



BARTLETT POLICE DEPARTMENT

Subject: Evidence Procedures

Technical Services Order 500

Issued: September 19, 1995

**Rescinds: G.O. 87-06/TSO 501/
BPD ET Manual**

Effective Date: September 19, 1995

Termination Date: N/A

Reference CALEA Standards:
**1.2.4, 17.5.3, 42.2.1, 83.1.1, 83.2.1,
83.2.2, 83.2.3, 83.2.4, 83.2.6, 83.2.7,
83.3.1, 83.3.2, 84.1.1**

Related Directives:

Amended Date: June 2, 2017

00215,PO402,PO420,S0615,TS0502

PURPOSE: To provide a standardized method for collection, preservation and documentation of evidence and to establish basic guidelines for the management and processing of crime scenes.

POLICY: The Bartlett Police Department members will follow the guidelines and procedures which incorporate the application of scientific methods for the collection and preservation of physical evidence. The department will recognize that successful police investigations, prosecutions of criminal offenders and other police related matters are directly linked to a thorough evidence collection and preservation process.

I. Definitions

- A. Barcode Evidence Analysis Statistical Tracking (BEAST) System: A computerized property storage management system which tracks property, maintains evidence integrity and control, and has reporting capabilities.
- B. Chain of Evidence: The continuity of custody of material and items collected as evidence.
- C. Crime Scene: The location where a crime occurred or where any indication of the crime exists. Any place where physical evidence related to a crime is located.
- D.
- E. Evidence: Any substance or material found or recovered in connection with a criminal or traffic crash investigation for the following:
 - 1. To provide physical documentation that a crime has been committed.
 - 2. To prove or disprove a fact at issue in a criminal case.
 - 3. To be used during the court prosecution of a case.
 - 4. To be examined to determine the identity of a victim or offender.
- F. Evidence Technician: A police officer or other person who has been trained and certified in accepted methods of evidence collection, preservation, and processing per Personnel Order 402.
- G. Photographs: Images of persons or objects recorded on film, floppy disk, mini-disk, or other medium.
- H. Physical Evidence Collection Guide: Annexes I-IV
- I. Property: Any item of value not required for a criminal investigation or court prosecution, which has been recovered and held for safekeeping in accordance with Technical Services Order 502.

- J. Storage Media: Materials that provide storage for computer data, including but not limit to: floppy disks, CD-ROM, DVD-ROM, magnetic tape, and portable storage devices. (83.2.5)
- K. Videographs: Images of persons or objects recorded on a videocassette, videodisk, DVD, or other recording medium.

II. Responsibilities

- A. Each officer shall receive fundamental training in crime scene processing as part of their Basic Police Academy training and Bartlett Police Department Field Training Programs. Certain members of the department will receive specialized training in methods of evidence collection, preservation, and processing and will serve as Evidence Technicians according to Personnel Order 402.
- B. The first responding officer(s) will have custody of and be responsible for the protection and control of the crime scene, until relieved by a supervisor, detective, or Evidence Technician. The scene containment may be done in two stages. Yellow tape will be used for the outer containment area. Only personnel related to the investigation will be allowed in the outer containment zone. Red tape will be used for the inner secured containment area. Only essential Evidence Technicians and the crime scene supervisor will be allowed in the inner containment zone. Anyone who enters the inner secured containment area must document their activity in a Supplementary Report. Access to the scene will be granted only to persons directly involved in the investigation. Points of entry and exit into the scene will be limited. If appropriate, a single path into and out of the crime scene, away from the path most likely used by the offender(s), will be established. At the scene of major cases, a Crime Scene Log (Annex V) will be maintained until the scene is released. The log will be submitted with the police report and shall contain: name of person entering scene, date and time entered, date and time exited, purpose for entry. The ET in charge of the scene will advise the supervisor when the scene may be released. (83.2.1, 83.2.7.a)
- C. Department personnel are charged with the responsibility of thoroughly processing crime scenes for physical evidence. In some cases, scene processing may consist only of the physical inspection and evaluation of a scene or the collection of an obvious item of evidence. In these instances, the preliminary investigating officer will be responsible for securing, protecting and processing the crime scene. (83.2.1)
- D. In more serious cases, crime scene processing will be conducted by trained departmental Evidence Technicians. In these cases, the preliminary investigating officer will secure and protect the scene. The procedures in Personnel Order 402 (Evidence Technicians) will be followed. Those incidents which are marked by an asterisk can, at the discretion of the Chief of Police or his designee, be referred to the Illinois State Police Crime Scene Services Division or the Major Case Investigations Team (MCAT) Forensics Unit. In cases where this occurs, an Evidence Technician will be assigned to assist. Examples of serious cases will include:
 1. Burglary (Commercial, Residential, Auto)
 2. Armed Robbery
 3. Battery/Aggravated Battery
 4. Fires/Suspected Arson
 5. Sexual Assault
 6. Home Invasion
 7. Suicide (to include attempts)
 8. Death Investigation
 9. Homicide (*)
 10. Officer Involved Shooting (*)
 11. In-Custody Death (*)
- E. Evidence Technicians will be assigned on a rotating basis to an On-Call List. Each month a primary and secondary evidence technician will be listed. Prior to contacting the on-call Evidence Technician, the on-duty supervisor will check to see if there is an Evidence Technician working on shift or in the police facility, prior to contacting the on-call technician. If the primary technician is not available, the secondary will be notified. In the event that neither the primary or secondary technician can be reached, the supervisor will immediately contact the Evidence Technician Supervisor, and request the assignment of an Evidence Technician. (83.1.1)

- F. In the case of serious and/or fatal crashes, or crashes involving Village vehicles, a Crash Investigator or Reconstruction Specialist will be contacted. The procedures in Operations Order 215 (Traffic Crash Investigation) will be followed. It will be the discretion of the Crash Reconstruction Specialist or Crash Investigator to obtain assistance from an Evidence Technician.
- G. In certain cases, it may be necessary to contact one of the following agencies for assistance in processing the scene. These requests will be handled on a case-by-case basis and will depend on the severity of the incident and the matter under investigation.
 - 1. Illinois State Police-Bureau of Crime Scene Services
 - 2. DuPage/Cook County Sheriff's Office Evidence Technicians
 - 3. Office of the State Fire Marshall
 - 4. U.S. Treasury,
 - 5. Bureau of Alcohol, Tobacco & Firearms
 - 6. Federal Bureau of Investigation
 - 7. Other local Police Departments when special equipment is needed.
- H. All procedures in evidence collection will be documented on a Supplemental Report in accordance with Technical Services Order 509 – Report Writing. (83.2.6)

III. Processing Evidence in the Field (83.2.1)

- A. Methods used for processing evidence in the field will be those that preserve the condition of evidence during its collection, prevent the introduction of foreign materials to it and ensure as complete a sample as possible and practical.
- B. The crime scene will be processed in an orderly manner. The order of tasks will depend on the individual situation. Deviations from the following suggested progression of tasks will be determined by the Evidence Technician(s) assigned to the case:
 - 1. Photograph the scene.
 - 2. Polaroid photographs may be taken and supplied to investigators or staff members.
 - 3. Videographs, if taken, will be completed prior to still photography.
 - 4. Sketch scene.
 - 5. Identify evidence to be collected.
 - 6. Take measurements.
 - 7. Collect obvious trace evidence.
 - 8. Process scene for fingerprints.
 - 9. Collect, mark, package, and document evidence.
 - 10. Secure evidence.
 - 11. Prepare and submit required reports.
- C. Methods utilized in the collection, preservation and processing of crime scene evidence will be those generally accepted as proper for each type of evidence. Evidence collected may include, but is not limited to:
 - 1.
 - 2.
 - 3. Weapon evidence—sharp/cutting instruments, bludgeoning instruments.
 - 4. Firearm evidence—firearms, ammunition, gunshot residue test kits, and spent bullets.
 - 5. Fingerprint evidence—latent prints, patent prints, fingerprint and palm print standards.
 - 6. Drug evidence—green leafy substance, powders, pills, gases, liquids, DUI kits for toxicology, paraphernalia.
 - 7. Trace evidence—hairs, fibers, paint, glass, soil.
 - 8. Chemical evidence—accelerants, explosives, poisons.

- C. All materials or substances submitted from a known source and shall be marked with the following information:
 - 1. Description
 - 2. Location where source came from
 - 3. Location of incident
 - 4. Date/Time
 - 5. Evidence Technician
 - 6. Case Number

V. Crime Scene Diagram (83.2.6)

- A. Whenever a crime scene diagram is prepared, the following will be included:
 - 1. Dimensions
 - 2. Relation of the crime scene to other buildings, geographical features, or roads
 - 3. Location of incident
 - 4. Location of significant features
 - a. Doors/windows open or closed.
 - b. TV/radio on or off
 - 5. Location of physical evidence recovered.
 - 6. Date and time of preparation.
 - 7. Name of the ET who prepared the sketch.
 - 8. Direction of north.
 - 9. Indicate scale or not to scale.
- B. The completed crime scene diagram will be submitted with the Supplemental Report.

VI. Photographing the Crime Scene (83.2.2)

- A. Minor incidents (criminal damage to property, graffiti complaints, etc) which only require basic photo documentation and no other additional evidence work do not usually require an Evidence Technician be dispatched. The officer or CSO assigned to the call generally may take photographs with the digital camera kept in each squad car and attach the photographs to the report.
- B. Photographing or videotaping of major crime scenes, and other incidents is the responsibility of an Evidence Technician. The assigned Evidence Technician will photograph all aspects of the scene; using digital photography, and/or video recording equipment.
- C. Photographs of the scene should be taken prior to any items being moved or altered.
- D. When the exact size of an item being photographed is required, a scale will be placed next to the item to add dimension and aid in the development of "actual size" prints. In these situations a second identical photograph of the item will be taken without the scale, or anything else introduced into the field of view.
- E. For evidence photographs on a case that will be closed with a "09" status, the evidence photographs are (and may be attached to the report). If the case is to be forwarded to investigations, the photographs will a CD-R will be created and placed into evidence as required by Technical Services Order 502.
- F. Photographs, DVDs, and videotapes will be labeled, packaged, and marked according to guidelines set forth in Technical Services Order 502 – Evidence and Property Control.

- B. Each piece of evidence shall be packaged and marked separately to prevent contamination. Do not enter any information in the printed "Chain of Custody" area of the evidence bag.

XII. Equipment

- A. All personnel assigned to evidence/crime scene duties will be required to sign out equipment and to document any problems with the equipment. Any problems noted will be reported to the Evidence Technician Supervisor immediately in writing.
- B. The Evidence Technician Supervisor will be responsible for checking the equipment on a monthly basis to ensure that it is functioning properly. Any problems noted will be documented in writing to the Deputy Chief of Support Services. The Evidence Technician Supervisor will be responsible for arranging for the repair of the equipment. **(17.5.3)**

By Order of

Patrick Ullrich
Chief of Police
Annexes I - VI



BARTLETT POLICE DEPARTMENT

Subject: Prescription Medicine Disposal

Technical Services Order 501

Issued: May 4, 2009

Rescinds: N/A

Effective Date: May 4, 2009

Termination Date: N/A

Reference CALEA Standards:

Amended Date: May 31, 2018

**Related Directives:
TSO 502**

PURPOSE:

This policy defines the Prescription Medication Disposal Program within the Village of Bartlett and specifies the procedures and responsibilities of those involved the operation. This program is to give residents of Bartlett or surrounding communities a safe drop-off site for unwanted medications. The program will not accept medications from businesses or pharmacies.

POLICY:

The Village of Bartlett collects unused prescription drugs and over the counter (OTC) medications according to a set schedule or during pre-scheduled take-back events. Items can be dropped off inside the Village Hall. Drop-offs will be monitored by a police employee. Items accepted in the program include, non-controlled prescription and OTC drugs, liquid medication in leak-proof containers, pet medications, vitamins, ointments, lotions, homeopathic remedies, and suppositories. Proof of Bartlett residency is not required. The program will comply with all regulations in the Drug Enforcement Agency (DEA) code of federal regulations rules on Disposal of Controlled Substances (Title 21 Part 1300-1317).

I. Definitions

- A. Acceptable Medications: Pills, salves, liquid medicines in original containers brought in by residents in either their original containers or in other non-leaking containers. Labels on medications are not required.
- B. Disposal Bag: A plastic sealable evidence bag to contain any solid medications which are not enclosed within the original container. If the solid medications are already in a sealable plastic bag and the bag has maintained its integrity, no other disposal bag is required. Liquid/gels and salves where the container integrity is compromised will be placed within a disposal bag.
- C. Law enforcement officer for purposes of compliance with the Code of Federal Regulations, Title 21 Part 1300.05 – definitions relating to the disposal of controlled substances:
 - 1. Meets all of the following criteria:
 - a. Employee of either a law enforcement agency, or law enforcement component of a Federal agency;
 - b. Is under the direction and control of a Federal, State, tribal, or local government;
 - c. Acting in the course of his/her official duty; and
 - d. Duly sworn and given the authority by a Federal, State, tribal, or local government to carry firearms, execute and serve warrants, make arrests without warrant, and make seizures of property;
- D. Medication Turn-in Site: The location for the Medication Disposal Program shall be the Village of Bartlett, 228 South Main Street, Bartlett, IL 60103.
- E. Program Coordinator: The department's Property Custodian will be assigned by the Chief of Police as the person responsible for the overall administration of the Medication Disposal Program.
- F. Unacceptable Medications: Sharps, needles, IV Bags, epinephrine pens, medical waste, radioactive medicines, and mercury thermometers. Medications brought from nursing homes, clinics, doctors office or other businesses which distribute medications.
- G. Medication Disposal Storage Container: A secure vetted storage container for disposing of unwanted, unneeded or expired medications. The vetted storage container shall meet the DuPage County Health Department's requirements.

II. Procedures

- A. The Village shall advise residents of Bartlett or surrounding communities of the Medication Disposal Program. Means of providing this information to residents shall include, but is not limited to:
 - 1. posted DuPage County Health Department signage;
 - 2. newsletter articles;
 - 3. social media outlets;
 - 4. Village cable channel; and
 - 5. Village website.
- B. The Program Coordinator will provide the DuPage County Health Department with the collection event date and location for reference on their website.
- C. The Village shall maintain medication disposal storage containers for unwanted, unneeded or expired medications according to a set scheduled or during pre-scheduled Village special take-back collection events inside the Village Hall lobby. If a resident of Bartlett or surrounding communities physically turns over medicine to an officer for disposal, the officer shall not deposit the medicines into the Disposal Storage Container. Medicines physically turned over to department employees outside of scheduled drug drop-off events shall be handled as recovered property under the guidelines of Technical Services Order 502 - Evidence and Property Control.
- D. A minimum of every six months, the Property Custodian shall advise the Deputy Chief of Support Services via memorandum of the need for disposal of the medicines and prescription drugs collected through the program.
 - 1. When approval has been granted, the Program Coordinator shall arrange for the delivery of the collected medicines and prescription drugs to one of the four approved rotating Public Health Center sites in Wheaton, Lombard, Addison, and Westmont on a quarterly scheduled basis.
 - 2. A law enforcement officer will be responsible for escorting the medication disposal storage containers during transport to the designated Public Health Centers.

By Order of

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Canine Unit

Technical Services Order 503

Issued: November 6, 1996

Rescinds: N/A

Effective Date: November 6, 1996

Termination Date: N/A

**Reference CALEA Standards:
16.2.3, 41.1.4**

Amended Date: June 16, 2017

PURPOSE: To establish the duties and procedures which will govern the Canine Unit and to establish the criteria for the use of the unit, as well as the qualifications for the handler.

I. Objectives/Assignment (41.1.4.a)

- A. Objectives: The Canine Unit is established for purposes of providing the following police services and also minimize the potential for injury to officers engaged in many of these duties:
 1. Tracking fugitives or lost persons
 2. Conducting building searches
 3. Recovery of evidence
 4. Area searches for criminal suspects
 5. Narcotics/other drug searches
 6. Apprehension of criminal suspects
 7. Crowd control situations, as specified
 8. Public Relations activities
- B. Canine Unit: A specially trained Police Officer and canine both of whom have been trained by a recognized training facility in canine law enforcement.
- C. Assignment to the position of Canine Officer will be made by the Chief of Police, and the selection will be made from letters of interest submitted to the Chief. (41.1.4.c)
- D. The Canine Officer will be assigned to the Public Services Bureau (PSB) and will be under the direct supervision of the PSB Sergeant. (41.1.4.c)

II. Qualifications (16.2.3.c, 41.1.4.b)

- A. The Canine Officer will be a sworn police officer below the rank of sergeant, who has successfully completed his/her probationary period and has a satisfactory performance and disciplinary record.
- B. The officer assigned as the Canine Officer must be willing to make a minimum commitment of six years to the program.
- C. If the officer is married, the officer's family must consent to the officer's participation in the program and must be willing to assist in the care of the canine. The officer must also have a suitable residence that will allow for the care and control of the canine during off-duty hours.
- D. The officer must be willing to participate in an intensive initial training period followed by weekly training to ensure the Canine Unit maintains its skills and meets its objectives.

III. Responsibilities of Canine Officer

- A. The officer assigned as the Canine Officer will be assigned a department vehicle which has been modified for use as a Canine Vehicle. The officer will be responsible for ensuring the vehicle is properly serviced and maintained in accordance with Administrative Order 104.
- B. The officer will be allowed to take the vehicle to his/her residence and will be responsible for the security of the vehicle. When the officer is on leave and is out of town, the vehicle will be returned to the Police Department until such time as the officer returns to duty.

- C. The officer will be responsible for ensuring the canine is examined regularly by the department-approved Veterinarian and the canine receives the appropriate vaccinations each year.
- D. The officer will be responsible for providing daily care (food, water and exercise) of the animal both at the station and at his/her home.
- E. The officer, when on leave, will board the canine at a facility approved by the department.
- F. The Canine Officer will be issued a department phone and when off-duty will function in an on-call status.
- G. Reporting: In addition to any other required written reports, the Canine Officer will complete a Canine Administrative Report Form as soon as possible after any assignment detailing the use of the canine.

IV. Duties (41.1.4.a)

- A. The Canine Officer will function as a patrol officer and will carry out routine patrol functions when not engaged in canine-related operations.
- B. During the normal tour of duty any officer may request the assistance of the Canine Officer in those circumstances described in the program objectives and others as designated by the Shift Supervisor.
- C. The handler will keep the canine on a lead and under physical control at all times. The canine may be released from the lead while maintaining verbal control when it is believed necessary to:
 - 1. Protect a citizen or Police Officer from physical attack;
 - 2. Pursue and stop a fleeing felon or person whom the handler has probable cause to believe has committed a felony;
 - 3. Search a structure, enclosure or area believed uninhabited by innocent parties for the purpose of locating a hidden offender;
 - 4. Guard and restrain an arrested person to prevent flight; or
 - 5. To break and/or exercise the canine.
 - 6. The use of a trained police dog by its handler may, in certain circumstances, be considered use of force. The canine handler will follow department guidelines regarding use of force when deploying the police dog.
- D. The handler may release the canine from lead at other times and locations when the canine handler reasonably believes that the use of the canine is, under the circumstances known to the handler, the safest and most effective tool available.
- E. The Canine Unit will, when so directed by the Chief of Police or his designee, appear at certain functions or special events.

V. (41.1.4.a)

- A.
- B.
- C.

D. Requests for School Searches

1. "School Searches" is a term that applies to the action of the dog "sniffing" for controlled substances. It is understood that this action is not technically a search as defined under the Fourth Amendment.
2. Requests by local school districts for the purpose of searching for and seizing controlled substances shall only be authorized after the following criteria have been met:
 - a. The request must be in writing, signed by the Chief School Administrator and addressed to the Chief of Police or vice versa.
 - b. The request must state that the search is directed toward maintaining a safe and secure school environment.
 - c. The request will list specific facts substantiating a drug problem, not merely suspicions.
 - d. The request must state that the school officials will take either administrative or criminal action against those determined to be in possession of illegal drugs.
 - e. Upon completion of the search, the canine handler will make a detailed report of the search and results.
3.
 - a.
 - b.
 - c.

VI. Deployment (41.1.4.a)

- A. Instructions: All police officers will be given instructions on potential uses of the Canine Unit as well as how to establish area perimeters and officer behavior in and around the canine.
- B. Call Outs: At those times when the Canine Unit is needed and the officer and the canine are not on duty, an officer wishing to use the team will notify the supervisor on duty of this request. It will be the duty of the supervisor to decide whether or not to call out the Canine Unit, based on the circumstances of the request and the abilities of the Canine Unit to handle the incident. When not on duty and called out by the department, the officer will respond to the scene as soon as possible. If the response time is more than one hour, the handler/officer will so advise and consideration may be given to utilizing another department's canine team based on the circumstances.
- C. Conditions: The following conditions will be taken into consideration when requesting the services of the Canine Unit:
 1. Type of offense
 2. Safety of the officer and the canine
 3. Exigent circumstances
 4. Location
 5. Time elapsed since offense occurred
 6. Time of day
 7. Weather conditions
 8. Safety of the general public
- D. If the decision is made to call out the Canine Unit, the area to be searched will be immediately secured and non-essential personnel will be kept out of the area. Upon arrival of the Canine Officer, the supervisor on duty will ensure the officer is fully briefed on the circumstances surrounding the call out and what is being looked for.

E. Limitations of usage:

1. The use of the Canine Unit is for law enforcement services only. No persons will be allowed to use the unit for private purposes nor will any payment be accepted by the handler and/or department for any activity.
2. Outside agency requests shall be handled on a case-by-case basis and will be at the discretion of the Shift Supervisor and;
 - a. Such assistance does not impede the Bartlett Police Department's level of protection or service to the community.
 - b. The request for service is not more than ten miles from the Village, unless special authorization is obtained from a Division Commander.
 - c. Whenever the Canine Unit is assigned to assist another agency, an Incident/Offense Report will be completed by the Canine Officer, including but not limited to, name of the requesting agency, nature of request, action, and the results of canine involvement.
 - d. The requesting agency shall provide the following information at the time of the request:
 1. Reason for the request
 2. Time elapsed since the incident occurred
 3. Type of area and conditions
 4. Any prior search or canine use
 5. Any possible hazards
 - e. Required procedures of the Bartlett Police Canine Unit shall be transmitted to the requesting agency at the time of the request.
3. Crowd Control
 - a. Under normal conditions, the canine is not to be used for crowd control.
 - b. In the event of the possibility of using the Canine Unit for crowd control, the handler will assess the situation with the duty supervisor. If the use of the Canine Unit is deemed appropriate, the on-duty supervisor may authorize such action with immediate notification to the Chief of Police or his designee.

VII. Canine Bites

- A. The following procedures will be observed whenever a canine bites a person, regardless of whether or not the bite took place on or off duty:
 1. Administer first aid as needed and summon necessary medical assistance. If the person bitten is in police custody, the person will be transported to the nearest hospital. If the person is not in custody, the person will be encouraged to seek medical treatment. Any refusal of treatment will be so noted in the report.
 2. Immediately notify the supervisor on duty. It will be the responsibility of the supervisor to notify the Deputy Chief of Operations.
 3. Immediately complete a written report detailing the incident, to include the name, address and telephone number of the person bitten and the circumstances surrounding the bite. If the bite occurs as the result of police action, the officer will also complete a Use of Force Report in accordance with Operations Order 200.
 4. Have the injuries sustained by the individual photographed in color. A department Evidence Technician may be used for this purpose.
- B. As soon as possible following the bite, have the canine examined by the Department-approved Veterinarian for signs of rabies or other disorders. The canine will then be reexamined within twelve days of the bite incident. During the time prior to the second examination, the canine will be closely monitored for any unusual signs or symptoms that may indicate rabies or other disorder. If such signs/symptoms are observed, the canine will be immediately taken to the Veterinarian.
- C. All reports in connection with the bite will be immediately forwarded to the Chief of Police via the chain of command.

- D. The requirement for impounding of the canine is not necessary due to the kenneling of the canine at the officer's residence and the subsequent veterinary examinations.
- E. The requirements that are set forth will not apply during training, unless serious injury is incurred by the agitator.

VIII. Rules of Conduct for Non-Handlers

- A. It will be the responsibility of the Canine Officer to instruct and inform all personnel about the canine and its role within the department.
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- C. A violation of any of these rules may be grounds for disciplinary action.

IX. Handler or Canine Injuries

- A. The assigned Canine Officer is designated as the primary department member responsible for controlling the animal.
- B. The following steps will be taken in the event of an injury to either the officer or the canine.
 - 1. If the officer is incapacitated to the extent that he/she cannot control the canine, the supervisor or another officer will attempt to gain control of the canine. If this is not successful, a secondary handler will be called to the scene. The supervisor may attempt to noose the canine if an immediate need exists to control the canine.
 - 2. If unable to noose the canine, the supervisor will contact a handler from another agency to assist in bringing the canine under control.
 - 3. Use of the handler's spouse is to be used as a last resort.
- C. In the event of injury to the canine, the officer will immediately transport the canine to the department-approved Veterinarian for medical treatment. If this is not possible, the canine will be transported to an approved veterinary clinic that provides twenty-four hour emergency care.
- D. As soon as possible following the injury to either the handler or the canine, a report will be completed detailing the circumstances surrounding the injury, the extent of the injury and other related facts. This report will be forwarded to the Chief of Police via the chain of command.
- E. In the event of injury to either the canine or the officer, the Deputy Chief of Operations and the Chief of Police will be immediately notified by the on-duty supervisor.

X. Canine Equipment and Supplies (41.1.4.d)

The following equipment will be issued to the Canine Unit:

1. Dog insert (cage)
2. Bail out system
3. Hot Temp system
4. 6', 15' and 30' leads
5. Tracking harness
6. 1" dog rope/search collar
7. 2" dog agitation collar
8. Pinch collar
9. Choke collar
10. Drug toy
11. Ball toy
12. Scent pads
13. Grooming Equipment

By Order of

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Animal Control

Technical Services Order 504

Issued: October 14, 1996

Rescinds: G.O. 84-01, 88-01, S.O. 94-03

Effective Date: October 14, 1996

Reference CALEA Standards:

Termination Date: N/A

Related Directives:

Amended Date: May 1, 2013

PO415

PURPOSE: To establish procedures for the impoundment and release of stray dogs located in the Village, capture and treatment of injured domestic animals, use of chemical immobilization equipment and techniques, use of animal traps, and the handling of animal bites and attacks.

I. Animal Capture/Chemical Immobilization

- A. When a report of an injured animal is received, the assigned officer will respond and attempt to capture the animal. Community Service Officers (CSO) will be the primary responding officer, if available.
- B. The first tool to be considered in the capture of any animal shall be a noose. If a noose is not feasible and the animal or the community is at risk if the animal remains at large, the use of the chemical immobilization equipment will be considered. The chemical immobilization equipment will only be used with the permission of a supervisor and is restricted to authorized and trained personnel.
- C. The shift supervisor will ensure there are arrangements to secure the area and assist in tracking the darted animal. Security of the area shall be maintained until all reasonable attempts to recover the chemical darts are accomplished.
- D. Every attempt to track and capture a darted animal will be made. It may take up to 20 minutes for the tranquilizer to take effect. Immediately after capture by chemical immobilization of a domesticated animal, the animal will be transported to a veterinarian to ensure stabilization of the animal. Captured wildlife will be handled according to Section V.
- E. If an animal is captured by either a noose or by chemical immobilization, the officer will document the following on an Incident/Offense Report:
 - 1. Type of animal
 - 2. Observations of animal before, during and after capture
 - 3. Method of capture
 - 4. Amount and dosage of chemicals used, if any.
 - 5. Disposition of animal
- F. If chemical immobilization techniques are utilized, the officer will also complete the Chemical Immobilization Report (Annex V) and will attach a copy to the Incident/Offense Report. The original report form will be forwarded to the supervisor in charge of the chemical immobilization program.
- G. The tranquilizer dart gun equipment will be secured in the designated storage locker. The supervisor in charge of the chemical immobilization program will be responsible for inventory and maintenance of the equipment. All discharged darts should be recovered and disposed of in an appropriate medical hazardous sharps container.

II. Impounding Stray Dogs

- A. When a report of a stray dog is received, the assigned officer will respond and attempt to capture the animal. Community Service Officers (CSO) will be the primary responding officer, if available.
- B. Upon capture of a dog wearing any form of identification leading to the identity of the owner, the officer will make all attempts to reunite the dog with its owner in a reasonable time.

- C. Upon capture of a dog whose owner is not immediately located, it will be impounded.
 - 1. The officer apprehending the dog will transport the animal to the police garage kennels.
 - a. Depending on the size of the dog, it will either be placed into the cage located inside the garage or attached by leash to the outside of the cage.
 - b. All dogs placed in the kennel will be documented in the log book in Records.
 - c. The dog will remain at the garage kennel for a maximum of 24 hours.
 - 2. The next CSO on duty will transport the dog to the DuPage County Animal Control Shelter located at 120 N. County Farm Road in Wheaton. If there is no CSO scheduled for duty on the day after the dog is placed in the kennel, the dog is to be taken to DuPage Shelter prior to the end of the shift.
 - a. During normal business hours, the dog will be taken to the main entrance and turned over to the on-duty personnel. An animal control report (provided by Animal Control) will be completed by the officer delivering the dog with the original retained by the shelter and a copy attached to the report.
 - b. During non-business hours, the dog will be taken to the appropriate door at the shelter where entrance can be gained by using the appropriate entry code on the numbered electronic locking device. An animal control report found on a clipboard near the interior door will be completed. One copy of this report is to be left at the shelter and the other is to be attached to the police report.
 - 3. In the event the owner is identified, the officer will make all reasonable attempts to return the animal to its owner.
- D. Every animal captured will be scanned per Section VII.
- E. Officers impounding animals will complete an Incident/Offense Report listing the ticket numbers of all citations issued and the complete description of the dog. The officer will transfer the tickets to the desk along with a copy of the report where the information will be entered into the Impounded Dog Logbook.

III. Release of Impounded Dogs

- A. Citizens inquiring about dogs impounded at the DuPage County Animal Control Shelter will be advised to contact the Shelter to confirm identity of the dog.
- B. Citizens wishing to claim a dog they believe to be theirs must first pay any impound fees assessed by the Village of Bartlett as well as accept service of any citations issued prior to retrieving the animal. The Dog Impoundment Release Form (Annex I) will be completed with the original given to the owner, one copy to the Village Clerk with any fees collected and one copy attached to a Supplementary Report detailing the release.
- C. Citizens will be informed that additional fees may be assessed by the DuPage County Animal Control Shelter and it will be the owner's responsibility to pay these fees directly to the Shelter when claiming their animal.
- D. All dog releases will be documented in the Impounded Dog Logbook and a Supplementary Report will be written.
- E. The Bartlett Police Department will not enter into any adoption agreements with persons seeking to claim unredeemed animals. All such requests will be referred to the DuPage County Animal Control Shelter.

IV. Treatment for Injured Domestic Animals

- A. When a domestic animal requiring medical attention is captured, it will be transported during normal business hours to one of the following facilities:
 - 1. Bartlett Animal Hospital
1251 Humbracht Circle Suite E
Bartlett, IL.
 - 2. Heartland Animal Hospital
1051 West Stearns Road
Bartlett, IL

- B. If a domestic animal requires emergency medical treatment after normal business hours, it will be transported to:
 St. Charles Emergency Pet Care Center
 530 Dunham Road
 St. Charles, IL
 An injured animal will not be denied treatment by this clinic at any time.
- C. Every effort should be made to identify and contact the owner of the animal. Any animal transported to any of the above agencies will be entered into the Impounded Dog Logbook as such indicating which facility it was taken to for treatment.
- D. Animals transported to St. Charles Emergency Pet Care Center later deemed to be stray will be relocated by the Pet Care Center.
- E. Animals transported to Heartland Animal Hospital or Bartlett Animal Hospital later deemed to be stray will be the responsibility of the Bartlett Police Department to transport to Animal Control. Both facilities will notify the Police Department when this is needed.

V. Treatment of Injured Wildlife

- A. When any captured wildlife requires medical attention, it will be transported to one of the following facilities:
 - 1. Willowbrook Wildlife Center
 525 South Park Blvd.
 Glen Ellyn, IL 60137
 0900-1630 daily
 after hours
 Will not accept raccoons with distemper, exotic wild mammals or birds.
 - 2. Licensed Rehabilitator: Call CARE FOR WILDLIFE HOTLINE
 A recording will give a listing of licensed rehabilitator in the area for a specific species.
- B. In the event a raccoon is suffering from distemper, it is to be dispatched in the forest located at Munger and Stearns Roads. Per the Illinois Department of Agriculture, all healthy raccoons may **only** be released 100 yards from the area it is found in.

VI. Deceased Animals

- A. In the event of a deceased domestic cat or dog and all efforts to contact an owner have been exhausted, it will be transported to the Public Works facility. Notice will be left for Public Works that an owner was unable to be located. It will be buried by Public Works at their location. The impound book should also be documented to reflect these actions.
- B. Whenever deceased wildlife is located on public property, notify either Public Works or the agency having jurisdiction (County, State) to request removal.

VII. Microchip Identification System (PETERAC)

- A. One Microchip Identification Scanner will be kept in the Records Section and one scanner will be kept in the Public Works garage.
- B. Every animal picked up by the Police Department will be scanned.
- C. If an ID number is displayed on the scanner, call the National Access Number
 and provide the operator with the ID number.

- D. The officer will be given the name and number of the Veterinarian that implanted the microchip or the animal owner's name and number.

VIII. Release of Animal Traps

- A. Requests for the use of an animal trap will be handled through the Records Clerk on duty.
 - 1. The resident will complete the first section of the Animal Trap Use/Waiver of Liability form (**Annex II**) and the request will be forwarded to the next on-duty CSO who will contact the resident and arrange for use of the trap.
 - 2. A \$50.00 deposit (check or cash) will be accepted when the resident receives the trap. The deposit will be placed in a sealed envelope and kept in the bond box labeled as "deposit for animal trap".
 - 3. Traps are loaned out for a period of seven (7) days at a time. Extensions can be obtained, but only with the authorization of a CSO. This can be done by phone or in person.
 - 4. The CSO who releases the trap to a resident will ensure the set-up instructions and loan program information sheet are given to the resident as well.
 - 5. Daily inspections of each loaned trap are to be done by the CSOs.
- B. Upon return of the trap, the on-duty CSO will inspect the trap for damage and note any observed prior to release of the deposit. Should damage be found on the trap, the deposit will be retained by the Police Department. The CSO will complete a memo addressed to the Deputy Chief of Operations who will determine if the deposit will be retained or returned to the resident.
- C. Should there be several requests for use of an animal trap; a list will be maintained in the Records Section. The trap will be loaned out based on severity of the need or a first come basis. The amount of time each resident may use the trap will depend on the demand/availability at the time of request.
- D. Traps will only be loaned out when either of the following conditions is met:
 - 1. Damage to property has occurred in excess of \$250.00, or;
 - 2. A risk to human safety or health is present.

IX. Animal Bite Incident Procedure

- A. Definitions applicable to this policy according to the Illinois Animal Control Act:

Animal means every living creature, other than man, which may be affected by rabies.

Dangerous Dog means (i) any individual dog anywhere other than upon the property of the owner or custodian of the dog and unmuzzled, unleashed, or unattended by its owner or custodian that behaves in a manner that a reasonable person would believe poses a serious and unjustified imminent threat of serious physical injury or death to a person or a companion animal or (ii) a dog that, without justification, bites a person and does not cause serious physical injury.

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.

Potentially Dangerous Dog means a dog that is unsupervised and found running at large with 3 or more other dogs.

Serious Physical Injury means a physical injury that creates a substantial risk of death or that causes death, serious disfigurement, protracted impairment of health, impairment of the function of any bodily organ, or plastic surgery.

Vicious Dog means a dog that, without justification, attacks a person and causes serious physical injury or death or any individual dog that has been found to be a "dangerous dog" upon 3 separate occasions.
- B. When a report of an animal bite is received, the assigned officer will respond to determine the nature of the incident. If available, the department's Humane Investigator will be the primary responding officer.

- C. When police receive information that someone has been bitten by an animal and the skin has been broken by the force of the bite, or that someone has been scratched by an animal and the animal's saliva may have had contact with the wound, an animal bite report form (**Annex III**) must be filled out, as well as an Incident/Offense Report. A copy of both reports will be forwarded to the Humane Investigator. The Shift Supervisor will determine if immediate notification is necessary. The animal bite report will be immediately faxed to the appropriate county's Animal Control Department.
- D. When police receive information that someone has been bitten by an animal and the bite does not cause an abrasion or a break in the skin, an Incident/Offense Report will be completed only. A copy of the report will be forwarded to the Humane Investigator.
- E. If the bite is derived from a domestic animal and meets the conditions in Section C., and the owner is identified, the owner will be instructed to have the animal examined within 24 hours of the incident by a licensed veterinarian. There will be a 10 day observation period following the incident. During this observation period, the animal cannot be killed, sold, given away, disposed of, or taken out of the state (510 ILCS 5/13). The owner will be provided with the Notice to Owner of Biting Animal (Annex IV).
1. If the animal is currently vaccinated for rabies, it will be confined in the owner's home, and then re-examined on the 10th day following the initial examination. During the confinement, the animal must be leashed when taken outside and kept in a manner that will prevent it from biting again.
 2. If the animal is not currently vaccinated for rabies, it will be impounded in an animal hospital, at the owner's expense, for a period of 10 days for rabies observation. Impounding will take place within 24 hours of the bite.
- F. If the bite is derived from an apparent stray domestic animal and the owner cannot be identified, every attempt should be made to capture the animal and impound it for the required ten day period.
- G. If the incident is elevated to the level of a severe attack, where serious physical injury to the victim has occurred, or where the biting animal has been deemed a "vicious" dog, the department Humane Investigator will be called out. The following impoundment procedures will be followed according to the location of the attack:
1. Cook County Animal Control (CCAC): Dog is to be impounded by police department, CCAC is to be contacted during regular business hours at [redacted] C will either pick up the dog or advise where it is to be transported to. This procedure only applies in dog v. person attacks.
 2. DuPage County Animal Control (DCAC): The dog shall be immediately transported to DCACC for impoundment. Dog vs. dog bites should also be reported to DCACC for follow-up. The attacking dog involved in a dog vs. dog attack, which results in the death of the victim-dog, shall be immediately impounded at DCACC.
 3. Kane County Animal Control (KCAC): The dog is to be impounded by the police department only if there is no known owner. KCAC is to be contacted at [redacted] and will advise where to transport the dog.

By Order of

Patrick Ullrich
Chief of Police
Annex I – IV



BARTLETT POLICE DEPARTMENT
DOG IMPOUNDMENT RELEASE FORM



DATE: _____

REPORT # _____

The following described dog was tentatively identified on _____

Description: _____

By: Name: _____

Address: _____

City/Town _____

Telephone: () _____

Ticket(s) Served: _____ Officer # _____

Ticket Number(s) _____ Date: _____

ANY FEES CHARGED BY THE DUPAGE COUNTY ANIMAL CONTROL SHELTER
ARE THE RESPONSIBILITY OF THE DOG OWNER.

Original copy - Dog owner
Copy - Report



BARTLETT POLICE DEPARTMENT



ANIMAL TRAP USE/WAIVER OF LIABILITY

I have requested the use of an animal trap from the Bartlett Police Department for use in humanely trapping a wild animal on my property. I accept responsibility for the use of said trap to include loss/theft. I agree to post a \$50.00 deposit for its use. The \$50.00 deposit will be returned upon the return of the undamaged trap. **(Checks payable to The Village of Bartlett)**

Signature

Date/Time

Name (printed): _____

Address: _____

Phone Number: () _____

Date(s) Requested: _____

Below to be completed by officer upon release of trap

Time/Date released: _____

Officer releasing trap: _____

Deposit taken (check # or receipt #): _____

Signature of Resident: _____

Below to be completed by officer upon return of trap

Time/Date returned: _____

Condition of Trap: _____

Deposit returned by: _____

Signature of resident: _____ Date: _____
(Return of deposit)

Comments _____

CC ANIMAL CONTROL ANIMAL BITE REPORT OFFICE: (708) 974-8140 FAX: (708) 974-8048				
LETTER	CONFINEMENT	RELEASE	CITATION DATE	
OWNER INFORMATION	NAME (LAST-FIRST-MIDDLE)			HOME TELEPHONE: WARE CODE
	HOME ADDRESS (NUMBER-STREET-CITY-STATE-ZIP)			BUSINESS PHONE () SEX: <input type="checkbox"/> M <input type="checkbox"/> F
	DATE OF BITE:			TIME:
	BREED:		SEX: <input type="checkbox"/> M <input type="checkbox"/> F	ANIMAL NAME:
	SIZE (in LBS.)	COLOR:	TAG#	
	NAME (LAST-FIRST-MIDDLE)			HOME TELEPHONE: WARE CODE
	HOME ADDRESS (NUMBER-STREET-CITY-STATE-ZIP)			BUSINESS PHONE () SEX: <input type="checkbox"/> M <input type="checkbox"/> F
	LOCATION OF INCIDENT:			PART OF ANATOMY BITTEN: <input type="checkbox"/> HAND <input type="checkbox"/> FOOT <input type="checkbox"/> ARM <input type="checkbox"/> LEG <input type="checkbox"/> FACE <input type="checkbox"/> HEAD <input type="checkbox"/> BODY <input type="checkbox"/> OTHER
	HOSPITAL:			CITATION ISSUED: <input type="checkbox"/> Yes <input type="checkbox"/> No
	REPORTING PERSON(S) OFFICER	SADGE NO.	COMMUNITY	REPORT NO.
REMARKS:				

(REV. 4/85)

DuPage County Animal Care & Control
120 N. County Farm Rd.
Wheaton, IL 60187
Ph: (630) 407-2800

REPORT OF ANIMAL BITE

Must be reported (phone or fax) within 24 hours of occurrence

Source of Report _____ DCAC Bite # _____

Date & Time of Bite _____ Date & Time Reported _____

Victim _____ DOB _____ Sex _____

Address _____ Town _____ Home Phone _____

Injury on Body _____ Work or Alt Phone _____

Location/Address of Incident _____

Treated at (Medical Facility) _____

Additional Remarks _____

Owner of Animal _____

Address _____ Home Phone _____

Animal Species _____ Breed _____ Color _____ Age _____ Sex _____

Name _____ Rabies Tag# _____ Date _____ Microchip # _____

Veterinarian (Clinic) _____ Phone _____

Circumstances of Bite _____

Report Taken By _____

DuPage County Animal Control
 120 N. County Farm Rd.
 Wheaton, IL 60187
 Ph: (630) 407-2800

REPORT OF ANIMAL BITE DOG TO DOG

(Must be reported (phone or fax) within 24 hours of occurrence)

Source of Report _____ Animal Control Bite # _____

Date and Time of Bite _____ Date and Time Reported _____

Owner of Dog Bitten _____ Home Phone _____

Address _____ Town _____ Work Phone _____

Name of Dog Bitten _____ Sex _____ Breed _____

Injury on Body _____ Location/Address of Incident _____

Treated at (Medical Facility) _____ Vet Info _____

Additional Remarks _____

Owner of Biting Animal _____ Home Phone _____

Address _____ Town _____ Work Phone _____

Animal Name _____ Color _____ Age _____ Sex _____ Breed _____

Vet Hospital _____ Phone _____

Address _____ Town _____

Rabies Tag# _____ Date Vaccinated _____ Microchip # _____

Circumstances of Bite _____

Report Taken By _____

COUNTY OF KANE
ANIMAL CONTROL DEPARTMENTMary J. Lawrie, MS MBA
AdministratorJane Davis DVM
Deputy Administrator4060 Keslinger Rd.
Geneva, Illinois 60134

Phone: (630) 232-3555

REPORT OF PERSONS BITTEN BY DOGS OR OTHER ANIMALS**OWNER OF ANIMAL**

Date of Bite: _____ Name: _____
Address: _____ City: _____ County: _____
Phone: () _____ Name of Animal: _____ Breed: _____
Species of Animal: _____ Description: _____

PERSONS BITTEN

Name: _____ Phone: () _____
Address: _____ City: _____ County: _____
Sex: M or F Age: _____

ATTENDING PHYSICIAN

Name: _____ Phone: () _____
Address: _____ City: _____ County: _____

REPORTED BY

Name: _____ Phone: () _____
Address: _____ City: _____ County: _____

Mail or FAX to Kane County Animal Control:

In compliance with the Illinois Animal Control ILCS 5/13, you are hereby notified to deliver the animal immediately to your veterinarian for rabies observation and confinement for a period of (10) days.

Have your veterinarian call the Kane County Animal Control Office to verify inoculation status and confinement arrangements.

It is unlawful for any person having knowledge that any person has been bitten by a dog or other animal to refuse to notify the Administrator promptly. It is unlawful for the owner of such dog or other animal to euthanasia, sell, give away or otherwise dispose of any such dog or other animal known to have bitten a person, until it has been released by the Administrator, or his authorized representative. If such instructions cannot be delivered in person, they shall be mailed to the owner of such dog or other animal by regular mail, postage prepaid. The affidavit or testimony of the Administrator, or his authorized representative, delivering or mailing such instructions, is prima facie evidence that the owner of such dog or other animal was notified of his responsibilities. Any expense incurred in the handling of any such dog or other animal under this Section and Section 12 shall be borne by the owner. For the purpose of this section, the word "immediately" means by telephone, in person or by other than use of mail.

NOTICE TO OWNER OF BITING ANIMAL

Owner of biting animal, you are specifically instructed as follows:

1. The biting animal **MUST** be examined by a veterinarian immediately.
2. The veterinarian must be informed that the animal has bitten.
3. The biting animal must **NOT** be killed, sold, moved, or otherwise disposed of.
4. The biting animal must **NOT** receive a rabies shot until the last day of the observation period.

Questions may be directed to:

Cook County Animal Control (708) 974-6140
DuPage County Animal Control (630) 407-2800
Kane County Animal Control (630) 232-3555

NOTICE TO OWNER OF BITING ANIMAL

Owner of biting animal, you are specifically instructed as follows:

5. The biting animal **MUST** be examined by a veterinarian immediately.
6. The veterinarian must be informed that the animal has bitten.
7. The biting animal must **NOT** be killed, sold, moved, or otherwise disposed of.
8. The biting animal must **NOT** receive a rabies shot until the last day of the observation period.

Questions may be directed to:

Cook County Animal Control (708) 974-6140
DuPage County Animal Control (630) 407-2800
Kane County Animal Control (630) 232-3555

NOTICE TO OWNER OF BITING ANIMAL

Owner of biting animal, you are specifically instructed as follows:

9. The biting animal **MUST** be examined by a veterinarian immediately.
10. The veterinarian must be informed that the animal has bitten.
11. The biting animal must **NOT** be killed, sold, moved, or otherwise disposed of.
12. The biting animal must **NOT** receive a rabies shot until the last day of the observation period.

Questions may be directed to:

Cook County Animal Control (708) 974-6140
DuPage County Animal Control (630) 407-2800
Kane County Animal Control (630) 232-3555

NOTICE TO OWNER OF BITING ANIMAL

Owner of biting animal, you are specifically instructed as follows:

13. The biting animal **MUST** be examined by a veterinarian immediately.
14. The veterinarian must be informed that the animal has bitten.
15. The biting animal must **NOT** be killed, sold, moved, or otherwise disposed of.
16. The biting animal must **NOT** receive a rabies shot until the last day of the observation period.

Questions may be directed to:

Cook County Animal Control (708) 974-6140
DuPage County Animal Control (630) 407-2800
Kane County Animal Control (630) 232-3555



BARTLETT POLICE DEPARTMENT CHEMICAL IMMOBILIZATION REPORT

Report Number:		
Location		
Date/Time Occurred	Incident Code 7388	Status Code 09
ANIMAL TYPE:		
<input type="checkbox"/> Deer <input type="checkbox"/> Raccoon <input type="checkbox"/> Other _____		
Chemical Immobilization Technique Used:		
<input type="checkbox"/> Pistol <input type="checkbox"/> Rifle <input type="checkbox"/> Dart Stick <input type="checkbox"/> Other _____ Number of Darts Used: _____		
<input type="checkbox"/> Chemical Used _____ Amount Used: _____		
Assigned Officer	Badge	Assgn
Supervisor Approving	Badge	Date/Time

Original to Sgt. Durbin
Attach copy to report



BARTLETT POLICE DEPARTMENT

**Subject: Explosive Device/
Bomb Threat**
Issued: November 15, 1996
Effective Date: November 15, 1996
Termination Date: N/A

Technical Services Order 505

Rescinds: P.O. 92-04, G.O. 92-05

**Reference CALEA Standards:
46.1.5**

**Related Directives:
AO119, PO407, SO632**

Amended Date: May 1, 2018

PURPOSE:

To establish procedures and responsibilities for the handling of explosive/incendiary devices, recovery of explosives, hoax devices and the threat of a device, commonly known as a bomb threat. To provide for the safety of emergency response personnel and citizens and, through trained personnel, attempt to minimize damage to property. The investigation of these incidents will be a cooperative effort of the police department and other agencies as the situation requires (i.e. Fire Department, State Fire Marshall's Office, Bomb Disposal units from local, county, state or federal agencies).

I. Definitions

- A. For the sake of this Order, explosives will be deemed 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.
- B. Device is any device that has been devised or contrived to produce an explosion.
- C. Hoax Device is an inactive or dummy device designed and/or intended to appear as a bomb or explosive material.
- D. Explosives Investigator for the department is the officer assigned according to Personnel Order 407.

II.

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.

III. Initial Response

- A. The Shift Supervisor will respond to all incidents involving explosive devices or threats and will assign other personnel to assist as necessary, to include:
 - 1. Request Fire Department response;
 - 2. Call out the Department Explosives Investigator;
 - 3. Call out of a fire/arson investigator or evidence technician;
 - 4. Call out of a detective if it is prudent to have a detective on the scene.
- B. All reports of explosive devices or threats will be handled as bonafide complaints until they are proven otherwise.

IV.

- A.
- B.
- C.
- D.
- E.
- F.
- G.
 - 1.
 - 2.
 - 3.

V. Review

All explosives incidents occurring within the Village of Bartlett will be reviewed by:

- A. State's Attorney's Office of the county in which the incident occurred, when any statutes are violated and there is a known suspect.
- B. ATF/FBI, through the filing of a required report to the FBI Bomb Data Center in Washington, D.C.
- C. Other local, county and state explosives units as the explosives investigator feels may further the efforts of law enforcement in the protection of its personnel and the public they serve.
- D. International Association of Bomb Technicians and Investigators as the explosives investigator feels may also further the efforts of explosive technicians and investigators in the protection of its personnel and the people they serve.

VI. Press Releases

Media relations will be handled in accordance with Administrative Order 119. It is of paramount importance that all inquiries from the news media be directed to only one spokesperson. All other personnel are advised not to discuss the situation with persons outside the department, especially the news media. The purpose of this provision is to furnish the news media with accurate information and to see that additional bomb threat calls are not precipitated by irresponsible statements from uninformed sources. The Shift Supervisor will be the department spokesperson until relieved of this responsibility by the Chief of Police or his designee.

By Order of

Patrick Ullrich
Chief of Police

Annex I

BARTLETT POLICE DEPARTMENT



Subject: Search and Rescue Missions/ Air Support

Issued: March 7, 1997

Effective Date: March 7, 1997

Termination Date: N/A

Amended Date: September 28, 2015

Technical Services Order 507

Rescinds: S.O. 95-01

**Reference CALEA Standards:
41.2.5, 41.2.6, 70.1.7**

**Related Directives:
00221**

PURPOSE: To establish guidelines for personnel in the event they need to perform a search and rescue mission.

I. Searches (41.2.5.e, 41.2.6.e, 70.1.7)

- A. Searches may be handled with or without assistance from outside agencies, depending on the reason for the search and the area to be searched. For searches involving escaped prisoners, missing adults and children or fleeing subjects, the Shift Supervisor will be notified. The Shift Supervisor will determine the need for outside assistance using any of the following factors:
 - 1. Threat to the general public;
 - 2. Urgency of the search;
 - 3. Weather conditions;
 - 4. Availability of Bartlett Police Department personnel, including the canine team.
- B. If it is apparent that additional support is needed, the Shift Supervisor may call for assistance from any of the following:
 - 1. Bordering Police agencies;
 - 2. Bartlett Fire Protection District and other Village Departments;
 - 3. Illinois State Police and the Illinois State Police airplane;
 - 4. Cook County Helicopter Support Unit;
 - 5. Illinois Law Enforcement Alarm System;
 - 6. Naperville Police Department Water Rescue Team;
 - 7. NIPAS Car Plan.
- C. If there is a need to call out other agencies for assistance, the Shift Supervisor will ensure the Deputy Chief of Operations is notified.

II. Rescues

- A. Rescues may also be handled with or without assistance from outside agencies, depending on the reason for the rescue and the conditions. Rescues that require assistance from other than the Bartlett Fire Protection District, or the possibility exists that the person(s) to be rescued or the rescuers face a risk of death or great bodily harm, the Shift Supervisor will be immediately notified and respond to the scene. The Shift Supervisor will determine the need for outside assistance, using any of the following factors:
 - 1. Threat to the general public;
 - 2. Urgency of the situation;
 - 3. Weather conditions;
 - 4. Availability of Bartlett Police Department personnel.
- B. If it is apparent that additional support is needed, the Shift Supervisor may call for assistance from any of the following:
 - 1. Bordering Police agencies;
 - 2. Bartlett Fire Protection District and other Village Departments;
 - 3. Illinois State Police and the Illinois State Police airplane;
 - 4. Cook County Helicopter Support Unit;
 - 5. Naperville Police Department Water Rescue Team;
 - 6. Illinois Law Enforcement Alarm System;
 - 7. NIPAS car plan.

- C. If the need arises to call out other agencies for assistance, the Shift Supervisor will ensure the Deputy Chief of Operations is notified.

III. Illinois State Police Airplane Service

- A. An airplane is based at the _____ is available 24 hours a day, seven (7) days a week. The airplane is fully equipped with very sophisticated equipment including FLIR (forward looking infrared) and our radio frequencies. The airplane may be called for assistance upon approval of the Shift Supervisor. (70.1.7)
- B. The airplane is available for **reactive missions**:
 - 1. _____
 - 2. _____
 - 3. _____
- C. The airplane is available for **proactive missions**:
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
- D. Proactive and reactive missions can be requested through _____.
This number is not staffed 24 hours a day, in case of emergency, call the local office number at _____ which will give a list of numbers. (70.1.7)

IV. Cook County Helicopter Support Unit

- A. A helicopter support unit is based at the city of Chicago hangar at _____ is available 24 hours a day, 7 days a week. The unit will provide support for pre-planned events and specialized surveillance activities, as well as 24-hour air support to ground units. The helicopters are fully equipped with sophisticated equipment including our radio frequencies. (70.1.7)
- B. The helicopter is available for reactive missions:
 - 1. _____
 - 2. _____, (70.1.7)
 - 3. _____
 - 4. _____
- C. The helicopter unit is available for pre-planned missions at the written request of the Chief of Police to the Chief of Police for the Cook County Sheriff's Police Department. These events include criminal investigations, Homeland Security incidents and enforcement of state laws addressing controlled substances.
- D. Any sworn supervisor can request the helicopter support unit for reactive missions by contacting the _____.
After hours, the helicopter unit is available by call out. (70.1.7)

V. Naperville Police Department Water Rescue Team

- A. The Naperville Police Department Water Rescue Team is available for any water-based operation. The primary function of the team is the discovery, recovery, packaging and preservation of evidence. This could include, but is not limited to, bodies, weapons, automobiles, or anything else that has been placed underwater. The team is also available for water-based rescue operations.

- B. The team travels in a truck which doubles as a command center equipped with radios, Global Positioning System (GPS) equipment and evidence-packaging materials.
- C. The team consists of trained and state-certified evidence technicians, scuba divers and U.S. Coast Guard helicopter divers.
- D. The Shift Supervisor can request the team by contacting the Naperville Police Department at:

VI. Mutual Aid Plans

In the event a mutual aid plan is required, refer to Operations Order 221 – “Mutual Aid”.

By Order of

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Remedial Firearms Training

Technical Services Order 508

Issued: March 6, 1997

Rescinds: N/A

Effective Date: March 6, 1997

Reference CALEA Standards:

Termination Date: N/A

1.3.11.c, 33.1.5

Amended Date: April 15, 2015

PURPOSE: To establish guidelines and procedures to provide for remedial training for officers who demonstrate deficiencies with their duty firearm(s) during Department training and qualifications.

POLICY: In order to promote a more effective and uniform weapons qualification, it will be the policy of the Bartlett Police Department to provide in-house training for those officers who demonstrate deficiencies when qualifying with their duty firearms.

I. Firearms Instructor Responsibility

- A. It will be the responsibility of all firearms instructors of the Bartlett Police Department to recognize deficiencies and errors in marksmanship during Department-sponsored training and qualifications.
- B. When deficiencies or errors are observed and recognized by a Firearms Instructor, it will be the responsibility of that instructor to provide the officer with standardized remedial training so as to correct the deficiency or error. Remedial training is outlined in the "Firearms Training Book" located in the Range Control Office.

II. Re-qualifications with Duty Weapon

- A. If an officer fails to qualify during one of the qualification periods, the Firearms Instructor supervising the qualification will provide the officer with remedial training as outlined above.
- B. The supervising firearms instructor will provide remedial training to the non-qualifying officer during a "one on one" instructional training session. During this training the following topics will be covered as outlined in the "Firearms Training Book":
 - 1. Officer's stance
 - 2. Officer's grip
 - 3. Isometric tension
 - 4. Sight Alignment
 - 5. Trigger Finger Control
- C. After the officer has received the necessary remedial training and has successfully demonstrated to the Firearm's Instructor improvement in marksmanship skills, the officer will then be required to re-qualify and obtain a passing score.

III. Documentation of Training

- A. Firearms Instructors who identify a need to remedially train an officer regarding their marksmanship with their duty weapon will be required to document this training in the qualification log book, and make written notification of this training to both the Range Supervisor and to the Training Coordinator.
- B. In those cases where an officer does not respond to remedial training, the officer will be sent through the forty (40) hour state mandated firearms course, which is the same course completed during academy training. Upon successfully completing this course, the officer will meet with a Department Firearms Instructor in order to be qualified with their duty weapon.

IV. Prohibitions

- A. In the event a member fails to qualify with his/her duty firearm or any less-lethal weapon, the member will be removed from his/her current duties and placed on administrative duty until they undergo remedial training and are able to successfully complete the qualification for the weapon. Remedial training will be arranged as soon as possible.
- B. Any officer who fails to qualify with their assigned duty weapon after exhaustive efforts in remedial training will remain on administrative duty and be prohibited from carrying any firearm.

By Order of

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Report Writing Manual

Technical Services Order 509

Issued: October 16, 1996

Rescinds: G.O. 91-01, S.O. 90-07

Effective Date: October 16, 1996

Reference CALEA Standards:

Termination Date: N/A

**1.2.5, 11.4.2, 82.1.5, 82.2.1, 82.2.2, 82.2.3
82.2.4, 82.2.5, 82.3.5, 81.2.3, 83.2.6**

Related Directives:

Amended Date: February 28, 2011 00218, 10308, S0603, S0609

PURPOSE: To provide direction to police personnel in the methods of reporting incidents and offenses and ensuring that complete police reports are filed in a timely manner. This will ensure accurate statistical data is compiled within the Department as well as reported to the Illinois State Police by way of the Illinois Uniform Crime Reports (IUCR).

I. Reports (82.2.1.a)

A. It will be the policy of the Bartlett Police Department to require the reporting of incidents that fall into one of the following categories for incidents that occur in the Bartlett Police area of service.

1. Citizen reports of crime. (82.2.2.a)
2. Complaints filed by citizens. (82.2.2.b)
3. Citizen requests for service which require a Police Officer or Community Service Officer to respond and perform some type of service. (82.2.2.c)
4. Criminal and non-criminal cases which are initiated by Department members. (82.2.2.d)
5. Incidents which involve arrest, citations or summons. (82.2.2.e)
6. Any other incidents as directed by a supervisor.

B. The following will be exceptions to this rule:

1. Officer initiated service calls where no problem is noted (i.e. business checks, etc.)
2. Traffic crashes will be documented and reported to the Illinois Department of Transportation in accordance with the Illinois Traffic Crash Report Instruction Manual (SR-1050).
3. Computer Aided Dispatch (CAD) Tickets will be updated with narrative information for the following types of service calls that do not require any follow up:
 - a. Private Property Abandoned Vehicle (unless a health/public safety hazard)
 - b. Alarms
 - c. Ambulance Assists
 - d. Animal Calls
 - e. Citizen Assists
 - f. Driving Complaints
 - g. Juvenile Complaints
 - h. Noise Complaints
 - i. Open Doors
 - j. Traffic Control
 - k. Other incidents as directed by a supervisor.

C. Reports will be completed utilizing the Department's Records Management System (RMS) whenever possible. Any reports or forms which cannot be completed in the RMS will be completed and the report number and officer's badge number will be written on the top. They will then be submitted for supervisory approval.

D. Types of Reports : (Annex I) (82.2.1.b)

1. Incident/Offense Reports: This will be the primary reporting instrument of the department and should be used for all reports with the noted exceptions.
2. Supplementary Report: This form is to be used as a continuation form for all reports and for all Evidence Technician reports.
3. Traffic Crash Report: This form is issued by the Illinois Department of Transportation and is used for all crashes.
4. Motor Vehicle Tow Report: This multi-part form is used when a vehicle is towed by an officer or CSO. All towed vehicles must be entered into the Towed Vehicle Log.

5. ~~Maryville/Eisenberg Campus Returned Runaway/Missing Supplementary Report: This form is to be used to cancel a runaway reported from the Maryville/Eisenberg campus. This form will also serve as the UCR change form. (See Clerical Operating Procedure 809)~~
 6. Court Disposition Sheet: To be completed for all cases that involve a court date. Once final disposition of a case has been reached, this form will be included with the original report.
 7. DuPage County Witness/Victim Notification Form.
 8. DuPage County Domestic Violence Supplemental Form is used for all domestic violence arrest cases in DuPage County. (See Operations Order 218)
 9. IUCR Change Form (Annex IV) is used to change an existing case status, add additional codes, change codes or provide additional information on property or persons.
- E. When completing reports, members are to include the following: (82.2.1.c)
1. Full names, to include middle initials or middle names (Confirm the spelling of any name).
 2. Home and work phone numbers.
 3. Complete addresses, including apartment/unit numbers.
 4. On traffic crashes, ensure the correct information is obtained as it pertains to the Vehicle Identification Number and type of vehicle.
 5. All names listed in the narrative of any report must be noted on the face of the report along with the relationship to the report (i.e. witness, victim, subject, etc.). If there are more names than spaces provided on the face of the report, the remainder will be listed at the beginning of the narrative section, with the relationship noted.
 6. If describing stolen, lost or recovered property, describe it as fully as possible to include the color, size, weight, and brand of the object if applicable.
- F. Report forms will be reviewed and updated as needed by the Accreditation Manager and the Records Supervisor. Any member can forward recommendations on report forms utilized by the department. Prior to any changes being implemented, drafts will be reviewed by Command Staff and approved by the Chief of Police. In the event there are major changes done to the report writing system, a committee will be formed: (11.4.2)
1. The committee will be comprised of a Sergeant, Officer, Detective, Community Service Officer and Records Clerk. Members will be selected from each rank from a list of interested persons by the Deputy Chief of Administration.
 2. The Records Supervisor and the Accreditation Manager will serve on the committee to ensure compliance with records procedures and policies when reviewing forms.
 3. Changes will be sent through the Command Staff review process.
 4. The final approval of report forms will be the responsibility of the Chief of Police.

II. Case/Report Numbering System (82.1.5, 82.2.1.d, 82.2.3)

- A. The Bartlett Police Department uses a Case/Report numbering system, which is computer generated and assigned by the dispatch center. This number contains the year, and a sequential number assigned by the dispatch center (i.e. 02-04-28-002567) when the call is received.
- B. Each incident the Department is involved in will be assigned a case number, referred to as a "Signal 8". This number will be placed on all documents related to any report generated.

III. Supervisory Review and Approval of Reports (82.2.1.e)

- A. All reports will be completed on a timely basis, unless prior approval has been received from a supervisor. Once the report is complete, the officer shall submit it through the RMS for approval.
- B. Any additional forms or documentation not included in the RMS will be placed in the Records "To Be Approved" box. Supervisors will sign any forms which require written approval, and check all other forms for accuracy and completeness. After supervisory approval, they will be placed in the "Approved" box for scanning and processing by Records. Any form with an original written signature (i.e. witness statement, advise of rights, etc.) will be placed into the specially designated blue folders and turned in with all other case documentation. The blue folders will be kept in the booking area and the Records Section.

- C. Supervisors will review all reports prior to the end of the shift to ensure any corrections that have to be made can be made prior to the officer leaving for the day.
- D. CAD Tickets will be reviewed by the Shift Supervisor on the next duty day for their shift. Any incidents completed as CAD Ticket updates that should have been written on an Incident/Offense Report will be returned to the assigned officer for completion.

IV. Report Distribution (82.2.4)

- A. All original reports will be maintained in the Records Section. The only exception will be reports that deal with intelligence, vice drug and organized crime activities, which may be maintained by the Investigations Commander to provide for the security and control of those reports. The originals will be forwarded to the Records Section upon the completion of the investigation. (82.1.5, 82.3.5)
- B. Reports that require forwarding will be sent via email by the Records Section and the copies forwarded to the appropriate section, i.e. Investigations, Crime Prevention, Code Enforcement, etc.

V. Coding of Original Incidents (82.2.1.d)

- A. All incidents/offenses handled by personnel of the Department will be assigned an activity code either from the incident codes provided by the Bartlett Police Department (**Annex II**) or with those codes supplied by the Illinois State Police (IUCR) (**Annex III**).
- B. When clearing an incident with multiple codes, codes will be listed in order of their seriousness. The most serious codes will be reported to the Illinois State Police. The offense codes will always be listed before any service codes.
- C. When assigned to take a report at the police station, the location where the incident took place must be reported to the dispatch center and documented as the incident location on the report.

VI. Coding of Follow-Up Reports (82.2.1.d)

- A. When assigned a follow-up report by the dispatch center, officers will advise the dispatcher of the original report number and the location where the follow-up is being completed.
- B. When coding out a follow-up, officers will use one of the following codes:
 - 1. 7829 - Follow-Up Patrol Section/Records Section Personnel
 - 2. 7871 - Follow-Up Investigations Section Personnel.
- C. When a follow up is the result of an incident that occurred on the previous shift and the report has already been approved and turned into Records for processing, the follow-up officer will complete a UCR Communications Form (**Annex IV**) along with the Supplementary Report that is filed to include corrected or additional codes.
- D. Any follow-up reports will normally be completed within 10 days with notice of a Supplementary Report forwarded to the Records Section for processing. (82.1.5)

VII. Case Status Codes (81.2.3.j, 82.2.1.d)

The following case status codes will be utilized when coding out reports:

- "00" Unfounded
- "01" Referred to the Responsible Jurisdiction: This code is used for incidents that occur outside the jurisdiction of the Village of Bartlett or those cases that will be investigated by an outside agency, i.e. IDCFS, Federal or State authorities.
- "02" Used for those incidents that will require follow-up.
- "03" Adult arrest/citations issued
- "04" Juvenile arrest/citations issued

- "05" Adult - failed to prosecute - no complaint issued or a written warning issued.
- "06" Juvenile - failed to prosecute - no complaint issued or a written warning issued.
- "07" Adult - other exceptional clearance- verbal warning issued.
- "08" Juvenile - other exceptional clearance-verbal warning issued.
- "09" Administratively Closed - offenses where an investigation has been discontinued for whatever reason. This status reflects the officer's conclusion that a follow-up is unnecessary. The case can be re-opened should more information become available.

VIII. Incident Condition Codes/Complaint Source (82.2.1.d)

- A. Incident condition codes are used to summarize the manner in which the incident is reported and handled. These codes are identified and reported by the reporting officer using his/her judgment based on the information that has been gathered. For example:
 - 1. Domestic/Battery in progress: #1 in progress emergency
 - 2. Property Damage Accident: #5 in progress – non-emergency
 - 3. Theft-Report Only: #2 recent/#3 - cold
- B. The following are the condition codes that will be utilized:
 - "01" In progress - Emergency
 - "02" Recent
 - "03" Cold
 - "04" Unknown
 - "05" In progress - Non-Emergency
- C. Complaint source codes are used to identify how the incident was received. As with the incident condition codes, these codes are identified and reported by the reporting officer using his/her own judgment. The code that is most applicable to how the incident was initially received should be reported. The following are the complaint source codes that will be used:
 - "01" Phone
 - "02" Desk
 - "03" Alarm
 - "04" Other
 - "05" Officer
 - "06" Police Band Radio

IX. Intra Departmental UCR Communications Form (IUCR)

- A. The IUCR form (Annex IV) will be used by Department personnel to change an existing case status, add additional codes, change codes or provide additional information on property or persons. The following information will be included on an IUCR form when used:
 - 1. Date form is completed
 - 2. Name of member submitting form
 - 3. Case Number
 - 4. Date that activity took place
 - 5. Original codes assigned to the report
 - 6. Clearance/case status change
 - 7. Change original code
 - 8. Additional codes
 - 9. Additional property information
 - 10. Recovered property information
 - 11. Subject arrested on warrant
 - 12. Other information

- B. The IUCR form will be used with warrant arrests, when the warrant is from a previous existing case. Examples of these would be Bond Forfeiture and Failure to Appear warrants which have a case number already assigned and processed by Records. Usually these warrants will have a warrant control sheet attached and the arresting officer must submit an IUCR form along with notice of the Supplementary Report documenting the arrest. An IUCR form will also be required when arrests are made on original warrants and in both cases the form must contain the following information:
1. Name of arrested individual
 2. Sex/Race/Date of Birth/Age
 3. Agency making arrest
- X. **Property Codes (82.2.1.d)**
- A. Property codes are used by the Records Section to identify whether an item is stolen, recovered or destroyed. In order to facilitate this, the Property Loss Report in the RMS will be used. Members completing this form will identify which of the three categories the property fits into:
1. **S** -Stolen
 2. **R**-Recovered
 3. **D**-Destroyed
- B. The code that should be used to identify the specific property is contained in the “Property Type” listing (**Annex V**). Once the proper code has been found for the property, it should be inserted in the form.
- C. To determine if an item of recovered property has been previously reported as stolen, the officer will check with the Records Section to ascertain whether or not the item was entered into LEADS. This will usually apply to those items that have serial numbers. It will be the responsibility of the officer to document the property has been recovered and to have the Records Clerk on duty remove the item from LEADS. The officer should obtain a copy of the printout showing that the property was removed from LEADS and attach it to the report.
- XI. **Place Codes/Method Codes (82.2.1.d)**
- A. Place codes are used to identify the location of where an incident/offense occurred. This code should match the location as closely as possible and can be found in **Annex VI**.
- B. Method codes are only used when reporting certain offenses. The method codes are located in **Annex VII**.
- XII. **Reporting of Beats, Sub-Beats and Assignments (82.2.1.d)**
- A. The Village is divided into several different beats per shift based on the available patrol units during a particular shift. Two additional beats are available for reporting incidents/offenses that occur in other locations that are reported to the Department. These are:
1. Outside of Village limits (jurisdiction) - **B90**
 2. Unknown location of occurrence - **B99**
- B. The Village is divided into sub-beats, which are also referred to as blocks. These are fixed areas that remain constant and in most cases were created with major roadways or railroad right-of-ways as the dividing points.
- C. The term “beat” represents the terminology used by the dispatch center to identify reporting areas in the Village. “Sub beat” is the terminology used to identify the same areas on the various reports that are used by the Department. Therefore the terms sub-beats and beats represent the same subject.
- D. Assignments or units identify the officer’s designator at the time that the incident/offense is documented on the report. Assignments correspond with the designator the officer uses to communicate with the dispatch center.

- E. Beat assignments and corresponding sub-beats are covered in Special Order 603 – “Computer Aided Dispatching”.

XIII. Department Court Files

- A. The Department court file is used for purposes of retaining numerous arrest-related materials, which include, but are not limited to the following: **(1.2.5.a)**
 - 1. Illinois State Fingerprint Card
 - 2. Criminal Complaints
 - 3. Traffic Citations (Copies)
 - 4. Prisoner Property Forms
 - 5. Incident/Offense reports
 - 6. Witness statements
 - 7. Breathalyzer Check list and results
 - 8. LEADS/NCIC messages and CQH information
 - 9. Applicable report form
- B. The court file may also be used for the purpose of providing a secure/permanent file for incidents/offenses that are being investigated and which will likely result in an extensive amount of paperwork and report forms. Examples of these include, but are not limited to the following:
 - 1. Fatal Crashes
 - 2. Death Investigations
 - 3. Armed Robbery Investigations
 - 4. Burglary Investigations
 - 5. Sex Offense Investigations
 - 6. Drug/Narcotic Investigations
 - 7. Extended Runaway/Missing Person Investigations

By Order of

Patrick Ullrich
Chief of Police
Annex I – VII

Technical Services Order 509
Forms Checklist
Annex I

Type of Report	RMS Entry	BPD Computerized Form / Save as .pdf	Paper / Scan	Order
Advise Of Rights/Aviso De Sus Derechos			X	226
AED Report Of Use			X	629
Amber Alert Facsimile Transmission Packet			X	308
Animal Chemical Immobilization Report		X		504
Animal Dispatch Form			X	200
Animal Trap Use/Waiver Of Liability			X	504
Bomb Threat Checklist			X	505
Canine Training & Usage Report		X		503
Child Murderer & Viol Offdr Against Youth Registration			X	612
Confidential Source Advisement/Requirement			X	302
Consent To Collect Biological Evidence			X	500
Consular Notification Form			X	608
Court Disposition Sheet			X	509
Death Investigation Checklist			X	303
Dog Impoundment Release Form			X	504
Domestic Violence Reports	X			218
DuPage County Domestic Violence Supplemental Form			X	218
DuPage County Witness/Victim Notification			X	
Field Sobriety Checklist (DUI)			X	203
Gang Member Data Entry Form			X	305
Hit And Run Supplementary	X			215
Identity Crime Incident Detail			X	304
Incident/Offense Reports	X			509
Juvenile Admission Waiver			X	JO Book
Juvenile Cook County Detention Screening Form			X	JO Book
Juvenile DuPage County Data Sheet			X	JO Book
Juvenile Fire Setter Referral Form			X	JO Book
Juvenile Formal/Informal Station Adjustment			X	JO Book
Juvenile Kane County Referral Form			X	JO Book
Juvenile Miranda Form			X	JO Book
Juvenile Restitution Program Agreement			X	JO Book
Juvenile Station Adjustment Supervision Status Report			X	JO Book
Juvenile Written Notice Of Violation			X	JO Book
LEADS Add-On Form Parolees-Sex Offenders			X	305
LEADS Gun Entry Information			X	813
Lineup/Photo Spread Advisory Form			X	300
Lock Out Signature			X	609
Maryville Returned Supplementary Report		X		809
Missing Persons Report	X		X	308
Missing Persons Signature Form			X	308
OOP Short Form Notification Proof Of Service			X	218
Permission To Photograph			X	305
Permission To Search			X	207
Petition For Involuntary Admission			X	223
Property Release Form			X	502
Release/Destruction Of Property Memo			X	502
Room Search Inventory			X	
Supplementary Report	X			509
Tow Notices – Abandoned Vehicles			X	113
Tow Report			X	113
Traffic Crash Report			X	215
UCR Change Form		X		509
Verification Of Limited/Temporary Custody			X	212
Witness Statement			X	

INTRA-DEPARTMENTAL UCR COMMUNICATIONS FORM

DATE _____ OFFICER _____

CASE NUMBER _____

DATE CLOSED OR STATUS CHANGE _____

ORIGINAL CLASSIFICATION: _____

CHECK TYPE OF ACTION REQUESTED:

_____ CHANGE OFFENSE STATUS TO: _____

_____ CHANGE CLASSIFICATION TO: _____

_____ ADD FOLLOWING CLASSIFICATION(S) _____

_____ CLEARANCE STATUS:

☐ PROSECUTION DENIED

☐ ASSIGNMENT TO ASA OFFICE

☐ RESTITUTION MADE/NO COMPLAINT

☐ UNASSIGNED PRIOR TO CONVERSION

☐ CLEARED BY ARREST

☐ EXCEPTIONAL CLEARANCE

☐ ILLNESS

☐ NO COMPLAINT TO BE SIGNED

☐ TURNED OVER TO OTHER AGENCY

☐ VACATION

☐ REASSIGNMENT TO OTHER DUTIES

☐ RELUCTANT WITNESS/VICTIM

☐ TURNED OVER TO INVESTIGATOR

☐ ADMINISTRATIVELY CLOSED

☐ DEATH OF SUSPECT

☐ EXTRADITION DENIED

☐ MANPOWER SHORTAGE

☐ NO FURTHER LEADS

☐ UNFOUNDED

☐ WARRANT ISSUED/PENDING ARREST

_____ READY FOR FINAL APPROVAL: ☐ YES ☐ NO

Supervisor Approval/Date

Data Entry Clerk/Date



BARTLETT POLICE DEPARTMENT

Subject: Unusual Occurrences

Technical Services Order 510

Issued: May 20, 1997

Rescinds: N/A

Effective Date: May 20, 1997

Reference CALEA Standards:

Termination Date: N/A

12.1.2, 46.1.9, 46.1.10

Related Directives:

Amended Date: May 1, 2018

**00225, PO426, TSO505, SO614,
SO620, EOP**

PURPOSE: The purpose of this Order is to establish guidelines that will be used in the event of an unusual occurrence or active threat, whether a natural or man-made disaster or civil disturbance that affects the Village of Bartlett and which proves to be beyond the capabilities of the normal daily operations of the Police Department.

POLICY: It is the policy of the Bartlett Police Department to respond to any emergency, which is the result of a natural or man-made disaster, and to render assistance to those persons in need.

I. Responsibilities

- A. In the event of a major unusual occurrence, such as a tornado, aircraft crash, major railroad accident, the Department may be responsible for providing communications functions, first aid, search and rescue, evacuation, disaster perimeter protection, crowd control and the prevention of looting.
- B. The Emergency Management Agency (EMA) Coordinator is responsible for the development of operational response plans for civil disturbances and man-made disasters and is directly accountable to the Chief of Police. (46.1.1)
- C. The EMA has a written plan for dealing with natural or man-made disasters and civil disturbances. This plan has been adopted by the Village of Bartlett (Ordinance 2-2-1), and has been approved by the Cook, DuPage and Kane County Offices of Emergency Management. This document will be referred to as the **EOP** for "Comprehensive Emergency Operations Plan".
- D. The Village of Bartlett has adopted the National Incident Management System (NIMS) by Resolution.
- E. The EMA Coordinator is responsible for training all affected personnel on the implementation of NIMS and the Village's EOP. Documented annual training exercises will be conducted by incorporation of incident management through in-house training programs such as Rapid Deployment, Building Search or other emergency management training. Documentation of this training will be maintained by the EMA Coordinator. (46.1.9)
- F. The EMA Coordinator and the Policy Review Committee will conduct a documented annual review of this policy. The review will include department training needs, including the emergency management training in I.E. (46.1.10.e)

II. Definitions

- A. **Active Threat:** An active threat is any deliberate incident that poses an immediate or imminent danger to others. Although these events often involve the use of firearms by perpetrators, they may also involve the use of other types of weapons or implements with the intent to cause harm.
- B. **CodeRED:** A fast communication service allowing notification to Village residents and business owners of an emergency situation.
- C. **Crisis Management Team:** A group of elected and appointed Village officials and may include County, State, and Federal Representatives, as well as entities such as Metra Railroad, Com-Ed etc., who are also affected by the emergency/disaster and who work together in an effort to develop a timely and effective response to the incident. This team will normally operate from the EOC.

- D. Disaster: A disaster is defined as any occurrence that threatens or causes the loss of life and property and which exceeds the routine capabilities of local government, health care and community agencies.
- E. Disaster Planning: Disaster planning is an attempt to anticipate the recognition of emergency demands and to make the community response more effective. Actions taken during an emergency situation as it begins to develop may prevent the disaster from becoming a tragedy. This plan should provide the basis for orderly actions and decisions to keep the loss of life and property at a minimum.
- F. Emergency Management Team: A group of specially trained and selected police employees as outlined in Personnel Order 426. The team is utilized to assist department operations during an unusual occurrence or active threat, maintain/upkeep emergency equipment and vehicles and EOC.
- G. Emergency Operations Center (EOC): The Bartlett EMA is responsible for overseeing the operation of the Village's Emergency Operations Center. This facility is located in the lower level of the Bartlett Police Department. This Operations Center serves as a control point for the purposes of controlling operations in the event of a major emergency or disaster.
- H. Incident: An incident is defined as anything that takes place as part of or in connection with an event. The term incident will be used in this Order in the broadest sense for any disaster, unusual occurrence or civil disturbance.
- I. Incident Command Post: A mobile or fixed post in proximity of the scene of the incident for the purposes of controlling and coordinating the emergency response to the incident. This post may also be called "Command Post or ICP"
- J. Unusual Occurrence: This is defined as any event which involves the actual or potential for personal injury or property damage that arises from a natural or man-made disaster, which requires police action.

III. Disaster Planning

- A. The EOP has been developed for use whenever an unusual occurrence goes beyond the normal operational capability of the Village. A disaster may be, but is not limited to the following:
 - 1. Tornadoes
 - 2. Severe Winter Storms
 - 3. Hazardous Materials Incidents
 - 4. Major Railroad Accidents
 - 5. Aircraft Crashes
 - 6. Major Fires
 - 7. Major Flooding
 - 8. Bombings and Explosions
 - 9. Nuclear Emergencies
 - 10. Civil Disturbances
 - 11. Civil Defense Emergencies
 - 12. Severe Weather
 - 13. Public Utility Shutdown/Loss of Service
- B. This plan provides guidelines for Department personnel to be utilized in handling disasters or civil disturbances and will include, but is not limited to:
 - 1. Communications
 - 2. Situation Maps
 - 3. Field Command Post
 - 4. Casualty Information
 - 5. Community Relations/Public Information
 - 6. Other Law Enforcement Agency Support
 - 7. Military Support
 - 8. Public Facility Security

9. Traffic Control
 10. Equipment Requirements
 11. De-escalation Procedures
 12. Rumor Control
 13. Chain of Command
 14. Post Occurrence Duties
 15. After Action Reports
 16. Transportation
 17. Temporary Shelter
 18. Volunteers/Other Resources
- C. The nature of the police effort will be dictated in most instances upon the arrival of the first officers on the scene. The Police Department in conjunction with the Fire Department are charged with the overall responsibility for the execution of the plan until such time as they are relieved of the responsibility by the chief elected Village official or his/her designee. Unusual occurrences are only a part of the EOP and in all cases the Village must closely coordinate its efforts with federal, state and local authorities in the fashion outlined by the plan. **(46.1.8.g, 46.1.11.b)**
- D. The responsibilities of the Police Department at a disaster scene is divided into two stages:
1. Initial Stage: The initial stage begins with the notification of the event to the police communications center and ends when the Police Department, Fire Department or other similar agency assumes responsibility for the scene. During this period police duties will include, but are not limited to: determination of the scope and severity of the incident, first aid, search and rescue of injured persons, and the initiation of other plans through the notification of Command Staff.
 2.
 - a.
 - b.
 - c.
 - d.
- E. The Department will provide police service to the rest of the community based on priority needs. These priority needs will include emergency and immediate response for calls for assistance. Response to non-emergency calls for service may be suspended or modified as required.
- F. Depending on the nature and scope of the incident, a fixed security post may be established at public facilities to prevent looting or damage. If necessary, a Department-wide call out may be implemented to maintain sufficient personnel as well as using the Northern Illinois Police Alarm System Car Plan or the DuPage County Mutual Aid Assistance Plan.
- G. This plan attempts to generally address the response to the incidents listed and can be found in the EOP entitled "ANNEX D-1 Law Enforcement".
- H. Copies of the EOP will be distributed as follows:
1. Chief of Police
 2. Deputy Chief of Operations
 3. Deputy Chief of Support Services
 4. Commanders
 5. Sergeants' Office and Sergeant's Patrol Vehicle



BARTLETT POLICE DEPARTMENT

Subject: Mass Arrest

Technical Services Order 511

Issued: May 21, 1997

Rescinds: N/A

Effective Date: May 21, 1997

**Reference CALEA Standards:
72.5.6**

Termination Date: N/A

Related Directives:

Amended Date: August 17, 2020

AO106, AO107, AO108, AO119

PURPOSE: This order establishes procedures for mass arrests.

POLICY: Bartlett Police Department will actively seek alternatives to mass arrests. There may, however, be situations where mass arrest will become necessary. These types of situations may include, but are not limited to: riots, civil disorders, violence arising from dissident gatherings, marches, concerts and labor disputes. In the event such an event occurs, the procedures outlined herein will be followed.

I. Control of the Scene

- A. When it appears a situation such as those listed above is occurring or may occur, the Supervisor on duty will respond to the scene immediately to assume control and assess the situation. The Supervisor will be responsible for containing the scene and ensuring the safety and protection of all non-involved persons.
- B. If necessary, the Supervisor on the scene will immediately instruct the Records Clerk to begin contacting off-duty officers and have them respond to the police station to await deployment. The Supervisor will also instruct the Records Clerk to contact the Chief of Police and the Deputy Chiefs and advise them of the situation.
- C. The Shift Supervisor will at all times keep in mind the safety and security of the officers already on the scene. When possible, two 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.
- D. If the situation is such that it is not practical to await the arrival of additional Department personnel, the Supervisor on the scene will immediately issue a Mutual Aid request in accordance with established agreements. The Supervisor will ensure the Records Clerk notifies the Chief of Police and the Deputy Chiefs of the situation and that Mutual Aid has been requested.
- E. In all cases, all members on the scene will adhere to the policies and procedures of the Bartlett Police Department.

II. Persons Taken Into Custody

- A. Persons who are taken into custody in mass arrest situations will be transported to the Bartlett Police Department or other holding facility by members of the Bartlett Police Department whenever possible. No more than two detainees will be transported by a marked unit at any time.
- B. If the number of persons arrested is such that this mode of transportation is not feasible, the Shift Supervisor will contact surrounding agencies for assistance in transportation. Arrangements can also be made with the Sheriff's Offices of Cook and DuPage Counties for buses to transport large numbers of detainees. Security for these transports will be the responsibility of the Bartlett Police Department.

- C. Detainees transported to the Police Department will be processed in accordance with Administrative Order 107 – Booking Procedures. If there are a large number of detainees that makes it unfeasible to process them at the Department, the Shift Supervisor will make arrangements with other area departments to house the detainees. Officers from Bartlett will transport the detainees to the other departments and will be responsible for ensuring they have the necessary paperwork to process and lodge the detainee. These detainees will remain at the department they have been transported to until such time as arrangements can be made with the respective county to transfer custody of the detainee or the detainee is able to post bond on the charges. If the detainee has to be transferred to Bond Call, it will be the responsibility of the Supervisor on duty to coordinate the transportation. (72.5.6)
- D. In those instances where juveniles are arrested, they will be processed in accordance with Administrative Order 108 – Juvenile Detention. 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.
- E. For those offenses for which a bond has been set by either a judge or by State statute, normal bonding procedures will be followed.
- F. Attorneys will be permitted to see detainees as many times and for such periods of time as is required providing an emergency situation does not exist. If an emergency situation does exist which would prevent an attorney from seeing a detainee, the Supervisor will inform the attorney of this fact and will detail this in a memo to the Deputy Chief of Operations. The supervisor will also advise the attorney when he/she will be able to see the detainee.
- G. If circumstances surrounding a mass arrest make contact necessary with the State's Attorneys Office, the supervisor will immediately contact the Felony Review Unit for the county in which the incident occurred. The Felony Review Assistant may elect to respond to the station or may give approval of charges over the phone. In those cases where only advice is required from the State's Attorney's Office, the Supervisor or the officer handling the case may contact the office on the next business day.
- H. The Supervisor on duty will be responsible for ensuring arrangements are made for briefing news media and providing timely and accurate information on the situation in accordance with Administrative Order 119 – Public Information and Press Releases.
- I. All subjects taken into custody in a mass arrest will be properly identified as soon as possible. The detainee's possessions, to include identification, will be inventoried in accordance with Administrative Order 107.

III. Care and Handling of Detainees

- A. At all times detainees 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.
- B. In the event a detainee is in need of medical attention, the detainee will be treated at the Bartlett Police Department by paramedics from the Bartlett Fire Department. If there are a large number of detainees who are in need of medical attention, arrangements will be made with the Fire Department to set up a trauma assessment area.
- C. Any time a detainee from a mass arrest situation needs to be transported to an area hospital, this will be handled in accordance with Administrative Order 106.

IV. Collection of Evidence

- A. In the event evidence is present at the scene of a mass arrest which needs to be collected, the Supervisor will immediately contact the Evidence Technician Supervisor. It will be the responsibility of the Evidence Technician Supervisor to assign Evidence Technicians to process the scene and collect evidence. The Evidence Technicians will respond to the staging area with necessary equipment and will take steps to

protect the evidence. The on-scene Supervisor will be responsible for protecting the scene prior to the arrival of the Evidence Technicians.

By Order of

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

Subject: Radio Communications

Technical Services Order 512

Issued: September 23, 1997

Rescinds: N/A

Effective Date: September 23, 1997

Reference CALEA Standards:

Termination Date: N/A

17.5.1, 17.5.2, 17.5.3, 81.2.4

Related Directives:

Amended Date: August 23, 2018

A0124, S0603

PURPOSE: To establish procedures for radio communications to and from patrol officers and other Department personnel when working patrol or investigative follow-ups and to establish guidelines for communications with interacting agencies.

I. Radio Call Numbers/Beat Designators

- A. At the beginning of each shift, officers working patrol operations will be assigned a beat designator that will also function as the officer's radio call number. This number will be used when communicating via radio or mobile data terminal, regardless of whom the officer is communicating with.
- B. Members of Investigations, Support Services, Directed Patrol, Command Staff and Community Service Officers are assigned permanent radio designators that will be used when working patrol or special operations to keep the communications center aware of their action when on duty. Off duty personnel will use the designator outlined in Special Order 603 when necessary to communicate with the dispatch center via radio.

II. Equipment (17.5.1, 17.5.3)

- A. Each officer, CSO and PEO will be issued their own portable radio and radio equipment. Training on its use will be provided when issued. The employee must sign a receipt for the equipment and acknowledge the training. The Deputy Chief of Support Services will maintain an inventory and assignment listing.
- B. Radios may be kept secured in the employee's locker or taken home. Each employee is responsible for maintaining their own radio and keeping a charged battery. (17.5.2)
- C. Spare radios will be kept secured in the Patrol Equipment Room. A Shift Supervisor must approve the use of a spare radio by an employee. The employee will sign for the radio when they take it out and when they return it in 911 Tech System. Extra batteries and charging stations will be kept in the Roll Call Room.

III.

A.

(81.2.4.a)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

- B. When involved in operational incidents, officers should, at a minimum, provide the following information as appropriate:
1. Beat call sign (i.e. 1Bravo1, 1Bravo2, etc.)
 2. Activity type
 3. Location
 4. Vehicle description/registration (if applicable)
 5. Disposition

IV. Radio Communications with Interacting Agencies (81.2.4.d)

- A. In the event officers from this department must communicate on radio frequencies for coordination with other agencies (i.e. ISPERN), officers will identify themselves by Village and radio call number and will use clear speech instead of ten codes in most incidents.
- B. Officers will be told which zone and channel to switch their radio to when participating in mutual aid functions. Refer to the Radio Zone/Channel template (Annex I) for assistance.

By Order of

Patrick Ullrich
Chief of Police

Annex I



BARTLETT POLICE DEPARTMENT

**Subject: Internet Safe Purchase
Exchange Program**

Technical Services Order 513

**Issued: February 28, 2019
Effective Date: February 28, 2019
Termination Date: N/A**

Rescinds: N/A

Reference CALEA Standards:

Amended Date: N/A

Related Directives: N/A

PURPOSE: This policy establishes guidelines and procedures for the use of the Bartlett Police Department's lobby or the Village Hall parking lot for internet sales and transactions.

POLICY: It is the policy of the Bartlett Police Department to provide a safe environment for citizens to conduct transactions from online websites, such as Craigslist, Letgo, Facebook or any other online purchasing or selling website where citizens often meet in person with someone to exchange, sell or purchase an item.

I. Definitions

- A. Exchange Site Transaction: An agreement, communication, or movement carried out between a buyer and a seller to exchange an asset for payment.

II. Procedures

- A. Citizens utilizing the lobby of the Police Department or the Village Hall parking lot for exchange site transactions shall not interfere with routine business at the Police Department or Village Hall.
- B. Department members should not assist in the actual transaction, including lifting or moving items, or witnessing the transaction.
- C. Items cannot be stored at the Police Department or in the Village Hall parking lot.
- D. Department members shall not use LEADS to verify serial numbers, or check local databases for possible suspected stolen items, unless a member observes items believed to be proceeds of a criminal act.
- E. Members shall not make photocopies, verify payments, the validity of identification, driver's licenses, or the working order or value of any item.
- F. Prohibited Items.
1. Transactions related to guns, or weapons of any kind, will not be allowed in the lobby of the Police Department or in the Village Hall parking lot.
 2. Large items and gas-driven machines such as lawn mowers or snow blowers, gasoline or hazardous materials are strictly prohibited from being brought into the lobby of the Police Department. The Village Hall parking lot shall be used for the exchange of these items.

By Order of

Patrick Ullrich
Chief of Police



BARTLETT POLICE DEPARTMENT

**Subject: Personal Communications
Devices**

Technical Services Order 514

Issued: October 2, 2020
Effective Date: October 2, 2020
Termination Date: N/A

Rescinds: N/A

**Reference CALEA Standards:
83.2.2**

Amended Date: N/A

**Related Directives: Village
Information Technology Policy**

PURPOSE: This order establishes policy and guidelines governing the proper use of personal communications devices.

I. Definitions

- A. **Personal Communication Device (PCD)**—Any wireless communication device or other prescribed device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages, videos or photos, or internet access, including, but not limited to: cellular/satellite telephones, smart phones, pagers, personal handheld computers or digital assistants, tablets, cellular/satellite push to talk devices, or similar products. For the purpose of this order, Department issued portable radios and Department vehicular mounted mobile radios and mobile data computers are not considered personal communication devices.
- B. **Personal Communications**—Any form of communication, whether telephone communications, electronic data, mail or text messages, videos or photos, or internet access, which is transmitted and/or received by way of a personal communication device.

II. Village-Owned Personal Communications Devices (PCDs)

- A. The Village of Bartlett shall issue PCDs to certain Department members where there has been a demonstrated need for such issuance.
- B. Village-owned PCDs are an augmentation to the Department's communication system and are not a substitute for radio communication designated for transmission through DuComm.
- C. Village-owned PCDs shall not be used to store or send any CJIS data or information.
- D. The issuance and use of Village-owned PCDs shall be in accordance with the Village of Bartlett Information Technology Policy and applicable Department policies. Conformance with the Village of Bartlett Information Technology Policy, unless otherwise specifically excepted in this order, is required.
- E. The Village-owned PCD shall at least be turned on and in operation while on duty.
- F. Department members shall have no expectation of privacy in regard to any communications either received or generated by them while using Village-owned PCDs.
- G. The unauthorized sharing, posting, transmitting and/or disseminating of official Department photos, video, audio transmissions, and other information directly related to official Department business on Village-owned PCDs is prohibited.

III. Restriction and Use Guidelines for Village-Owned PCDs

- A. Generally:
 - 1. The IT Department shall be responsible for overseeing the issuance, repairing, and usage auditing of Village-owned PCDs, except the Deputy Chief of Support Services shall be responsible for overseeing the issuance, repairing, and usage auditing of Department-issued cellular telephones and smart phones. The Deputy Chief of Support Services will work with the IT Department to maintain a list of issued devices.

2. All Department members are responsible for the care and use of Village-owned PCDs issued to and/or used by them. They are also responsible for reporting to the proper authority or supervisor any damaged, lost or missing Village-owned PCDs.
3. Department members shall not provide the Village-owned PCD telephone number of any member of this Department to a member of the public without the Village-owned PCD user's authorization.
4. Audits of Department-issued PCD usage may be conducted at any time.

B. Personal Use:

1. Department members may use their Village-owned PCDs for personal calls. Personal calls must be of reasonable duration and frequency.
2. Work-related communication on a Village-owned PCD may be discoverable. The Village-owned PCD may be confiscated during a workplace investigation or as a result of litigation, in order to download and examine work-related communications. When a Village-owned PCD is confiscated, all information on the PCD is viewable.
3. Department members shall not use any features of a Village-owned PCD to capture either through pictures, video and/or audio any law enforcement related business such as pictures of accident scenes, crime scenes, suspects, victims, etc. for personal use or gain.
4. When traveling outside of the United States, a Department member may not add international calling to a Village-owned PCD without the consent of the member's Deputy Chief of Police. All additional costs will be the responsibility of the member.

C. Application (App) Restrictions:

1. The Department or IT may purchase and/or manage certain applications (apps) on Village-owned PCDs if it is determined the app would be valuable to user(s).
2. If a Department member would like to request the Department or IT to provide a certain app on his/her Village-Owned PCD, the member should contact the Deputy Chief of Support Services, who will work with IT to determine the feasibility of the requested app.
3. If the Village-owned PCD allows a Department member to install his/her own personal apps, it may only be done at the Department member's expense, without reimbursement.
4. Only apps available through official app stores, e.g. Apple or Google, may be installed.

D. Damaged, Lost, or Stolen PCDs:

1. Any Village-owned PCD that is damaged or lost requires an internal memorandum to be completed and turned in to the member's supervisor. A stolen Village-owned PCD requires an Incident Report to be completed.
2. Any lost or stolen Village-owned PCD shall be reported to the Deputy Chief of Support Services who shall ensure that the IT Department is notified as soon as possible so that the Village-owned PCD can be disabled and/or wiped. If the loss or theft occurs after regular business hours the member must contact the IT HelpDesk. The Village has the right to erase or re-format the Village-owned PCD at any time and will not be responsible for the loss of any personal data or applications.

E. PCD Security:

1. All Village-owned PCDs shall be password or PIN protected with a minimum of 6 digits/characters. The Illinois Personal Information Protection Act (815 ILCS 530/5) governs the security of personal information on electronic devices.
2. The physical security of Village-owned PCDs is the responsibility of the member to whom the PCD has been assigned.

IV. Personally-Owned PCDs

- A. Department members may carry and use a personally-owned PCD while on duty provided that it does not interfere with the performance of their duties and responsibilities.
- B. The use of personally-owned PCDs for conducting Village or Department related business is discouraged. Department members using their personally-owned PCD have an expectation of privacy unless using it for work-related communication, which may be discoverable. All work-related phone calls, text messages, data use, emails, website records, etc. may become matters of public record subject to the Freedom of Information Act (FOIA).

- C. Department members shall not use any features of a personally-owned PCD to capture either through pictures, video and/or audio any law enforcement related business such as pictures of accident scenes, crime scenes, suspects, victims, etc. for personal use or gain. (83.2.2.d)
- D. Department members who choose to carry their personally-owned PCD assume all liability for any loss, damage, software costs, minutes and data costs, or required maintenance to their PCD.
- E. Department members who were given permission and choose to receive work email on their personally-owned PCDs must secure the device with a password or PIN with a minimum of 6 digits/characters. Lost or stolen personally-owned PCDs that are capable of receiving work email must be reported to Village IT as soon as possible.

V. Operating a Department Vehicle

- A. The safe operation of a Department vehicle shall take precedence over the use of any Village-owned or personally-owned PCD. Use of a PCD while driving can adversely affect safety and can present a negative image to the public. Officers operating emergency vehicles should exercise good judgment in the use of Village-owned or personally-owned PCDs while driving, and when practicable should stop the vehicle at an appropriate location to use the PCD.
- B. Department members shall be governed by 625 ILCS 5/12-610.2 Electronic Communications Devices.

By Order of

Patrick Ullrich
Chief of Police