

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 245-P

REFERENCE STANDARDS: 46.1.2      46.1.3      46.1.8      46.1.9  
46.2.5

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SUBJECT: Unusual Occurrences

PURPOSE: The purpose of this order is to establish guidelines to be used in the event of an unusual occurrence affecting the Village of Hanover Park that is beyond the capabilities of the Department's normal daily operations.

**DEFINITIONS:**

**Civil Disturbance:** Result of riots, general disorder, and violence that may arise from dissident gatherings, political gatherings, and/or labor disputes, etc.

**Disaster:** The result of flood, tornado, earthquake, explosion, chemical/nuclear accident, or other natural calamity.

**Unusual Occurrence:** A situation that results from a disaster, whether natural or manmade, or a civil disturbance.

I. NATURAL AND MANMADE DISASTERS AND CIVIL DISTURBANCES (46.1.2)

A. The Department maintains written plans for responding to natural and manmade disasters and civil disturbances that include provisions for the following:

1. Communications. (46.1.2a)
2. Situation maps. (46.1.2b)
3. Field command posts. (46.1.2c)
4. Chain of command . (46.1.2d)
5. Casualty information. (46.1.2e)
6. Community relations. (46.1.2f)
7. Public information (media briefing). (46.1.2g)

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**POLICE OPERATIONS MANUAL**

**Dir.#: 245-P**

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**VILLAGE OF HANOVER PARK**

**Rescinds:**

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**Auth:**

8. Rumor control. (46.1.2h)
  9. Other law enforcement agency support and liaison (mutual aid). (46.1.2i)
  10. Military support (martial law). (46.1.2j)
  11. Public facility security. (46.1.2k)
  12. Traffic control. (46.1.2l)
  13. Equipment requirements. (46.1.2m)
  14. Transportation arrangements. (46.1.2n)
  15. De-escalation procedures. (46.1.2o)
  16. Court and prosecutorial liaison. (46.1.2p)
  17. Legal authority. (46.1.2q)
  18. Post-occurrence duties. (46.1.2r)
  19. After-action reports. (46.1.2s)
- B. The natural and manmade disaster plans are described in the *Village of Hanover Park Emergency Operations Plan*.
- C. Unusual occurrence situation maps.  
The Department maintains situation maps in-house in the patrol supervisors' vehicle. These maps shall be available for plotting operational commitments during unusual occurrences.
- D. Command authority during unusual occurrences.  
To provide for unity of command during unusual occurrence situations within the Village of Hanover Park, which may include personnel from different/neighboring agencies, the highest ranking department member on the scene shall exercise command and control over all civil law enforcement resources committed to the resolution of the incident until relieved of such responsibility by a higher ranking department authority.
- F. The on-scene supervisor will retain responsibility for law enforcement efforts and will also act as a liaison for other departments and agencies involved in the operation, including local, state and federal authorities.

## II. MASS ARRESTS SITUATIONS (46.1.3)

A mass arrest situation exists when a number of persons to be arrested in a single incident exceed the department's ability to perform normal arrest, booking, and reporting procedures. The following procedures shall be followed:

**A. Control of the Scene**

1. In situations of substantial magnitude, the on-duty supervisor shall respond to the scene to assess and direct the operation until relieved by higher authority.
  - a. Mutual aid shall be requested, if warranted, and appropriate notifications made to include, at a minimum: (46.1.3h)
    - 1) The Patrol Lieutenant;
    - 2) Deputy Chief of Operations; and
    - 3) The Chief of Police.
2. The shift supervisor will direct the safety and security of the officers that are already on the scene.
  - a. If practical, officers will be paired together at all times. If the situation dictates, the supervisor may assign officers to larger teams. Each of the teams will be given assignments that may include but are not limited to:
    - 1) Maintaining law and order,
    - 2) Protection of property,
    - 3) Providing security for the staging area and command post,
    - 4) Control of traffic in and out of the area where the incident is occurring,
    - 5) The arrest of person(s) when deemed necessary,
    - 6) Evidence collection and property control. (46.1.3e)
3. In all cases, all personnel on the scene will adhere to the policies and procedures of the Hanover Park Police Department.

**B. Persons Taken into Custody**

1. Persons who are taken into custody in mass arrest situations will be transported to the Hanover Park Police Department or other holding facility by members of the Hanover Park Police Department whenever possible. (46.1.3c)
  - a. Outside agencies that have responded can be utilized for transportation assignments if warranted.
2. Security for these transports will be the responsibility of the Hanover Park Police Department. (46.1.3f)
3. Guidelines established in DIR 575-S, Holding Facility, pertaining to Mass Arrest, Section XXX, shall be adhered to for all booking, processing and confinement operations. (46.1.3a, b, d)

4. In the event both juvenile offenders and adult offenders are arrested together and it is not possible to separate the two during processing, arrangements will be made by the supervisor to have the juveniles transported to another facility to be processed and detained. (46.1.3b)
5. For those offenses for which a bond has been set by either a judge or by state statute normal bonding procedures will be followed.
6. Any prisoner held in the Holding Facility has the right to consult privately with an attorney pursuant to Illinois Compiled Statutes 725 ILCS 5/103-4. (46.1.3i)
  - a. Exceptions may be made in situations where the prisoner poses an imminent danger of escape.
7. If contact is necessary with the State's Attorneys Office, the supervisor will immediately contact the Felony Review Unit for the county in which the incident occurred. (46.1.3j)
8. The supervisor on duty will be responsible for ensuring that arrangements are made for briefing the news media and providing timely and accurate information on the situation accordance with existing DIR 582-S. (46.1.3k)
9. All subjects taken into custody in a mass arrest will be properly identified as soon as possible. The arrestee's possessions, to include identification will be inventoried as specified in DIR 575-S. (46.1.3g)

C. Care and Handling of Arrestees

1. At all times arrestees will be given proper food, water and sanitation facilities. If necessary, additional meals can be catered to the holding facility as well as portable sanitary facilities as required. (46.1.3l)
2. In the event that an arrestee is in need of medical attention, the arrestee will be treated at the Hanover Park Police Department by paramedics from the Hanover Park Fire Department. If there are a large number of arrestees who are in need of medical attention, arrangements will be made with the Fire Department to set up a trauma assessment area. (46.1.3m)

III. MOBILIZATION PLAN (46.1.8)

- A. The department maintains written emergency mobilization plans that include provisions for the following:
  1. Communications. (46.1.8a)
  2. Alert stages. (46.1.8b)

3. Primary and alternate assembly areas. (46.1.8c)
  4. Equipment distribution. (46.1.8d)
  5. Special task force activation. (46.1.8e)
  6. Key personnel designations. (46.1.8f)
  7. Coordination with Emergency Management personnel. (46.1.8g)
  8. Transportation requirements. (46.1.8h)
  9. Management control measures. (46.1.8i)
  10. Rehearsals. (46.1.8j)
- B. The emergency mobilization plans are described in the *Village of Hanover Park Emergency Operations Plan*.
- C. The Deputy Chief of Operations will maintain liaison with the Emergency Services Coordinator for the Village of Hanover Park and will coordinate the development and implementation of disaster response plans with the coordinator.

#### IV. SECURITY OF VIPs (46.1.9)

- A. The Deputy Chief of Operations or his designee, shall be responsible for the coordination and supervision regarding any details for the security of any designated VIP. (46.1.9a)
- B. The assigned supervisor of the event, shall be responsible for construction of a security plan that will include, at a minimum:
1. Equipment requirements to include: (46.1.9b)
    - a. Specialized vehicles,
    - b. Additional body armory for assigned personnel and the VIP, and
    - c. Weapons for sworn personnel.
  2. Instructions for planning and surveying the travel routes as well as alternative routes. (46.1.9c)
  3. Advanced inspection for gathering intelligence information. (46.1.9d)
  4. Coordinating the operation within the department and with outside agencies. (46.1.9e)

5. Coordinating emergency medical treatment with the fire department. (46.1.9f)
  6. Coordinating communications with DuComm communications. (46.1.9g)
  7. Preparing and issuing appropriate identification material for all personnel involved. (46.1.9h)
- C. Upon completion of the security detail, the assigned supervisor will prepare an after action report and forward it to the Deputy Chief of Operations and the Chief of Police.

V. SEARCH AND RESCUE MISSION (46.2.5)

- A. The on-duty patrol supervisor shall determine the scope and magnitude of any search operation. Based upon the circumstances, the supervisor shall take into consideration, at a minimum, the following:
1. Threat to the general public
  2. Urgency of the search
  3. Weather conditions
  4. Availability of department personnel, including the canine team.
- B. The on-duty supervisor shall determine if additional personnel are needed and make the appropriate requests.
1. If outside agencies respond, the appropriate documentation shall be recorded and notifications made.
- C. Rescue operations, i.e.: water, confined spaces, rooftops, shall be the responsibility of the Fire Department.
1. The on-duty patrol supervisor shall coordinate all efforts through the shift supervisor designated by the Fire Department.

VI. COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

- A. The Community Emergency Response Team (CERT) is comprised of trained volunteers who assist emergency responders within the Village in the event of a major emergency or disaster. CERT is activated and directed by the Emergency Management Agency Coordinator, who is the Hanover Park Chief of Police. In the absence of the Chief, both Deputy Chiefs have the authority to activate the team.

- B. In the event CERT activation is needed, the incident commander or other police supervisor will contact the Chief of Police, or in the Chief's absence, a Deputy Chief, and make the request. If the Chief or Deputy Chief order CERT activation, the following procedure will be followed:
1. The Chief or Deputy Chief issuing the order shall inform on-duty records personnel to notify the CERT Director with the following information:
    - a. CERT is being activated in response to a major emergency or disaster.
    - b. The designated staging area where CERT members are to respond.
    - c. The identity of who is activating CERT and where they can be reached via telephone.
  2. In the event the CERT Director cannot be contacted, a telephone message will be left at the number called, if possible, with the following information:
    - a. The dated and time of the message.
    - b. CERT is being activated in response to a major emergency or disaster.
    - c. A request to contact the Police Department at the non-emergency reception desk phone number.
  3. In the event the CERT Director is not contacted, the Deputy CERT Director shall be notified of the activation of CERT as described in VI. B. 1. above.
  4. In the event the Deputy CERT Director cannot be contacted immediately, a phone message will be left, if possible, as described in VI. B. 2. above.
  5. All notifications, successful or unsuccessful, will be document on an Emergency Callout Report for Non-Police Services Form. A copy of the approved report will be forwarded to the Chief of Police and both Deputy Chiefs.
- C. Contact information for the CERT Director and Deputy CERT Director shall be maintained in the Emergency Notification binder located in the Radio Room. A listing of the CERT staging areas will also be maintained with the CERT Director and Deputy CERT Director information.
- D. Any change in contact information for the CERT Director or Deputy CERT Director will be provided to the Chief of Police, who will ensure the corrections are made in the Emergency Notification binder.
- E. In the event phone calls are received at the police department from CERT members requesting additional information regarding the callout, they will be informed that no additional information is available, and be directed to the CERT Director or Deputy CERT Director for additional information.