**Meets Standard:** Paperwork is complete, on time, with no errors. FTO demonstrates understanding of the principles of the FTO model.

**Exceeds Standard:** Paperwork is complete, on time, with no errors. FTO writes detailed comments that are constructive in nature, providing guidance to the recruit.

**Standards Evaluation**

**Below Standard:** The FTO does not routinely submit reports that stand up to an objective analysis of standard. FTO routinely exhibits any of or several of the common evaluation errors; such as, central tendency, leniency, halo effect, or bias.

**Meets Standard:** FTO routinely submits reports that are consistent with an objective standard. The FTO does not exhibit common evaluation errors on a regular basis.

**Exceeds Standard:** The FTO always submits reports that stand up to an objective analysis of standard. They never exhibit common evaluation errors.

**Leadership**

**Below Standard:** FTO provides little or no leadership with their recruit. The recruit is often without guidance or direction.

**Meets Standard:** FTO leads by example and presents themselves as a competent professional officer. The FTO provides guidance and direction as needed, but allows the recruit to engage in the problem solving method.

**Exceeds Standard:** The FTO leads by example and presents themselves as an exemplary officer. The FTO encourages the recruit to engage in the problem solving method by anticipating pitfalls and problems; engaging the recruit ahead of failure.

**Supervision**

**Below Standard:** The FTO provides little or no oversight of the recruit's work. The FTO frequently allows substandard work to move past their level.

**Meets Standard:** The FTO provides adequate oversight of the recruit's work. Substandard work is caught and corrected prior to advancing to the next level.

**Exceeds Standard:** The FTO provides superior oversight of the recruit. Substandard work is never allowed to proceed past their level. The FTO embraces their role as supervisor and takes full responsibility for their recruit.

**Additional Notes**

Whenever possible supervisors should reference examples of work and are encouraged to attach copies of paperwork that support their evaluation.

# BARTLETT POLICE DEPARTMENT



<b>Subject: Arson Investigator</b>	<b>Personnel Order 419</b>
<b>Issued: May 9, 1997</b>	<b>Rescinds:</b>
<b>Effective Date: May 9, 1997</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	
<b>Amended Date: September 18, 2020</b>	<b>Related Directives:</b> <b>PO432</b>

**PURPOSE:** This order establishes procedures for investigating incendiary and unknown origin fires. Bartlett Police Department shall train an officer as the Department Arson Investigator-for this purpose. The investigation of incendiary and unknown origin fires and fire scenes is a cooperative effort between the Bartlett Police Department, the Bartlett Fire Protection District, and the Office of the Illinois State Fire Marshal.

## I. Notification

- A. When an incendiary fire or fire of unknown origin occurs, or when a fire occurs that involves death or serious injury to an individual, within the Village of Bartlett, the Department Arson Investigator will be contacted to conduct an investigation of the fire.
  1. The supervisor at the scene shall contact the Investigations Sergeant to request the Arson Investigator. The Investigations Sergeant will determine if the Arson Investigator is needed at the scene, and will contact the Arson Investigator to respond.
  2. The supervisor at the scene shall also notify the Patrol Commander. The Shift Supervisor will advise what additional personnel may be required. The Shift Supervisor will assume command of the scene unless relieved by a higher authority and coordinate the efforts of all assigned personnel.
- B. The Arson Investigator may also respond to investigate other types of fires that are not incendiary fires, fires of unknown origin, or fires that involve death or serious injury to an individual within the Village of Bartlett.
  1. The Bartlett Fire District shall be responsible for notifying the Arson Investigator. The Arson Investigator shall then contact the Investigations Sergeant to determine if the Arson Investigator will respond to the scene.

## II. Arson Investigator Responsibilities

- A. The Arson Investigator will respond to and investigate incendiary fires, fires of unknown origin, or fires that involve death or serious injury to an individual within the Village of Bartlett, as assigned.
- B. When conducting an investigation, the Arson Investigator will be concerned with the following:
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
- C. The Arson Investigator will work with the Bartlett Fire Protection District's Fire Investigation Team and the Office of the Illinois State Fire Marshal in investigating these cases.

- D. The Arson Investigator may review juvenile cases that are being referred to the Office of the Illinois State Fire Marshal's Youth Firesetter Intervention Program prior to the referral being made by the officer handling the case.
- E. The Arson Investigator is expected to maintain his/her State certification, to include one hundred (100) hours of training and practical experience every three (3) years.
- F. The Arson Investigator is expected to adhere to current techniques and legislation regarding these investigations. This may be accomplished through ongoing training, in-service training, seminars, conferences, and available literature and publications.
- G. The Arson Investigator shall maintain his/her clothing and equipment in a state of operation readiness, including decontamination or sanitizing after concluding an on-scene investigation.

**III. Equipment**

- A. The Department and the Bartlett Fire Protection District shall provide the Arson Investigator with clothing and equipment necessary for these investigations. The Arson Investigator Clothing and Equipment Checklist (Annex I) will be used as a guide.

**IV. Case Review**

- A. Any fires that occur within the Village of Bartlett will be reviewed by the State's Attorney's Office for the county in which the fire occurs when the following circumstances are present:
  1. The fire is determined to be Arson as defined by 720 ILCS 5/20-1.
  2. The fire is determined to be an Aggravated Arson as defined by 720 ILCS 5/ 20-1.1.
  3. Any other circumstance which may suggest that there is criminal involvement.
- B. Notification to the appropriate State's Attorney's Office will be documented in the Felony Review logbook maintained near the Report Writing area.

**V. Selection and Training**

- A. **Arson Investigator Qualifications:**  
Any sworn officer of the Bartlett Police Department may apply for selection as Arson Investigator. To be eligible, the applicant must meet the following criteria:
  1. Applicant must be off probation.
  2. Applicant should be a trained Evidence Technician.
  3. Applicant should have some experience as a detective and have attended the 40-hour Basic Investigator Skills Program training.
- B. **Selection:**  
When an opening for Arson Investigator occurs, the Investigations and Support Services Commander will post a memo to all sworn officers that will announce the opening and set a deadline for the submission of letters of interest.
  1. Following the deadline for letters of interest, the Investigations and Support Services Commander will review the disciplinary and complimentary file and training records of each applicant. The Investigations and Support Services Commander will then make a recommendation to the Chief of Police as to the best qualified applicant.
  2. The Chief of Police will consider the recommendation of the Investigations and Support Services Commander and name the selected officer.
- C. **Training:**  
The Arson Investigator must complete State of Illinois Fire Investigator certification through the Northeastern Illinois Public Safety Training Academy (NIPSTA) or equivalent, to fulfill the requirements of the Office of the Illinois State Fire Marshal.

- D. The Department member designated as Arson Investigator is noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

Annex I



## Bartlett Police Department

## Arson Investigator Clothing and Equipment Checklist

Name \_\_\_\_\_ Badge # \_\_\_\_\_

Quantity	Item	In Stock	Ordered	Return Date/Init
	<b><u>Clothing</u></b>			
2	Coveralls			
2	Coat			
1	Steel-Toed Work Boots			
2	Work Gloves			
1	Hard Hat			
	Disposable Nitrile Gloves			
	POLICE Safety Vest			
	<b><u>Equipment</u></b>			
1	Portable Lighting			
1	Shovel			
1	Metal Rake			
1	Pick Axe			
1	Respirator			
	Respirator Filter			
	Safety Goggles			

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

# BARTLETT POLICE DEPARTMENT



**Subject: Computer Crimes/  
Intelligence Officer**  
**Issued: March 16, 2000**  
**Effective Date: March 16, 2000**  
**Termination Date: N/A**  
**Amended Date: October 31, 2019**

**Personnel Order 420**  
**Rescinds: Technical Services 513**  
**Reference CALEA Standards:  
83.2.5**  
**Related Directives:  
PO432**

**PURPOSE:** This order provides guidelines for the investigation of crimes that are committed through the use of computers or other computer-related devices. It describes the duties and responsibilities of the Computer Crimes/Intelligence Officer. The following guidelines will also be used when preparing presentations for the community on computer safety.

## I. Qualifications

- A. The Department member assigned to the Computer Crimes/Intelligence Officer position will receive at least one (1) 40-hour computer investigations course offered by a certified law enforcement training center. Ongoing training will be provided in order to keep current on computer related issues.
- B. A candidate for the position will meet the following minimum qualifications:
  1. Be a member of the Department who has completed the probationary period and has been recommended by his/her immediate supervisor.
  2. Have a strong working knowledge of computers and computer systems, to include but not limited to the various types of operating systems, types of software and hardware that are currently in use, and a basic working knowledge of the components of a computer.
- C. Assignment to the Computer Crimes/Intelligence Officer position is a full time duty assignment.
- D. Any member of the Department who is assigned to the position will be required to sign a Memorandum of Understanding (Annex I), which will detail the scope of the duties and responsibilities of the member. A copy of this memorandum will be retained by the member and the original will be placed in the member's personnel file.

## II. Duties and Responsibilities

- A. Law enforcement activities may include, but are not limited to:
  1. The identification of potential child sex offenders who may utilize computers and the Internet for the purpose of enticing children.
  2. The identification of individuals who utilize computers for the production, storage and the dissemination of child pornography.
  3. The identification of individuals who utilize computers and other similar devices to include but not limited to the Internet, Intranet, News groups, and other related computer devices and services for the purposes of committing violations of the Illinois Compiled Statutes or other applicable law.
  4. Assistance in the preparation and execution of search warrants, consents to search, and other such actions where there is a reasonable belief that a computer has been used, is being used, or may contain evidence of any offense of the Illinois Compiled Statutes or other applicable law.
  5. The seizure and examination of computers, computer files and related items that are taken in connection with any investigation being conducted by the Department or by any task force that the Department may be working with.
  6. Those duties that are assigned by the Chief of Police or his/her designee, which may or may not be contained in the Memorandum of Understanding. These duties may include assignments from the Investigations supervisor.

- B. To conduct informational training for members of the general public on computer safety and related computer topics, when requested to do so.
- C. Attend meetings and briefings of Task Forces that are formed for the purpose of investigating computer crimes, and maintain memberships in state, federal and international computer crimes organizations in order to remain current of changes in the field.

**III. Duties of Department Members**

- A. All Department members will immediately notify their supervisor if it is determined that a computer or computer-related item is suspected to have been used in an offense.
- B. No member of the Department will advise a complainant on what type of action should be taken in regard to an alleged internet or computer crime. The member will advise the Shift Supervisor of the complaint and the Shift Supervisor will contact the Computer Crimes/Intelligence Officer when on duty at the time of the complaint. If the Computer Crimes/Intelligence Officer is not on duty, the Shift Supervisor will contact the Investigations Sergeant.
- C. Under no circumstances will any member of the Department attempt to turn off, disable, turn on or move any computer that is discovered or recovered in the course of an investigation. Immediate notification will be made to the Investigations Sergeant and it will be the responsibility of the Computer Crimes/Intelligence Officer to remove, process, and secure the computer and/or related files for use as potential evidence. (Annex II) (83.2.5)
- D. The Computer Crimes/Intelligence Officer will work in conjunction with other members of the Investigations Section.

**IV Assignment**

- A. Assignment of the Computer Crimes/Intelligence Officer will be coordinated by the Investigations Sergeant and the Patrol Commanders, with the approval of the Deputy Chief of Support Services and the Chief of Police.
- B. The officer assigned as the Department Computer Crimes/ Intelligence Officer is noted in Personnel Order 432 – Personnel Assignments:

By Order of

Patrick Ullrich  
Chief of Police

Annexes I-II

**C O M P U T E R**


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**C R I M E S**

## MEMORANDUM OF UNDERSTANDING

As the Chief of Police for the Village of Bartlett (IL) Police Department, I hereby acknowledge that \_\_\_\_\_ has been appointed as a Computer Crimes/Intelligence Officer for the Bartlett Police Department. During the time that he/she is assigned as a Computer Crimes/Intelligence Officer, he/she is hereby authorized to participate in non-traditional law enforcement activities, some of which might constitute criminal conduct if not engaged in the pursuit of criminal justice gains. Specifically these activities may include, but are not limited to, use of the Department Computer Crimes computer during the course of their duties to identify potential child stalkers via the Internet, conducting follow-up investigations of potential child stalkers via the Internet after they are so identified, also to locate, download and reproduce child pornography and the follow-up investigation necessary to identify those responsible for such postings.

Such investigation may occasionally require "uploading" of photographic images to the suspected offenders; however, uploading of pornographic images is not authorized by this instrument. Other activities, which are not authorized include investigations conducted on any computer not owned by the Bartlett Police Department, use of any non-law enforcement personnel as a lure for predators or pornographers, and the arrest of suspects or obtaining arrest warrants unless previously reviewed by a command officer or unless exigent circumstances exist. Downloaded images may not be removed from the Department unless they are to be used for prosecution or otherwise authorized, in writing, by the Chief of Police. The Computer Crimes/Intelligence Officer may, from time to time, offer presentations to both criminal justice and non-criminal justice entities. The content of said presentations are subject to review and written authorization by a command officer, and may not contain illegal (e.g. child pornography) material for presentations to non-criminal justice entities.

The undersigned agree to the specific conditions of this memorandum and that \_\_\_\_\_ will be held harmless and not subject to arrest, prosecution or Department discipline for activities resulting from his Computer Crimes investigations during such time as he/she is assigned as a Computer Crimes/Intelligence Officer by the Chief of Police.

\_\_\_\_\_  
Officer  
Computer Crimes/Intelligence Officer

Date

\_\_\_\_\_  
Patrick Ullrich  
Chief of Police

Date



# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> Traffic Unit	<b>Personnel Order 421</b>
<b>Issued:</b> June 30, 1998	<b>Rescinds:</b> Operations Order 227
<b>Effective Date:</b> June 30, 1998	<b>Reference CALEA Standards:</b> 61.1.1
<b>Termination Date:</b> N/A	<b>Related Directives:</b> AO132, OO215, PO408, PO432, SO603, SO625
<b>Amended Date:</b> December 11, 2019	

**PURPOSE:** This order establishes the function of a Traffic Unit for the Bartlett Police Department and describes the operations and administrative functions of Unit members in rendering efficient and effective traffic related services.

## I. Traffic Unit

- A. The Traffic Unit will be comprised of a minimum of one Traffic Officer supervised by the Directed Patrol Sergeant. The duration of this assignment will be in accordance with Personnel Order 408 (Specialized Assignments).
- B. Selection to the position of Traffic Officer will be made by the Chief of Police upon the recommendation of the Directed Patrol Sergeant and the Patrol Commanders, from letters of interest submitted by officers interested in the position.
- C. Candidates must be willing to attend Truck Enforcement and Traffic Crash Investigation training and must meet the eligibility requirements of the training programs.
- D. Selection of the Sergeant to supervise the Unit will be made in accordance with Personnel Order 408 – Specialized Assignments.
- E. The assigned Traffic Officer and supervisor are noted in Personnel Order 432 – Personnel Assignments.
- F. The Directed Patrol Sergeant shall serve as the Traffic Investigation Coordinator in accordance with Operations Order 215 – Traffic Crash Investigation, Section XI and Administrative Order 132 – Traffic Crash Review Board.

## II. Responsibilities

- A. It will be the responsibility of the Traffic Officer to increase public safety through enforcement of traffic laws, to reduce traffic collisions and related injuries and fatalities and facilitate the safe and expeditious movement of vehicular traffic. The Traffic Officer will employ community policing philosophies to openly communicate with citizens to solve problems. A variety of speed monitoring and enforcement tools will be used to increase public awareness of factors associated with traffic flow. (61.1.1.d)
- B. The Directed Patrol Sergeant will be responsible for the monthly Traffic Report to include:
  1. Compilation and review of traffic crash data; (61.1.1.a)
  2. Compilation and review of traffic enforcement activities data; (61.1.1.b)
  3. Compilation and review of Traffic Unit Officers' activity; (61.1.1.b)
  4. Traffic enforcement requests, both internal and external;
  5. Deployment of traffic enforcement personnel and equipment. (61.1.1.e)
- C. An annual review of traffic enforcement activities will be completed by the Directed Patrol Sergeant or his/her designee. This review will include:
  1. Statistical data on traffic enforcement; (61.1.1.b)
  2. Review of traffic enforcement activities; (61.1.1.b)
  3. Review of selective traffic enforcement activities; (61.1.1.f)
  4. Statistical data and review of traffic crashes; (61.1.1.a)
  5. Comparison of crash data to enforcement activity. (61.1.1.c)

- D. The Traffic Unit is responsible for the annual Illinois Traffic Safety Challenge application. This document may serve as the annual review of traffic enforcement activities listed in section II.C above.

**III. Duties and Functions (61.1.1.d)**

- A. The Traffic Officer will function as a patrol officer, but will pay special attention to traffic matters while on patrol duty. The Traffic Officer will concentrate on duties as listed in this order and serve as back up at the discretion of the Shift Supervisor.
- B. The Traffic Officer will be responsible for:
1. Responding to the scene of fatal and serious traffic crashes.
  2. Responding to other traffic crashes, when available and when requested by a supervisor.
  3. Monitoring and identification of trucks and other vehicles that are violating weight restrictions as defined by either local ordinance or state law.
  4. Identifying and taking the appropriate enforcement action in areas of high traffic crash locations.
  5. Conducting speed and density surveys.
  6. All other duties as assigned.

By Order of:

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> Round Table Team	<b>Personnel Order 422</b>
<b>Issued:</b> April 1, 2011	<b>Rescinds:</b> N/A
<b>Effective Date:</b>	
<b>Termination Date:</b> N/A	<b>Reference CALEA Standard(s):</b> 12.1.4
<b>Amended Date:</b> October 31, 2019	<b>Related Directives:</b> PO432

**PURPOSE:** This order describes the structure and responsibilities of the Round Table Team of the Bartlett Police Department.

**POLICY:** The Bartlett Police Department recognizes the importance of all Department members and the integral role they represent in continually striving to improve police service provided by the Department under the motto, *Serve With Care and Protect With Confidence*. Thus the Round Table Team will become an overall leadership development program and philosophy dedicated to an open and transparent exchange of perspectives and ideas, designed to foster an empowered, safe and inclusive organizational culture for members to discuss various issues important to our mission and vision and the overall health of the Department.

The purpose of the Round Table Team is to create an environment where its members can participate in leadership development and training, have responsibility concerning the maintenance and development of organizational culture, have input on policy and procedural development and implementation, effect change, participate in binding decisions, improve inter-Departmental communications, participate in innovation and problem solving, handle organizational complexity, conflict resolution, and enhance professional adaptability and team building.

## I. Procedures

- A. All Department members may submit ideas and concerns to the Round Table Team. This may be done formally through the chain of command or informally by email, verbal communication or written down and placed in agenda boxes. Any member may submit an idea to a Team member, his/her supervisor, or the Chief of Police.
- B. The suggestions/topics will be brought to each monthly meeting for review with the Team and the Chief. The Chief of Police will set the agenda for each monthly meeting. The review outcome and status of each suggestion will be posted for all Department members. The Team may not take on issues of specific personnel matters (Officer "Y") or unduly expose the Department to civil liability.
- C. The Co-Facilitators will determine the meeting times and discussion format. Every effort should be made by all Round Table Team members to attend all scheduled meetings in order to enhance vigorous discussion.

## II. Team Duties and Responsibilities

- A. Team members shall:
  1. Attend regular monthly meetings as a representative of the Department and fellow Department members.
  2. Present ideas to the Team from co-workers and report back.
  3. Participate in leadership development and training.
  4. Provide input on policy and procedure development and implementation.
  5. Enhance Department culture maintenance and development.
  6. Work to improve inter-Departmental communications and problem solving.
- B. The Round Table Team will primarily involve itself with overriding policy matters and not involve itself in the operational details of carrying out said policies on a daily basis. Additionally, the Team may at times be requested to offer advice and assistance regarding strategic matters facing the police department.

- C. Nine (9) of the twelve (12) Round Table Team members must be present in order to establish a quorum for voting purposes. Other Round Table Team business can be accomplished with fewer members present. Round Table Team members have equal voting rights and decisions require a two-third majority vote for the particular issue to be finalized/approved. Rank and Seniority will play no role in decisions made by the Round Table Team. Decisions made regarding matters addressed by the Team will be implemented as policy or practice, barring any conflict with local, state or federal law, budgetary constraints or existing contractual language between the Village and union or management rights and preexisting agreements with other entities.

### **III. Membership**

- A. The Round Table Team will be co-chaired by two (2) Team facilitators and consist of twelve (12) members. The members will serve a staggered two-year term. Some members will serve an initial three-year term.
- B. Any employee interested in serving on the Team will submit a memo of interest to the Chief of Police. Selection will be determined based on the composition requirements of the Team, vacancies, and will be announced to all Department members by means of a written Departmental memorandum.
- C. Upon a two-thirds vote of entire Team, any Team member can be removed from the Team if the Team believes such actions to be in the best interest of the Team. Any Team member may make a motion to remove another member, which must be seconded and voted on by the entire Team. Reasons that could lead to such a dismissal could include failure to attend meetings on a regular basis, failure to complete assignments for the Team, and inability to successfully perform as a Team member. Relationship distress or derogatory commentary about other Team members will not be tolerated.
- D. The composition of the Team will include four (4) officers (one of whom will be the Union President), two (2) civilian staff members, one (1) Planning and Research member, and five (5) members of formal leadership (e.g. Sergeant, Records Supervisor, Commander, Deputy Chief). The Chief of Police, while setting the agenda, will not serve on the Round Table Team.
- E. Department members assigned to the Round Table Team are noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



**Subject: Crisis Intervention Team**

**Personnel Order 423**

**Issued: September 27, 2011**  
**Effective Date: September 27, 2011**  
**Termination Date: N/A**

**Rescinds: N/A**

**Amended Date: October 31, 2019**

**Reference CALEA Standard(s):**  
**41.2.7**  
**Related Directives:**  
**OO223, OO225, PO432**

**PURPOSE:** This order establishes guidelines for the selection criteria, training and organization of the Crisis Intervention Team (CIT). A CIT program facilitates a partnership with the mental health community to bring a better quality of life to those who are affected with a mental illness and provides law enforcement more resources and training to bring these incidents to a safe conclusion.

## I. Team Duties

- A. **Crisis Intervention Team Coordinator:** The Sergeant designated by the Chief of Police to supervise the operational control of the CIT. The coordinator is the team leader and supervisor of the team members.
- B. **Crisis Intervention Team Member:** The team will be comprised of selected officers who have received specialized training in the handling of persons suffering from mental illness and crisis intervention.
- C. The CIT will be utilized to assist Department operations when additional resources are required. CIT members assigned to patrol will be used for incidents involving persons in a crisis due to a mental illness or developmental disability. Whenever possible, a member of the CIT should be dispatched to calls for service involving mentally ill individuals. CIT officers will notify their supervisor when leaving their beat boundaries. The first Crisis Intervention Team member on the scene will assume responsibility for the call. Additional officers on the scene will provide backup as necessary. Procedures outlined in Operations Order 223 – Mental Health Procedures will be followed.
- D. Supervisors may use CIT members to make initial contact with subject(s) involved in hostage/barricaded subject incidents requiring a negotiator. CIT will not be used in place of hostage negotiators, but may be used as needed. Procedures in Operations Order 225 – Hostages/Barricaded Subjects will be followed.
- E. Following each call, the Crisis Intervention Team member will submit a report to the Crisis Intervention Team Coordinator.

## II. Eligibility Requirements and Selection

- A. The following criteria apply to the selection of CIT members:
  1. Full-time sworn officer on active duty with successful completion of probation.
  2. Possess a high level of commitment.
  3. Ability to work as part of a team.
  4. No substantiated use of force or ethics discipline.
  5. Above average Department performance evaluations.
  6. Demonstrate superior communication skills.
- B. Selection to the team will be made by the Team Coordinator with the approval of the Deputy Chief of Operations.
- C. Membership on the CIT is voluntary.

**III. Training**

- A. Officers selected to serve on the CIT will attend initial training designed to develop their abilities to function effectively as a team and practice their skills in handling persons with mental illness.
- B. CIT members will be required to attend any additional training deemed necessary and maintain a high level of knowledge and proficiency through ongoing training.
- C. The Team Coordinator will document all training to include attendance dates and performance objectives. This documentation will be forwarded to the Department Training Coordinator for updating individual training records.

**IV. Organization of Team**

Department members assigned to the Crisis Intervention Team are noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> Elderly Services Program	<b>Personnel Order 424</b>
<b>Issued:</b> June 22, 2007	<b>Rescinds:</b> N/A
<b>Effective Date:</b> June 22, 2007	<b>Reference CALEA Standards:</b> <b>45.1.1</b>
<b>Termination Date:</b> N/A	<b>Related Directives:</b> <b>PO432</b>
<b>Amended Date:</b> October 24, 2019	

**PURPOSE:** This order establishes policy and procedures relative to the implementation of a service program for the elderly within the Village of Bartlett.

**POLICY:** It is the policy of the Bartlett Police Department to take appropriate investigative and enforcement action following each reported or observed incident involving a victimized elderly person. Major polls and studies indicate crime and the fear of crime impact severely on elderly persons. Accordingly, the aging of the population is placing increased demands on law enforcement to provide programs and services to meet the needs of elderly citizens. Therefore, the members of the Bartlett Police Department will provide victim assistance and assess community resources to facilitate services. Members shall comply with the Illinois Adult Protective Services Act (320 ILCS 20/).

## I. Objectives (45.1.1)

- A. The objectives of the Elderly Services Officer Program include the following:
  - 1. Promote a shared crime prevention responsibility within the community.
  - 2. Provide education programs to reduce fear and the opportunity for victimization.
  - 3. Identify and arrest those who commit crimes against the elderly.
- B. The Department will coordinate an Elderly Services Team whose membership may include law enforcement officers, social service members, paramedics/firefighters, village officials, senior citizens, and other interested parties. The purpose of participation in the Elderly Services Team is to have police representation in a forum on the needs and concerns of elderly persons for communications and discussions between the police department and elderly persons in the community.

## II. Definitions

- A. **Abuse**—Causing any physical, mental or sexual injury to an eligible adult, including exploitation of such adult's financial resources. (320 ILCS 20/2(a))
- B. **Abuser**—A person who abuses, neglects, or financially exploits an eligible adult. (320 ILCS 20/2(a-5))
- C. **Adult with Disabilities**—A person aged 18 through 59 who resides in a domestic living situation and whose disability as defined in 320 ILCS 20/2(c-5) impairs his or her ability to seek or obtain protection from abuse, neglect, or exploitation. (320 ILCS 20/2(a-6))
- D. **Caregiver**—A person who either as a result of a family relationship, voluntarily, or in exchange for compensation has assumed responsibility for all or a portion of the care of an eligible adult who needs assistance with activities of daily living or instrumental activities of daily living. (320 ILCS 20/2(a-7))
- E. **Disability**—A physical or mental disability, including, but not limited to, a developmental disability, an intellectual disability, a mental illness as defined under the Mental Health and Developmental Disabilities Code, or dementia as defined under the Alzheimer's Disease Assistance Act. (320 ILCS 20/2(c-5))
- F. **Domestic Living Situation**—A residence where the eligible adult at the time of the report lives alone or with his or her family or a caregiver, or others, or a board and care home or other community-based unlicensed facility but not other facilities as defined in 320 ILCS 20/2(d)(1 through 9). (320 ILCS 20/2(d))
- G. **Elderly**—For the purpose of this order, an individual who has attained the age of sixty (60) or more years.

- H. **Eligible Adult**—Either an adult with disabilities aged 18 through 59 or a person 60 years of age or older who resides in a domestic living situation and is, or is alleged to be, abused, neglected, or financially exploited by another individual or who neglects himself or herself. “Eligible adult” also includes an adult who resides in any of the facilities that are excluded from the definition of “domestic living situation” under 320 ILCS 20/2(d)(1 through 9), if either: the alleged abuse or neglect occurs outside of the facility and not under facility supervision and the alleged abuser is a family member, caregiver, or another person who has a continuing relationship with the adult; or the alleged financial exploitation is perpetrated by a family member, caregiver, or another person who has a continuing relationship with the adult, but who is not an employee of the facility where the adult resides. (320 ILCS 20/2(e))
- I. **Emergency**—A situation in which an eligible adult is living in conditions presenting a risk of death or physical, mental or sexual injury and the provider agency has reason to believe the eligible adult is unable to consent to services which would alleviate that risk. (320 ILCS 20/2(f))
- J. **Financial Exploitation**—The use of an eligible adult’s resources by another to the disadvantage of that adult or the profit or advantage of a person other than that adult. (320 ILCS 20/2(f-1))
- K. **Neglect**—Another individual’s failure to provide an eligible adult with or willful withholding from an eligible adult the necessities of life including, but not limited to, food, clothing, shelter or health care. (320 ILCS 20/2(g))
- L. **Self-Neglect**—A condition that is the result of an eligible adult’s inability, due to physical or mental impairments, or both, or a diminished capacity, to perform essential self-care tasks that substantially threaten his or her own health, including: providing essential food, clothing, shelter, and health care; and obtaining goods and services necessary to maintain physical health, mental health, emotional well-being, and general safety. The term includes compulsive hoarding, which is characterized by the acquisition and retention of large quantities of items and materials that produce an extensively cluttered living space, which significantly impairs the performance of essential self-care tasks or otherwise substantially threatens life or safety. (320 ILCS 20/2(i-5))

### III. Procedures

The following procedures will be followed when an officer determines that an incident involves an elderly person or an eligible adult:

- A. The incident will be investigated and documented through applicable police reports.
- B. If circumstances threaten the elderly person’s or eligible adult’s health, safety, or welfare, officers will immediately notify supervisory personnel.
- C. Officers conducting preliminary investigations will respond in a manner that is sensitive and takes into consideration the condition of the victim(s) and, if applicable, initiate a follow-up visit by family, friends, social service agency or Department members. Crime scene preservation and evidence processing will follow established procedures.
- D. Supervisory personnel and designated Department members will:
  1. Respond to the scene upon request or as applicable;
  2. Ensure that immediate threats to health, safety or welfare are resolved to the extent possible;
  3. Ensure the responding officer(s) complied with the procedures outlined in this directive;
  4. Verify arrangements for any support person or agency to come to the scene to provide assistance and/or follow-up visits;
  5. If warranted, arrange for increased patrol of the area to either prevent or solve the crime and/or reassure the victim(s);
  6. Advise Command Staff personnel of any health, safety or welfare condition that may require follow-up attention.

### IV. Elder Abuse Reporting

- A. Specific statutory duties are imposed under the Illinois Adult Protective Services Act, (320 ILCS 20/) Incidents of elder abuse regarding a resident of Bartlett who does not live in a long-term care facility

- F. Some older people lack the capacity to care for themselves and may suffer health and other consequences, which bring them to the attention of law enforcement. They should be referred to the Senior HelpLine for outreach. Unless they are being mistreated by a third party, they are not served under the Illinois Adult Protective Services Act.

**V. Training and Record Maintenance**

- A. A designated Elderly Program Services Officer will provide periodic in-service training to all members on issues relevant to the aging process, elderly persons' crime prevention, crimes against the elderly trends, and elderly person victimization.
- B. To the extent possible, the Department will share knowledge and records on elderly person crime, abuse or inhumane treatment with other law enforcement and local government social service agencies that have a legitimate interest in the process.
- C. Officers will document reports involving elderly services issues on an Incident/Offense Report and will forward a copy of the report to the Crime Prevention Unit.

**VI. Personnel**

- A. Selection of officers to the position of Elderly Services Officer will be made by the Chief of Police upon the recommendation of the Deputy Chief of Operations.
- B. The Department's Elderly Services Program Supervisor and Elderly Services Officers are noted in Personnel Order 432 – Personnel Assignments.

By Order of:

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



**Subject: Emergency Management Team   Personnel Order 426**

**Issued: January 5, 2012**

**Rescinds: N/A**

**Effective Date: January 5, 2012**

**Reference CALEA Standard(s):**

**Termination Date: N/A**

**46.1.6**

**Amended Date: October 24, 2019**

**Related Directives:**

**PO432, SO625, TSO510, EOP**

**PURPOSE:** This order establishes guidelines for the selection criteria, training, and organization of the Emergency Management Team (EMT).

## I. Team Duties

- A. The Village has a written plan for dealing with natural or man-made disasters and civil disturbances. The EMT members will follow the procedures outlined in the plan, referred to as the Comprehensive Emergency Operations Plan (EOP).
- B. Emergency Management Team Coordinator: The Commander designated by the Chief of Police to supervise the operational control of the EMT. The Coordinator is the team leader and supervisor of the team members.
- C. Emergency Management Team Member: The team will be comprised of selected members who have received specialized training in Emergency Management.
- D. The EMT will be utilized to assist Department operations when additional resources are required. EMT members assigned to patrol will be used for incidents requiring emergency resources. EMT officers will notify his/her supervisor when leaving their beat boundaries.
- E. The EMT will be responsible for the maintenance and upkeep of the Emergency Operations Center, Warming and Cooling Center, the Incident Command Vehicle, Armored Truck, Police Emergency Boat, NIPAS Truck (refer to Special Order 625 - Special Purpose Vehicles and Technical Services Order 510 - Unusual Occurrences). (46.1.6)
- F. Following each incident, the Emergency Management Team member will submit a report to the Emergency Management Team Coordinator, as specified in the EOP as the after-action report.

## II. Eligibility Requirements and Selection

- A. The following criteria apply to the selection of EMT members:
  1. Full-time employee on active duty with successful completion of probation.
  2. Possess a high level of commitment.
  3. Ability to work as part of a team.
  4. No substantiated use of force or ethics discipline.
  5. Above average Department performance evaluations.
  6. Demonstrate superior communication skills.
- B. Selection to the team will be made by the Team Coordinator with the approval of the Deputy Chief of Operations.
- C. Membership on the EMT is voluntary.

**III. Training**

- A. Officers selected to serve on the EMT will attend initial training designed to develop their abilities to utilize the department's special emergency equipment and resources, learn all aspects of emergency management to include NIMS.
- B. The EMT members will be required to attend any additional training deemed necessary to include readiness exercise and to demonstrate a high level of knowledge and proficiency in ongoing training.
- C. The Team Coordinator will document all training to include attendance dates and performance objectives. This documentation will be forwarded to the department Training Coordinator for updating the individual training records.

**IV. Organization of Team**

Department members assigned as the EMT Team Coordinator and Team Members are noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



**Subject: Bartlett Police Honor Guard**

**Personnel Order 427**

**Issued: May 12, 1997**

**Rescinds: TSO 506**

**Effective Date: May 12, 1997**

**Reference CALEA Standards:**

**Termination Date: N/A**

**Related Directives:  
SO600**

**Amended Date: January 23, 2017**

**PURPOSE:** To govern the participation and involvement of the Bartlett Police Department Honor Guard for other agencies. The purpose of the Honor Guard is to provide a display of uniformed police personnel at ceremonial events.

## I. Administration

- A. The involvement of the department in the Honor Guard will be to provide manpower and needed equipment to the unit. All decisions concerning the involvement and use of the unit for special events will be made by the Chief of Police or his designee.
- B. The Deputy Chief of Operations will be in charge of maintaining liaison with the Honor Guard Coordinator. Additionally, the Deputy Chief of Operations will be responsible for:
  1. Planning
  2. Coordination of information and events
  3. Maintaining proper staffing of the unit
  4. Providing uniforms and equipment as needed
- C. The Honor Guard will have a coordinator selected by the Chief of Police. This coordinator will meet periodically with the unit members for the purpose of advising on activities of the unit, the needs of the unit and any problems that have occurred.

## II. Organization

- A. Unit members will be selected by the Deputy Chief of Operations with the advice and consent of the Chief of Police. This will not be an assigned task, rather voluntary in nature.
- B. Any police officer selected to be a member of the unit will receive training and equipment. If the officer desires to resign from the unit, he/she will submit a letter stating the reason for the resignation to the Deputy Chief of Operations. The decision to accept the resignation will be on the recommendation of the Deputy Chief of Operations with the approval of the Chief of Police.
- C. The number of members allowed to participate in the unit is seven.
- D. The Unit Coordinator will have the following responsibilities:
  1. Scheduling of training.
  2. Report on unit's activities to the Deputy Chief of Operations.
  3. Provide for maintenance, procurement and storage of all equipment as necessary.
  4. Make notifications to unit members during call-outs and utilization of the unit.
- E. Coordinator: Commander Michael McGuigan  
Members
  1. Officer Gary Mitchell
  2. Officer Amy Jenkins
  3. Officer Brian Simone
  4. Officer Victoria Anderson
  5. Officer Jean Walsh

**III. Honor Guard Unit Call Outs**

- A. When it is determined that there is a need for the Honor Guard, the Unit Coordinator will be notified. The Unit Coordinator will make the necessary arrangements with the personnel assigned and will plan the appropriate ceremonies.
- B. When a requesting department needs to utilize the Honor Guard for a funeral, the request will be made as soon as possible. In all other cases, a request should be made a minimum of two weeks prior to the scheduled event. This request will be documented on a Police Honor Guard Call Out Request Form (Annex I). This form will detail the event to be scheduled, the approximate number of personnel needed and any other pertinent information. It will be copied and forwarded to the Unit Coordinator for planning and coordination.

**IV. Honors Descriptions**

There are several types of honors that can be afforded to an active or retired Department member in the event of their death. These are detailed in Special Order 600, Line of Duty Death Protocol, Annex II.

- A. **Honors:** Recognition by the department upon the death of an active or retired member of a Department. Honors may include a police escort, Honor Guard presentation, flag presentation, full presentation and full department participation.
- B. **Line of Duty Death:** Any member of a department who is killed in the line of duty, to include an officer who is killed while performing an off-duty police related function. A full Honor Guard ceremony will consist of a police escort, Honor Guard, full police participation and flag presentation. In accordance with Special Order 600, coordination with the slain officer's family is required.
- C. **Non-Duty Related:** A member of the department who dies as the result of a non-duty related illness or injury may receive an honor ceremony to include the Honor Guard if requested by the family.
- D. **Retired:** A member of the department who is in good standing and fully separated from the department via retirement. There is no time limit on separation from the department. Where appropriate, a police escort and Honor Guard may be provided if requested by the family.

**V. Funerals**

- A. All duty-related deaths of a police officer within 25 miles of the department will be eligible for the Honor Guard Unit.
- B. All current department personnel who die while employed, and their funerals are within 25 miles will be eligible for the Honor Guard.
- C. All retired police officers who pass away and their funerals are within 25 miles will be eligible for the Honor Guard.
- D. In those cases where the Honor Guard is requested to be present at a ceremony outside the 25-mile area, the Chief of Police has the authority to approve the request.

**VI. Other Ceremonies**

- A. The Honor Guard will participate in any ceremony within the Village limits designated by the Chief of Police.
- B. If another department wishes to use the Honor Guard for a ceremony other than a funeral, approval from the Chief of Police is required.

By Order of

Patrick Ullrich  
Chief of Police  
Annex I

# **BARTLETT POLICE HONOR GUARD CALL OUT REQUEST FORM**

Date Request Made: \_\_\_\_\_ Requested by/Agency: \_\_\_\_\_

Requested For: Funeral Duty/Ceremonial Duty on: \_\_\_\_\_  
(Date and Time)

Location(s): \_\_\_\_\_

If for funeral duty, please list the location of the church/funeral home and place of interment. For ceremonial details/parades, please list location of ceremony or route of parade.

Contact Person & Phone: \_\_\_\_\_

Estimated Time to Complete Detail: \_\_\_\_\_ hours

Description of Detail Requested: \_\_\_\_\_

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Digitized by srujanika@gmail.com

Attach extra sheet if necessary, or copy of program or agenda.  
Forward completed Form to Honor Guard Coordinator.



*(This side is to be filled out by Honor Guard Coordinator)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Needed to Complete Assignment Including Alternates: \_\_\_\_\_

Personnel Assigned: \_\_\_\_\_

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Training Date(s): \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

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Actual Time Used to Complete Assignment: \_\_\_\_\_ hours

Total Member/Hours Used to Complete Assignment: \_\_\_\_\_ member/hours

# BARTLETT POLICE DEPARTMENT



**Subject: Bicycle Patrol Team**

**Personnel Order 428**

**Issued: May 1, 2014**

**Rescinds: N/A**

**Effective Date: May 1, 2014**

**Reference CALEA Standards:**

**Termination Date: N/A**

**41.1.3**

**Amended Date: October 24, 2019**

**Related Directives:  
PO408, PO432, SO625**

**PURPOSE:** This order describes the Bicycle Patrol Team and identifies the responsibilities of members of the Team.

## I. Responsibilities

- A. The Bicycle Patrol Team Commander is assigned by the Chief of Police and will be a member of the Command Staff. The Bicycle Patrol Team Commander will be responsible for overseeing the Bicycle Patrol Team.
- B. The Bicycle Patrol Team Supervisor is directly accountable to the Bicycle Patrol Team Commanders and will be a member of the Command Staff. The Bicycle Patrol Team Supervisor will be responsible for the following:
  1. Direct supervision of all Bicycle Patrol Team officers.
  2. Maintaining all records pertaining to Bicycle Patrol Team and submit reports as needed to the command staff.
  3. Assisting in the planning, implementation and evaluation of the Team's initiatives.
  4. Scheduling team meetings as needed
  5. Scheduling Bicycle Patrol Team officers' assignments.
- C. Officers assigned to be on the Bicycle Patrol Team will be responsible for the following:
  1. Officers assigned to the Bicycle Patrol Team will be utilized for high visibility patrols, citizen contacts, special events and other identified patrol areas best suited for bicycle access.
  2. Bicycle patrols will primarily be scheduled during regular working hours in conjunction with an officer's current work assignment and are not a specialized assignment as identified in Personnel Order 408 – Specialized Assignments.
  3. Maintaining bicycles and equipment according to Special Order 625 – Special Purpose Vehicles.

## II. Training Requirements

- A. No special training is required for the use of the bicycles.
- B. Officers assigned to the Bicycle Patrol Team may attend the 32-Hour Police Cyclist Class depending on the availability of the class.

## III. Assignment of Personnel

- A. The following criteria will apply to the selection of the Bicycle Patrol Team member:
  1. Full time sworn officer on active duty with successful completion of probation.
  2. Possess a high level of commitment and dedication.
  3. Ability to work as part of a team.
  4. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sustained period of bicycle riding and physical activity.
- B. Department members assigned as the Bicycle Patrol Team Commander and Team members are noted in Personnel Order 432 – Personnel Assignments.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



**Subject:** Military Deployment and Reintegration  
**Issued:** August 20, 2014  
**Effective Date:** August 20, 2014  
**Termination Date:** N/A  
**Amended Date:** December 9, 2019

**Personnel Order 429**  
**Rescinds:** N/A  
**Reference CALEA Standards:**  
**22.1.9**  
**Related Directives:**  
**AO101**

**PURPOSE:** This order provides procedures for military deployment by Department members and their reintegration to the Department. This policy shall apply to military members who are absent from the Department for a period of 180 days or longer. This shall apply to any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/) (ISERRA), and shall be in addition to any benefits as provided in the Village of Bartlett Personnel Manual, Section 4.14, (Military Leave), or other additional benefits as provided by the Village of Bartlett.

**POLICY:** The Village will grant all Department members leaves of absence to fulfill military service obligations in accordance with the requirements of applicable law and Village of Bartlett personnel policies.

## I. Definitions

- A. **Military Support Officer (MSO)**—A Department member who has been identified by the military member to serve as a liaison between the deployed member and the Department during his/her absence. The MSO will serve to assist in the care and oversight of the member's family and personal matters should the need arise during the member's deployment. This shall not be construed as giving the MSO any legal authority to act on behalf of the member unless it has been otherwise provided for in proper legal documentation. (22.1.9.a)
- B. **Re-Acclimation Process**—Gradual, pre-determined steps, set by the Department, which are intended to give returning military members the opportunity to more comfortably and successfully reintroduce themselves into their positions with the Department after deployment. This process is designed to afford the member an opportunity to address issues which may be associated with his/her deployment and Department position.

## II. Pre-Deployment Procedures

- A. Any member seeking a military leave of absence must provide the Village with advance notice of his/her intent to take a military leave, unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances. Notice can either be verbal or in written form.
- B. The member will submit a copy of his/her military orders to his/her supervisor as soon as possible along with written notification to his/her immediate supervisor to include the following:
  1. Anticipated date(s) of mobilization;
  2. Unit name and identification;
  3. Commanding Officer's name, telephone number, and e-mail address;
  4. Immediate military supervisor's name, telephone number, and e-mail address;
- C. The member will identify a member of the Department to act as his/her Military Support Officer (MSO). (22.1.9.a)

- D. The Village Human Resources Manager will serve as the Village's point of contact, and together with the Chief of Police or his/her designee will meet with the member prior to deployment to provide information regarding: (22.1.9.b, 22.1.9.c)
  - 1. Employee benefits;
  - 2. Salary continuation;
  - 3. Any other relevant information which may aid in later reintegration.
- E. Prior to deployment, the member shall turn in his/her Village I.D., keys, and all issued clothing and equipment, including issued weapons and ammunition, to his/her immediate supervisor, utilizing the Uniform and Equipment Checklist completed when the member was hired. The clothing and equipment will be stored in a secure locker during deployment. (22.1.9.d)
- F. The Village's IT Department shall suspend the member's computer accounts.

**III. Deployment Procedures (22.1.9.g)**

- A. During the deployed member's absence, the Department shall provide support to the member and his/her family through the MSO and Human Resources Manager.
- B. The MSO shall:
  - 1. Update the member's status and provide the information to the member's immediate supervisor for dissemination up the chain of command. The information shall include current status, active needs, and family needs.
  - 2. Provide current e-mail and address information to the Human Resources Manager.
- C. The Human Resources Manager shall maintain a current file on the deployed member, including the status of any certifications, benefits updates missed, and e-mail and address information to be made available for other Department members to maintain contact.
- D. Department members are encouraged to maintain active contact with the deployed member. The sending of Department events, newsletters, and other information assists the deployed member in maintaining an active link with his/her home. To reduce isolation and stress for the member and family, Department members are encouraged to offer support for the member's family members, including inviting family members to Department events, assisting with household chores and childcare, and helping children connect with after school activities.
- E. The Department will make a reasonable effort to notify deployed members of promotional opportunities and accommodate testing processes.

**IV. Reintegration Procedures (22.1.9.e)**

- A. Any member on a military leave of absence, upon completing his/her military service obligation, must return to work in a timely manner as established by applicable laws. Failure to return to work after an approved military leave in a timely manner, falsification of the reasons for taking the military leave, or working elsewhere while on the military leave can result in termination of the leave of absence and/or discipline, up to and including termination of employment.
- B. Prior to returning to full duty, the returning member will meet with the Chief of Police or his/her designee and Human Resources Manager for a reintegration interview.
- C. A member returning from a military leave of absence will be reinstated in accordance with and as required by applicable laws. With some exceptions, a member returning from a military leave of absence typically will be reinstated without loss of seniority, status or pay, and return to either his/her prior position or the position in which the member would have been employed had his/her continuous service not been interrupted by the military leave. Under certain circumstances, the Village may require a member to provide documentation demonstrating his/her eligibility to return to work.

- D. Upon return to work, the member must provide appropriate documentation regarding the amount of military pay received during the leave, the amount of time served, and documentation indicating the type of duty performed.
- E. Returning members shall be reissued all clothing, equipment, weapons, ammunition, keys, and Village identification. The member shall contact his/her immediate supervisor as soon as notice to return to work is received and request re-issuance of all required clothing and equipment.
- F. Planning and Research will provide updated copies of policy and procedure manuals.
- G. Information Technology will reinstate any Village/Department email or computer accounts.
- H. The returning member will meet with the Training Coordinator to determine what missed training or certifications must be completed. A schedule will be made to accomplish all required training tasks. The returning member will be required to complete a short term assignment with a Field Training Officer for refresher training in his/her assigned area. (22.1.9.f)
- I. The returning member will be required to complete any expired weapons qualifications (pistol, rifle, less lethal) with a Range Officer in accordance with Administrative Order 101-Authorized Weapons. (22.1.9.f)
- J. The Military Post-Deployment Checklist (Annex I) will be completed by all applicable Department members as tasks are completed. Upon completion, the checklist shall be placed in the member's personnel file.

By Order of

Patrick Ullrich  
Chief of Police

Annex I



# BARTLETT POLICE DEPARTMENT

## Military Post-Deployment Checklist

Name of Department Member: \_\_\_\_\_ Job Title: \_\_\_\_\_

✓ ITEM	CONTACT PERSON	DATE
<input type="checkbox"/> Notification of return to member's supervisor		
<input type="checkbox"/> Reintegration interview with Chief of Police or designee and Human Resources Manager		
<input type="checkbox"/> Military documentation turned in to Human Resources Manager		
<input type="checkbox"/> Re-issue of clothing and equipment		
<input type="checkbox"/> Re-activation of Village email and/or computer sign ins		
<input type="checkbox"/> Completion of short term assignment with FTO-ride alongs		
<input type="checkbox"/> Review of training certifications and schedule completion		
<input type="checkbox"/> Weapons (firearms and less lethal) qualifications		
<input type="checkbox"/> Review of Department and Village policies and procedures		
<input type="checkbox"/> Re-issue of Village ID		
<input type="checkbox"/> Re-issue of Department keys		

**Comments:** \_\_\_\_\_

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## BARTLETT POLICE DEPARTMENT

<b>Subject: Critical Incident Stress Management</b>	<b>Personnel Order 430</b>
<b>Issued: January 23, 2017</b>	<b>Rescinds: N/A</b>
<b>Effective Date:</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>22.2.3</b>
<b>Amended Date: N/A</b>	<b>Related Directives:</b>
	<b>OO200, PO415, PO416, PO429</b>
	<b>SO600</b>

**PURPOSE:** The purpose of the Critical Incident Stress Management (CISM) Program is to provide department employees who are exposed to job-related stress or a critical incident with confidential programs to mitigate the adverse effects through counseling, CISM debriefings/defusing, Employee Assistance (EAP) services, or other peer assistance.

**POLICY:** The Bartlett Police Department recognizes its members, by the nature of their work, may experience severe emotional or psychological trauma in the performance of their duties. The Department will provide critical incident stress management to minimize the damaging effects caused by stressful events, assisting emergency services personnel in their ability to cope effectively with their reactions to these events. CISM program utilizes a multi-dimensional approach through both a pro-active and reactive format. The program is pro-active by educating members of this department about critical incident stress and stress management techniques. The program is also reactive by activating CISM team members during a critical incident in order to provide emotional support and professional referrals for those impacted by the magnitude of events.

### I. Definitions

- A. **Critical Incident** - as used in this directive, means any work-related event with sufficient impact to produce significant emotional reactions in emergency services personnel at the time of the incident or later having the potential to overwhelm the person's normal coping skills. This includes, but is not limited to:
  1. Line of duty death,
  2. Serious line of duty injury/assault/sexual assault,
  3. Suicide,
  4. Officer-involved shootings/victim of shooting,
  5. Employee-involved incidents with injuries,
  6. Disarming/siege/hostage,
  7. Multi-casualty incident/disaster,
  8. Events with excessive media interest,
  9. Failed rescue after extensive effort,
  10. Significant event involving children, or
  11. Knowing the victim of an incident.
- B. **Critical Incident Administrative Leave** - leave of absence from duty without loss of pay and benefits granted to an employee directly involved in a critical incident when it is determined by the Chief of Police that it is in the best interest of the employee and Department.
- C. **Critical Incident Stress Management (CISM)** - Programs and strategies designed to reduce the effects of stress in emergency services personnel and to assist them in managing and recovering from significant stress should they encounter it in their work. The three main strategies are critical incident stress debriefing, defusing, and demobilization.
  1. **Critical Incident Stress Debriefing** - a group meeting or discussion led by specially trained mental health professionals and peer support personnel (usually held 24-72 hours after an incident) employing both crisis intervention and educational processes. The meeting is targeted toward mitigating or resolving the psychological distress associated with a critical incident or traumatic event and accelerating the recovery of directly involved personnel.

2. **Defusing** - a small group process that is led by specially trained mental health professionals and peer support personnel and instituted after any traumatic event powerful enough to overwhelm the coping mechanisms of the personnel exposed to it. A defusing is usually held within one to four hours after the event and lasts 30 to 45 minutes. Defusing must be held within 12 hours of the event. If a defusing is not held within 12 hours, a formal debriefing should be considered.
3. **Demobilization** - a brief intervention immediately after a disaster or major incident that provides a transition period from the major incident back to the normal work routine. A demobilization is reserved for large scale events that are on-going (usually more than eight hours). The demobilization usually lasts approximately 30 minutes.

## II. Program Coordination

- A. **CISM Coordinator**: The Chief of Police will serve as the CISM Coordinator. The Coordinator will serve as the manager of the CISM Program including deployment of CISM teams, arranging team meetings, and maintaining related records.
- B. **CISM Team** - Northern Illinois Critical Incident Stress Management Team (NICISM), a 24-hour network of volunteer emergency services personnel specially trained in CISM methodology to provide support and assistance to emergency services personnel involved in a critical incident. CISM team members will not interfere with any on-going criminal or internal investigations. Information on NICISM is in the Annex I brochure.
- C. **Mental health professional** - a CISM trained master's degree level mental health professional, psychologist or psychiatrist.

## III. CISM Activation

- A. The CISM Team may be activated to assist employees in dealing with the stress which may result from response to critical incidents.
- B. When a critical incident occurs, the shift supervisor will notify the CISM Coordinator to determine which personnel/services are required.
- C. The CISM Coordinator will immediately:
  1. Assess the need for on-scene support services.
  2. Assess the need for demobilization, defusing, debriefing, or individual consultation.
  3. Make the appropriate team assignments.
  4. Notify the appropriate command staff of the activation.
- D. Defusing/demobilization
  1. The CISM Coordinator, or designee, will respond to the affected employee's location. In complex cases, response will be supplemented with other CISM peer support personnel.
  2. CISM personnel will inform on-scene supervisors of their arrival.
  3. Contact will be made with the affected personnel to assess the emotional needs, support self-esteem and self-reliance, offer team services as appropriate and activate their social support network.
  4. The defusing/demobilization will be confidential. The only information released will pertain to notifying the employee's chain of command regarding return to duty or initiating administrative leave, as appropriate.
  5. CISM will remain available to the employee and/or family members for follow-up services during the readjustment period.

**V.**

A.

B.

E.

**VI. Personnel**

- A. The Department will train/educate a group of officers in peer support. The initial training will be provided by NICISM, additional training will occur with the approval of the Chief.
- B. The purpose of the internal team is to have trained observers who are aware of incidents that may provoke normal reactions to abnormal incidents, experienced by police officers during the normal course of their duties.
- C. Officers who have received the initial training are:
  - 1. Deputy Chief Charles Snider
  - 2. Officer Michael Tavolacci
  - 3. Sergeant Jessica Crowley
  - 4. Officer Tracey Dendinger
  - 5. Sergeant Peter Rakiewicz
  - 6. Sergeant Kyle Rybaski
  - 7. Commander Will Naydenoff

By Order of

Patrick Ullrich  
Chief of Police

Annex I



## BARTLETT POLICE DEPARTMENT

<b>Subject: Police Chaplain Program</b>	<b>Personnel Order 431</b>
<b>Issued: December 3, 2018</b>	<b>Rescinds: N/A</b>
<b>Effective Date: December 3, 2018</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>16.4.1, 16.4.2, 16.4.3</b>
<b>Amended Date: N/A</b>	<b>Related Directives:</b>
	<b>PO403</b>

**PURPOSE:** The purpose of this order is to establish the Police Chaplain Program for the benefit of members of the department and the community. This program will provide a resource for spiritual guidance and counseling services, upon request or need, to all personnel of the Bartlett Police Department as well as the residents of Bartlett, regardless of religious affiliation.

**POLICY:** It is the policy of the Bartlett Police Department to recognize the great personal demands and sacrifices a public safety career places on the employees and their families. Chaplains shall render personal and confidential ethical support, encouragement, and other assistance to employees and their families. Chaplains may also assist departmental personnel in their service to the citizens of the community.

### I. Program Organization

- A. The Chaplain Program will be administered by the Chief of Police. All chaplains are appointed by the Chief of Police and will serve on a voluntary basis.
- B. A command level officer (sergeant or above) will have direct oversight of the Chaplain Program.
- C. Community chaplains appointed by the Chief of Police will report to and make regular reports of chaplaincy activities.
- D. Chaplains are considered volunteers defined as a civilian affiliated with the department in a part-time, non-sworn capacity, without compensation, because of his or her interest in contributing to the department's role in a support capacity (Personnel Order 403 – Volunteer Program).
- E. Designated Chaplains:
  - 1.
  - 2.

### II. Chaplain Requirements (16.4.2)

- A. All chaplains must be licensed or ordained by a church or denomination and be employed full time in a church or church related organization.
- B. Chaplains must manifest a broad base of experience and professional ministry, emotional stability, and personal flexibility.
- C. Chaplains must demonstrate care and acceptance of all and possess the ability to be tactful and tolerant of all people regardless of race, sex, creed, or religion.
- D. Chaplains must never have been convicted of a felony and must possess a valid driver's license to be considered for appointment.
- E. Chaplains will be fingerprinted and photographed. Chaplain candidates must successfully pass the screening process to include a review of their application, a personal background check, a criminal history review and an interview.
- F. Chaplains, like all volunteer applicants, will sign a release/waiver included in the application, which verifies their knowledge that a clearance check will be conducted and fingerprints will be taken.

**III. Duties and Responsibilities of the Chaplains (16.4.1.b)**

- A. The chaplains will be reasonably available on a 24 hour basis to personnel and their immediate families in times of personal stress and/or crisis.
- B. Chaplains should be available to provide crisis response, pastoral leadership, and ministry on an on-call basis. Chaplains may be called upon to assist in a variety of situations including, but not limited to:
  - 1. Next of kin notifications for deceased, seriously injured, or seriously ill community members
  - 2. Serious injury/fatal motor vehicle crashes
  - 3. Suicidal subjects
  - 4. Domestic disputes. The chaplains may wish to make appointments for counseling or may make referrals for counseling as the need may indicate
  - 5. Provide for the spiritual needs of prisoners
  - 6. Persons seeking counsel in expressed spiritual need
  - 7. Provide assistance to victims
  - 8. Provide comfort and counseling to department members and their families during a critical incident
  - 9. Respond to any major disaster such as a natural disaster, bombing, building collapse, explosion, fire, plane crash or any other incident involving a substantial loss of life or property
  - 10. Officer involved serious injury or death situations
    - a. Assist in making notification to families of employees who have been seriously injured or killed.
    - b. Respond to the hospital after notification of family, when an officer has been seriously injured or killed.
    - c. Visit sick and injured police personnel in the hospital and at home.
    - d. Attend and participate, when requested by family, at the funerals of active or retired members of the department.
- C. The chaplain's role is to act as a liaison and resource between the department and other religious leaders of the community. When providing field service an attempt should be made by the chaplain to notify the persons own clergy as soon as practical. Follow up calls may be made at the chaplain's discretion.
- E. The chaplains shall make themselves available for officer ride-alongs on a regular basis. In addition, chaplains will practice the ministry of presence by frequently attending roll call and conducting building walk throughs, personal visits as appropriate and such other contacts as desirable to "know and be known".
- F. Attend training to enhance the effectiveness of the chaplains program. (16.4.2)
- G. Make referrals in cases where specialized attention is needed, or in those cases beyond the chaplain's ability to assist.
- H. Other services as requested by the Chief of Police or his designee.

**IV. Police Chaplain Protocol**

- A. All Bartlett Police Chaplains are subject to proper protocol and procedures and shall report to the ranking officer when arriving at the scene.
- B. Chaplains shall be neat and properly attired wearing the department-issued clothing and visible departmental identification.
- C. Chaplains shall properly identify themselves, be courteous, and conduct themselves in a manner befitting of a chaplain.

- D. All communication with a chaplain shall be construed as confidential, except when a person is believed to be a danger to themselves or others. The chaplain may converse with any member of the department whenever the need for such services arise.
- E. Chaplains shall not criticize department members, other chaplains, or departmental policy or action. Issues shall be addressed through the program supervisor.
- F. Chaplains are not sworn law enforcement officers and shall possess no law enforcement authority other than that of any other private person. (16.4.1.a)
- G. The chaplain's responsibility is to assist all officers, upon request, on matters within the chaplain's realm. The chaplain will not in any way interfere with an officer in the performance of their duties.
- H. Police chaplains will not be part of the Bartlett Police Department's grievance procedure.

**V. Call Out Procedures for Chaplains**

- A. Chaplains will be available through the chaplain's roster maintained in the Records Section. The names and contact information of chaplains shall be provided on personnel rosters for use by shift commanders and all department personnel.
- B. Requests for chaplain services must be cleared with the shift supervisor. The shift supervisor will request the on call chaplain respond. This will be done as soon as practical given the nature of the incident.

**VI. Chaplain Uniform (16.4.3)**

- A. All chaplains shall be issued and maintain the following uniform items:
  - 1. Shirt: Navy blue embroidered polo shirt. The front of the polo shirt will read, "Bartlett Police Chaplain". The sleeve of the polo shirt will read, "Police Chaplain"
  - 2. Coat: Navy blue jacket with "Chaplain" panels on front and back
- B. Uniforms shall be kept neat, clean, and well pressed at all times.
- C. Chaplains will be issued an official Village of Bartlett identification card with their name, title, photograph, and "Police Department" designation. (22.2.7.b)

By order of:

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> Classification and Delineation of Duties and Responsibilities	<b>Personnel Order 434</b>
<b>Issued:</b> October 23, 2020	<b>Rescinds:</b> N/A
<b>Effective Date:</b> October 23, 2020	<b>Reference CALEA Standards:</b> 21.1.1, 21.2.1, 21.2.2, 21.2.3, 21.2.4
<b>Termination Date:</b> N/A	<b>Related Directives:</b>
<b>Amended Date:</b> N/A	

**PURPOSE:** This order defines Department methods to determine and distribute proportionately Department members required to accomplish Department objectives based upon workload assessment and professional management practices.

## I. Definitions

- A. **Actual Strength**—The total number of persons currently employed by the Bartlett Police Department.
- B. **Allocation**—The determination of the overall numbers of members of the Department and for each organizational component within the Department.
- C. **Authorized Strength**—The number of Department members legally or officially sanctioned by the Village of Bartlett.
- D. **Class Specification**—An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.
- E. **Distribution**—The assignment of a given number of Department members within each organizational component according to functional, spatial, and/or temporal workload demands.
- F. **Job Classification**—The grouping of positions or jobs for which duties, responsibilities, qualification requirements and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices and salary.
- G. **Job Description**—The official statement of the general duties, responsibilities, knowledge, abilities and skills, and the functional objectives of a job assignment.
- H. **Job Task Analysis**—A systematic examination of the functions and objectives of each job to be performed as it relates to the minimum level of formal education, skills, abilities, work experience, knowledge and training required to perform the specific tasks of each Department member's assigned duty. When properly completed, a job task analysis provides an objective understanding of the tasks completed by members in each position classification, and essential information for a variety of personnel and management functions.
- I. **Organizational Component**—Any organizational entity (i.e. unit, section, division) that is established and staffed on a full-time basis to provide a specific function.
- J. **Position**—The duties and responsibilities, or work, assignable to one Department member. A position may be filled or vacant.
- K. **Workload**—The sum total of cases and/or other measurable activities occurring within a given area or time period.

## II. Job Task Analysis (21.1.1)

- A. The Village of Bartlett Human Resources Department shall maintain and periodically update a job task analysis for each class of full-time positions within the Bartlett Police Department. The objectives of a job task analysis are to:

1. Serve as a basis for the determination of a position classification plan and compensation.
  2. Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion.
  3. Assist in establishment of training curricula for Department training programs.
  4. Provide guidance to Department members and their supervisors concerning the duties and responsibilities of individual positions.
- B. The job task analysis will include at a minimum:
1. Duties, responsibilities, functions, and tasks of each position. (21.1.1.a)
  2. Frequency with which each task is performed. (21.1.1.b)
  3. The criticality of the job-related skills, knowledge and abilities. (21.1.1.c)
  4. Minimum level of proficiency necessary in the job-related skills, knowledge, abilities and behaviors. (21.1.1.d)

### III. Classification Plan (21.2.1)

- A. The Village of Bartlett's classification and compensation systems provide a logical, objective, and uniform process for making job classification and salary decisions, which:
1. Places and administers individual salaries within a classification range/pay band based upon experience, qualifications and performance.
  2. Recognizes individual job responsibilities, performance levels, and contributions to Village objectives.
  3. Considers trends and comparable salaries within the public sector marketplace, alongside the Village's funding level and ability to pay.
- B. The Village Administrator is responsible for the administration of the classification plan.
- C. The Village of Bartlett's written classification plan includes, at a minimum, the following elements:
1. Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements. (21.2.1.a)
  2. Class specifications. (21.2.1.b)
  3. Provisions for relating compensation to classes. (21.2.1.c)
  4. Provisions for reclassification. (21.2.1.d)
- D. Every regular full-time position shall be assigned an appropriate classification based on the duties and responsibilities of such position. Each job classification shall have a job description which will include the position title, a description of the nature and illustrative examples of work associated with the position and a statement of the desirable qualifications for the position.
1. Each classification has an established pay grade that represents the value of the position to the Village in relation to other positions in the organization. Each pay grade contains a range of pay rates that establish the minimum grade, considered the entry point for an employee who meets the minimum requirements of the position, and the maximum grade which is considered the maximum value of the position to the Village.
- E. The Village may require new positions, or change the requirements of existing positions from time to time to meet its growing and changing needs. When a new position is required, an appropriate classification will be determined. A job description and statement of qualifications shall be prepared for the position, by the appropriate Department Head.
- F. When a Village employee's functions have changed the position so completely that the Department Head and Village Administrator agree that a change in title is warranted, the Department Head may recommend to the Village Administrator a reclassification of the position. Upon approval by the Village Administrator, the position classification plan shall be modified to reflect the reclassification and submitted to the Village Board for approval.
1. The salary of any Village employee with that position classification shall be adjusted in accordance with the compensation plan.
  2. Reclassifications shall not be used for the purpose of avoiding restrictions concerning demotions and promotions.

- G. When vacancies occur within any department of the Village organization, promotion of employees within the Village will be encouraged. Should the promoted employee be unable to perform in the new position, the Village may, in its discretion, attempt to return the employee to his/her previous position.

**IV. Job Description Maintenance and Availability (21.2.2)**

- A. The written job description of each position in the Department is available to all Department members on the Village computer network and in the document management system (DMS).
- B. A documented review of all job descriptions shall be conducted every four years under the direction of the Accreditation Manager with the assistance of the Village's Human Resources Manager.

**V. Position Management System (21.2.3)**

- A. The Administrative Secretary shall maintain a Department staffing table and/or current records which provide the following information:
1. Authorized Strength: (21.2.3.a)  
The number and type of each position authorized by the Village of Bartlett.
  2. Position Location: (21.2.3.b)  
The location of each authorized position within the Department's organizational structure.
  3. Position Status Information: (21.2.3.c)  
Position status information, whether filled or vacant, for each authorized position in the Department.
- B. The Administrative Secretary shall ensure that at least a quarterly review of the staffing table and records is completed and that updates are made as necessary.

**VI. Workload Assessments (21.2.4)**

- A. The Department will allocate Department members to, and distribute them within, all organizational components in accordance with documented workload assessments conducted at least once every four (4) years. Factors to be considered shall include, but not be limited to:
1. Nature of the task.
  2. Complexity of the task.
  3. Time expended.
  4. Geographic considerations.
  5. Chronological considerations.
- B. At least once every four (4) years, each Deputy Chief and the Records Manager shall complete a workload assessment for each organizational component under their command. Workload assessments may be completed more often, based on budgetary or administrative needs. (21.2.4.a)
1. The Deputy Chiefs and the Records Manager shall forward all workload assessments to the Chief of Police. The assessments shall include conclusions and recommendations for staff additions or deletions, and distribution and allocation of personnel. (21.2.4.c)
- C. Patrol Personnel Allocation:  
The allocation of officers to patrol is based on workload assessments which include an analysis of the following factors: (21.2.4.b)
1. Number of incidents handled by patrol members during a specified period.
  2. Average time required to handle an incident at the patrol level (or measurement of a sampling of cases).
  3. Calculations of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specific period.
  4. Time lost through days off, holidays and other leave, compared to the total time required for each patrol assignment.

D. Patrol Personnel Distribution:

1. The Village of Bartlett has been subdivided into reporting districts (beats). Each incident of police activity is recorded by reporting district.
2. The Deputy Chief of Operations is responsible for the necessary updating and/or revising of the Department's reporting district map.
3. The Deputy Chief of Operations has the overall responsibility for ensuring that patrol personnel are distributed in accordance with the temporal and geographic distribution of incidents.

By Order of

Patrick Ullrich  
Chief of Police