

- a) A personnel order is drafted and issued.
 - b) A copy of this order is sent to the member receiving the award.
 - c) A copy is placed in the member's personnel file.
 - d) A copy is posted inside the glass cabinet designated as the commendation board.
 - 5) A commanding officer of the watch/unit may award the Certificate of Honorable Mention to a member without referral to higher authority.
 - a) The commanding officer who decides to award a Certificate of Honorable Mention to a member of his watch/unit will prepare two (2) copies of the Honorable Mention Certificate articulating the exceptional performance in writing form onto the Honorable Mention narrative lines.
 - b) The original certificate will be given to the member with a copy placed into the members personnel file and a second copy forwarded to the training coordinator for department display inside the designated recognition board.
 - c) The supervisor who wishes to award an Honorable Mention to a member not assigned to his/her command will prepare the Certificate of Honorable Mention articulating the exceptional performance and then forward it to the member's commanding officer for signature and presentation.
 - d) The Administrative Assistant to the Superintendent will enter the number of Honorable Mentions presented to each member on the summary form into the individual's award file. Upon completion the summary form will be marked "Entered" and returned to the members personnel file.
- b. Awards Committee:
- 1) The Department Awards Committee will consist of the following personnel or their designee:
 - a) Chairman
 - b) Designated other committee members
 - 2) The Awards Committee will meet at least quarterly or as soon thereafter as needed to review recommendations for the Medal of Honor, Medal of Valor, Purple Heart, Lifesaving Award, Merit Award, Community Service Award, Unit Citation and the Commendation Award. In connection with such recommendations the committee members will take the following actions:
 - a) Approve those submitted recommendations for the Medal of Honor, Medal of Valor, Community Service Award, Unit Citation and the Commendation Award (Excluding the Purple Heart Award), and forward their recommendation(s) to the officer of the Superintendent for final approval and the appropriate ceremonial arrangements.
 - b) In consideration for authorization for the Purple Heart Award the committee will:
 1. Consult, when appropriate, with the physician as to the extent of the injury sustained by the officer or which has been averted because of wearing of body armor.
 2. Approve the recommendation and forward same to the officer of the Superintendent for final approval and to initiate arrangements for the ceremonial presentation of the award.
 3. Disapprove the recommendation and return same to the recommending supervisor.
 - 3) The awards committee may disapprove the recommendation for the Medal of Honor, Medal of Valor, Purple Heart, Community Service Award, Unit Citation and the Commendation Award and return same to the recommending supervisor with instructions that the individual be considered for another appropriate form of recognition (i.e. Certificate for Honorable Mention).

c. Awards Procedure:

1) Service Award Designations:

- a) *Medal of Honor*: The Medal of Honor is awarded to employees of the department for an act of heroism at the risk of their own lives which is considered beyond the call of duty.
- b) *Medal of Valor*: The Medal of Valor is awarded to employees of the department for an act of heroism at the risk of their own lives in the line of duty.
- c) *Purple Heart*: is granted to any sworn member who has been seriously, critically, or fatally injured while in the performance of police duty resulting from an attack by an assailant, personal combat, or the performance of an act of valor. The award shall also include those cases resulting from an accident or nonviolent incident (for example, a traffic crash or heart attack) that occurs in the direct performance of police duty.
- d) *Life Saving*: The Life Saving Medal is awarded for an act performed by employees of the department whose prompt and alert actions resulted in the saving of a human life.
- e) *Superintendent's Award*: An award designated and given at the sole discretion of the Superintendent of Police and is exempt from the Award Committee process.
- f) *Merit Award*: The Merit Award is presented to employees of the department for highly unusual and/or highly credible accomplishment(s) in the law enforcement field reflecting their devotion to duty or service to the public.
- g) *Department Commendation*: The Department Commendation is awarded by the Superintendent of Police to employees of the department to acknowledge exceptional performance or the receipt of praise from a citizen. These awards are issued at the discretion of the Superintendent of Police, but often at the recommendation of any supervisor.
- h) *Community Service*: The Community Service Award is presented to employees of the department for acts of humanity beyond the call of duty, which provided aid and comfort to those in need.
- i) *Unit Citation*: The Unit Citation Award is presented to employees within a unit who have exhibited exceptional professional skill and conduct during a coordinated action or who have displayed consistent excellence in carrying out the unit's mission.
- j) *Officer of the year*: A sworn member of the Department that has exhibited exceptional dedication to police service during the calendar year.
- k) *Rookie of the year*: A police officer who has exhibited exceptional dedication to police service during their probationary period of employment.

All of the above awards will be presented with a corresponding colored bar to be worn on the uniform.

- l) *Honorable Mention*: A service award to any member for exceptional performance or involves exceeded performance as required by a member's basic assignments, or the receipt of praise from a citizen and in the opinion of the member's supervisor or commanding officer is deserving of this award. This award will be presented in the form of a certificate and can be presented without higher authority.
- 2) Designated Ribbons and /or medals for the aforementioned awards
(See addendum B of this order for the designated ribbon and/or medal for corresponding to the above stated awards.)
- d. An award presented to an employee subsequent to an earlier presentation of the same award to the same employee will be recognized by certificate. An additional colored bar will not be presented.

- e. It will be the duty of each employee's immediate ranking supervisor to review and inspect all awards presented to employees and ensure that the award is being appropriately worn in accordance with the guidelines set forth in this directive.
- f. Citizen recognition and presentation
 - 1) Any department employee may nominate a citizen for department recognition to the superintendent of police via the chain of command.
 - 2) The nominating procedure for citizen awards will follow the same format as that for employee nomination.
 - 3) Any citizen may be nominated for award and/or recognition consideration.
 - 4) All citizen awards will be presented by the Superintendent of police at the Annual Awards Program, unless otherwise directed by the superintendent of police.
- g. Presentation and recording
 - 1) Awards
 - a) At the discretion of the Superintendent of Police, certain awards may be presented at a Cicero Town Board meeting by the Superintendent of Police.
 - b) A Police Recognition and Award Ceremony may be conducted at the discretion of the Superintendent of Police, where a formal presentation of awards will be made to each Department member receiving any of the designated awards with the exception of Honorable Mentions.
 - c) All awards will be accompanied by written documentation that details the action resulting in the presentation of the award. The original of such documentation will be given to the recipient of the award and a copy of the documentation will be placed into the employee's personnel file permanently.
 - 2) Letters of Honorable Mention
 - a) All Letters of Honorable Mention will be presented to the recipient officer at the watch/unit level.
 - b) Letters of Honorable Mention will be placed in an officer's Department personnel file.
 - 3) See addendum "B" of this order for the designated ribbon and/or medal corresponding to the aforementioned awards

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 26-01-06 Addendum A

SUBJECT: DEPARTMENT AWARDS PROGRAM / Cicero Police Department Award Ribbon

EFFECTIVE DATE: March 1, 2018

CALEA REF: 26.1.1

CICERO POLICE DEPARTMENT AWARDS

Medal of Honor (A100)	Medal of Valor (B101)	Purple Heart (L111)
Life Saving (E104)	Superintendent's Award (P315)	Merit Award (C102)
Department Commendation (D103)	Community Service (D103)	Unit Citation (K210)
Officer of the Year (I208)	Rookie of the Year (I108)	F.T.O. (H107)

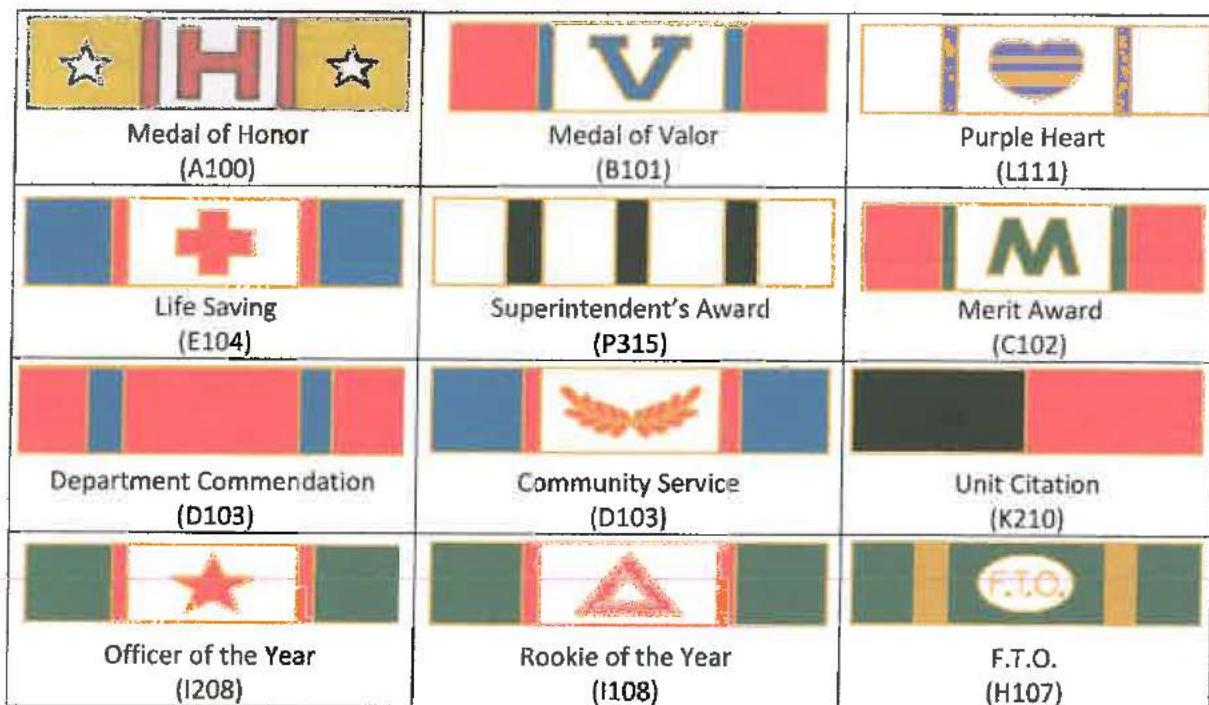
GO 26-01-06 Addendum A
DEPARTMENT AWARDS PROGRAM
Department Award Ribbon

CICERO POLICE DEPARTMENT

GENERAL ORDER: 26-01-06 Addendum A

SUBJECT: DEPARTMENT AWARDS PROGRAM / Cicero Police Department Award Ribbon
EFFECTIVE DATE: March 1, 2018
CALEA REF: 26.1.1

CICERO POLICE DEPARTMENT AWARDS



GO 26-01-06 Addendum A
DEPARTMENT AWARDS PROGRAM
Department Award Ribbon

**CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 26-01-05**



EFFECTIVE DATE: April 10, 2019

SUBJECT: **SEXUAL HARASSMENT COMPLAINTS**

1. POLICY

The Cicero Police Department prohibits sexual harassment in the work environment.

2. DEFINITIONS

a. ***Quid Pro Quo Harassment:*** When a supervisor or manager, with authority to affect an employee's working conditions makes unwelcome sexual advances, and submission to the advances is an expressed or implied condition for receiving job benefits, or refusal to the demands results in the loss of a job benefit or in discharge, e.g., a supervisor states "go out to dinner with me if you want to keep your job."

b. ***Hostile Work Environment Harassment:*** As it pertains to sexual harassment, it is unwelcome sexual conduct that has the purpose or effect of reasonably interfering with an employee's work performance or creates an intimidating, hostile, abusive or offensive work environment, e.g.,

- 1) Derogatory statements (you're nothing more than a glorified secretary, referring to women as honey, baby, sweetie, girls, etc.), and similar statements directed to men,
- 2) Intimidating remarks (if you know what's good for you, you'll keep your mouth shut),
- 3) Any jokes that make reference to sexual activity, or parts of a person's anatomy, e.g., breasts, buttocks, genitals, etc.,
- 4) Posters or calendars depicting nude or scantily clad individuals, or
- 5) Any other offensive behavior.
 - a) The examples provided are offered to assist in understanding the types of behavior included in the definition.
 - b) These specific examples can, but do not necessarily or automatically, establish hostile work environment harassment.
 - c) While normally the effect that the conduct has on the work environment depends upon its pervasiveness over a period of time, a single incident of unwanted sexual conduct may be sufficiently severe to create a hostile working environment.

c. ***Third Party Harassment Theory:***

- 1) When an employee witnesses unwelcome sexual conduct in their workplace, and finds the conduct to be offensive, even if the conduct was not directed towards the employee, he or she can allege sexual harassment, because their exposure to the conduct creates a "hostile work environment" for that employee; e.g., two individuals are engaged in a sexually suggestive conversation, a third party overhears their conversation and finds it to be offensive.

- 2) Employers can be held liable for sexual harassment of third party employee(s) if the employer has knowledge and some degree of control to stop the improper behavior, e.g., a vendor (delivery person, service person, etc.) is directly harassing a department employee or, the vendor is engaged in a sexually suggestive conversation with a department employee, and another department employee finds the conversation to be offensive, thereby creating a "hostile work environment" for the employee.
 - d. **Unwelcome Sexual Conduct:** An employee does not solicit or initiate the conduct/advances and the employee regards the conduct/advances as undesirable or offensive.
 - e. **Reasonable/Reasonably:**
 - 1) Refers to the standard established by the courts described as the "reasonable theory" or "reasonable person's" theory.
 - 2) Reasonableness in determining the severity and pervasiveness of sexual harassment is gender specific and will be determined from the perspective of the victim, as well as the perspective of a reasonable person subjected to the same alleged sexual harassment.
- Note: The aforementioned examples of sexual harassment are NOT all inclusive or exclusive of what constitutes sexual harassment.***

3. PROCEDURES:

- a. People who believe they have been victims of sexual harassment **must** immediately commit the incident to writing, noting any witnesses or other evidence, and then forward to their supervisor (and make verbal notification to the supervisor, as well.)
- b. Employees who believe they are the victims of quid pro quo harassment or hostile work environment harassment are encouraged to tell the initiating party that their actions are **unwelcome and offensive**, if they feel comfortable doing so.
 - 1) Where this is not practical, the employee should notify their immediate supervisor.
 - 2) If the alleged harasser is the employee's immediate supervisor, the employee may bypass the supervisor and notify the next level of management.
 - 3) Employees may choose to notify the Town of Cicero, Human Resources Director.
- c. Supervisors and managers will refuse to tolerate any form of sexual harassment and will take immediate action against any employee or vendor who engages in such actions.
 - 1) Supervisors and managers will confer with the Internal Affairs Division (IAD) commanding officer prior to initiating an investigation of all sexual harassment claims.
 - 2) This mandate also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.
 - 3) The fact situation will determine whether Internal Affairs will investigate or refer the matter to the originating division.

- d. If the sexual harassment does not cease, the employee should file a formal complaint with Internal Affairs Division and/or the Town of Cicero, Human Resources Director, who in turn will notify the Superintendent of Police
- e. All employees with respect to sexual harassment incidents and complaints will observe strict confidentiality.
 - 1) Information will be shared with only those determined to specifically need to have knowledge of the incident and/or complaint in order to achieve the objectives of this directive.
 - 2) This information may also be used in the context of any related administrative or judicial proceeding.
- f. Supervisors and managers who receive an allegation of sexual harassment or sex discrimination are responsible for accurate documentation of such complaints. Documentation will include:
 - 1) The complaint.
 - 2) The investigation that was completed.
 - 3) The corrective action taken (when appropriate) to remedy the situation.
- g. Records of all sexual harassment complaints will be:
 - 1) Maintained by the internal affairs commander,
 - 2) Kept in strict confidence and
 - 3) Secured and kept separate from general administrative files.
- h. Any reprisal, coercion, intimidation, or retaliation (directly or indirectly) against a complainant, his/her representative or other witness (es) is prohibited and will serve as the basis for disciplinary action up to and including termination.
- i. Employees who have been found in violation of this policy may in addition to other disciplinary actions, be required to attend sexual harassment training. (It is the responsibility of the immediate supervisor of the harasser to ensure the training is scheduled and completed).
- j. Discipline
 - 1) Anyone who is determined after an investigation to have engaged in sexual harassment in violation of this order will be subject to disciplinary action up to and including termination.
 - 2) In addition, because false accusations regarding sexual harassment can have serious effects on the person or persons accused, any false accusation will likewise result in disciplinary action up to and including termination.

- k. Employees desiring information, referrals or clarification concerning issues of sexual harassment are encouraged to call any one of the following:
- 1) Town of Cicero, Human Resources Director.
 - 2) Illinois Department of Human Rights (312) 814-6200 (Request to speak with the "Counselor of the Day" or an "Intake Worker").
 - 3) The 9 to 5 National Association of Working Women Sexual Harassment Hot Line - 1-800-522-0925.
 - 4) Cicero Police Department's Internal Affairs Division/TOC Office of Professional Standards, or similar office.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 26-01-04



EFFECTIVE DATE: January 1, 2016

REVIEW DATE: January 1, 2018

SUBJECT: **DEPARTMENT VEHICLE CRASH INCIDENT REPORTING**

1. POLICY

- a. The Cicero Police Department will:
 - 1) Investigate all traffic crashes or incidents involving department vehicles and will take appropriate action based upon the results of the investigation.
 - 2) Establish a Traffic Crash Review Board to make an in-depth determination of the cause of traffic crashes involving department vehicles.

2. DEFINITIONS

- a. **Crash:** Where the movement of a vehicle results in damage to the vehicle, another vehicle, property or causes injury to an individual.
- b. **Department Vehicle:**
 - 1) Any vehicle used for official business, which is owned/leased by the Department, to include bicycles, ATVs, Trykkes or like vehicles.
 - 2) A vehicle being operated by an employee while under the terms of employment.
- c. **Department Vehicle Crash:** A crash involving a department vehicle subject to the full reporting requirements of this policy and the Traffic Crash Review Board.
 - 1) It is reportable regardless of injury, property damage, where it occurred, who was responsible, or whether or not the department vehicle was occupied.
 - 2) This definition specifically excludes those crashes occurring while an employee is participating in a supervised driver's training exercise sanctioned by an academy.
- d. **Department Vehicle Incident:** Any other happening which results in damage to a department vehicle, including but not limited to:
 - 1) Damage from material that falls, drops or is propelled by the movement of a vehicle.
 - 2) Vandalism.
 - 3) Storm damage.
 - 4) Driver's training classes.
 - 5) Damage of an undetermined nature.
- e. **Employee:** Any individual who is acting on behalf of the department, i.e. sworn officers or civilian personnel.
- f. **Non-preventable – Class 1:** Applies when the employee's vehicle is legally parked, standing or stopped.
- g. **Non-preventable - Class 2:** Applies when an employee is aware of the impending hazard, alert to its consequences and takes reasonable precautions to prevent or minimize the effect of the crash.
- h. **Preventable – Class 3:** Applies when an employee:
 - 1) Fails to exercise reasonable care, or
 - 2) Deviate from safe driving practices.
- i. **Preventable - Class 4:** Applies when an employee:

- 1) Is found to be accountable for a Class 3 crash at least once within the previous twelve month period or a Class 4 crash at least once within the last five years; or
- 2) Has operated a department vehicle in a manner that displayed a disregard for personal safety or safety of others.
- j. **Undetermined:** A classification of any crash that the board determines there is insufficient information available to make a determination of preventable or non-preventable.
- k. **Traffic Crash Review Board:** (hereinafter referred to as "the board") will meet quarterly or as required and will consist of five employees. The board will consist of:
 - 1) First Deputy Superintendent.
 - 2) The Training Coordinator.
 - 3) The Fleet Officer.
 - 4) A supervisor one rank above the employee whose case is being reviewed, and
 - 5) The Deputy Superintendent of Patrol who will act as the Permanent Chairperson, and will be responsible for preparing Board reports, convening board meetings, ensuring appointment the supervisor, etc.
- l. **Duties of the Director of the Records:** Must compile five (5) packets needed for each Traffic Crash Review Board member, these packets will include:
 - 1) Traffic Crash Report SR-1050, which must include a diagram.
 - 2) Supplement Report from the officer(s) involved, detailing the events of the accident.
 - 3) Damage to Department Vehicle Report Form 99-12.
 - 4) Photos of all damage to vehicle(s), property, etc.
 - 5) Disciplinary history of the officer(s) involved in the accident.
 - 6) Monetary estimate of the damage to vehicle(s) and if applicable, estimate of damage to property.

3. PROCEDURES:

- a. Department Vehicle crashes.
 - 1) Involved Employee will stop immediately, and unless incapacitated:
 - a) Provide whatever assistance can reasonably be rendered.
 - b) Ensure the vehicles involved are not moved, unless a traffic hazard exists or the potential for injury would be increased.
 - c) Promptly notify dispatch to advise the shift commander of any crash with a department vehicle operated by them or in their charge.
 - i. Provide the crash location.
 - ii. Provide the employee's name and assignment.
 - iii. Provide any other pertinent information.
 - NOTE: *If the involved employee is unable to make the notification, the first department employee arriving at the scene will ensure notification is made.*
 - d) Make no verbal comment or written statement regarding the department vehicle crash or liability to anyone other than law enforcement officers handling or investigating the crash.
 - e) Cooperate in all facets of the investigation and any subsequent investigations and proceedings that do not jeopardize the employee's rights.
 - f) Complete a typewritten memorandum by the end of the shift detailing the events surrounding the department vehicle crash.
 - g) Complete the Illinois Motorist Report, form SR-1 copy of the traffic crash report.
 - h) Complete a detailed memorandum if any town issued equipment (other than a vehicle) is lost/damaged or when an employee is injured.
 - i) Review the Traffic Crash Report at their earliest convenience.
 - i. Any discrepancies should be noted and reported by memorandum.

- preventable or undetermined. In cases where a lack of documentation precludes making a determination, the board can request additional clarification and/or documentation from the officer investigating the crash.
- b) The employee involved in the crash has the right to present information to the board.
 - c) The findings of the board are for the purpose of determining insurability and crash reduction and will not under any circumstances be interpreted as an admission of liability.
 - d) Recommendations:
 - i. The Board, having classified a crash as preventable, must then recommend to the Superintendent the disciplinary action to impose.
 - A. Recommendations made by the Board will be based on circumstances of the crash, the level of employee negligence and the employee's driving record.
 - B. In addition, the board may recommend other measures designed to reduce the potential of future crashes.
 - ii. The Superintendent is not bound by the disciplinary recommendations of the board but may not rescind their classification of the crash as preventable, non-preventable or undetermined.
 - A. Before any disciplinary action is imposed, the Superintendent will review the report(s) and recommendations of any entity conducting an investigation relevant to the crash.
 - B. Any crash involving a violation of department rules and regulations will be reviewed in its entirety before any disciplinary action is taken.
 - C. Recommendations for disciplinary action made by the board to the Superintendent of Police will be limited to the following:
 - (1) Documented oral reprimand.
 - (2) Written letter of reprimand.
 - (3) Suspension up to five days.
 - (4) Imposition of a more severe penalty should the degree of negligence warrant, to be presented to the Board of Police, Fire and Public Safety.
 - e) Release of information
 - i. All board findings will be treated as confidential information.
 - ii. **Such records are exempt from release under the Freedom of Information Act, 5 ILCS 240/7(1) and 5 ILCS 140/7(1) (bb).**
- 6) The Superintendent may request the assistance of an outside agency in conducting any aspect of the investigation.
- a. Department Vehicle Incidents.
 - 1) All damage to department vehicles, other than vehicle crash damage, will be reported on the Cicero Police Department General Report Form and Damage to Department Vehicle Report (Form 99-12).
 - 2) All procedures for damage reporting as outlined in General Order 41-03-01-A will be adhered to.

By Order of:

Superintendent of Police

GO 26-01-04

CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-03-A



SUBJECT: Command Discipline/ Command Punishment

EFFECTIVE DATE: April 1, 2019

1. Purpose

The purpose of this order is to identify the scope of Command Discipline, define those acts which are considered less serious transgressions, and to set forth the process supervisors will follow in implementing Command discipline.

2. Policy

It is the policy of the Cicero Police Department to address less serious rule violations or transgressions committed by members of the Department. Generally, these transgressions will not require an Internal Affairs Division (IAD/OPS) investigation or an IAD/OPS number. Command Discipline may be initiated by any supervisor toward subordinate personnel.

This General Order:

- A. Defines the scope of Command Discipline/Command Punishment.
- B. Identifies acts and omissions that are considered a less serious transgression.
- C. Outlines procedures to be followed in administering Command Punishment to sworn and civilian members of the Department.
- D. Provides penalty guidelines to ensure uniformity in administering Command Punishment.
- E. Outlines requirements and procedures to be followed for Command Discipline/action, penalty appeal and challenges to Command Discipline for sworn and civilian members of the Department.
- F. Establishes the use of the Command Punishment Action Request (C-PAR) and the Counseling Session Report (CSR) forms.

3. General Information

- A. Nothing in this order precludes obtaining an Internal Affairs Division (IAD/OPS) complaint number and investigation when it is deemed appropriate.
- B. If a member develops a history of repeated less serious sustained violations, an Internal Affairs Division (IAD/OPS) complaint number may be obtained.
- D. Command Punishment will NOT be used to process a citizen's complaint.

E. Supervisors will exercise discretion in the application of Command Punishment. The supervisor will, prior to initiating Command Punishment, be cognizant of the applicable provisions of any agreement (contract) pertaining to the member to be disciplined and the Illinois Compiled Statutes (ILCS). Supervisory counseling and discretion will be administered prior to the application of Command punishment when the violation allows for such action. Care will be taken to ensure that critical assignments are not left uncovered as a result of the application of Command punishment.

F. Each level of the review has the authority to recommend an alternate penalty within the applicable schedule.

G. Action recommended under the Command Punishment procedure will not bar a recommendation for a more severe penalty by a higher level of authority.

H. The Superintendent of Police or his/her designee has the authority to implement the approved penalty.

4. Less Serious Violations/Transgression-defined

A. This is an act or omission listed below which warrants prompt and appropriate action but does not require an Internal Affairs Division (IAD/OPS) complaint number.

B. The following Rules of Conduct violations meet these criteria:

Rule 3 Failure to exercise the responsibility or authority of the position to which a department member is assigned in accordance with job specifications/ descriptions or work rules of that assignment or position.

Rule 5 Failure to perform a duty or to render police service

Rule 9 Engaging in any activity or personal business which could cause any member to neglect or be inattentive to duty

Rule 11 Reporting for duty, including all duty assignments:

- a. Failure to report for any duty, including roll call and court, at the time or place required by assignment or orders, unless properly excused.
- b. Failure to be neatly or properly groomed for duty
- c. Failure to be properly equipped for duty
- d. Failure to be cognizant of information required for the performance of duty
- e. Failure to be physically or mentally fit for duty

Rule 12 Failure to wear uniform as prescribed

Rule 22 **(PARTIAL)** Failure to follow medical roll procedures, including making false claims of illness or injury, or falsification of proof to justify such sickness or injury, or patterns of sick leave abuse. (Re: call in procedures- all other aspects of medical roll procedures are not considered less serious transgressions)

- 2) The Watch Commander will:
 - a) Review the investigation.
 - b) Notify the effected Deputy Superintendent.
 - c) Will ensure that required breath/chemical testing is conducted pursuant to appropriate collective bargaining agreement or town policy procedures; whichever is applicable.
 - d) **Department vehicle crashes that occur outside the corporate limits of the Town of Cicero will be investigated by the agency having jurisdiction at the location of the crash.**
 - e) **DEPARTMENT VEHICLE CRASHES INVOLVING AN ON DUTY CICERO POLICE OFFICER CAUSING INJURY LIKELY TO CAUSE DEATH:** The on duty watch commander will make immediate notification to the Illinois State Police (ISP) Accident Reconstruction Unit and request their immediate response to the scene. The scene will be secured until the arrival of members(s) of the ISP-Accident Reconstruction Unit. The investigation will then be turned over to the outside agency investigating the crash.
 - i. If the ISP-ARU is not available for any reason, the second alternate will be the Cook County Sheriff's Police Department (CCSPD) - Accident Reconstruction Unit and requested to handle the investigation of the incident.
 - ii. As a third alternative, if for any reason the ISP and the CCSPD are unavailable, a neighboring Department with Accident Reconstructionists will be contacted and requested to handle the investigation of the incident.
- 3) The assigned Cicero Police investigating officer will:
 - a) Take charge of all town owned property if the responsible employee is incapable due to injury or other reasons.
 - b) Secure the scene and evidence, as applicable.
 - c) Take photographs of the damage to the Department vehicle, as well as all other vehicles or property involved (this will not be necessary in instances being handled by the ISP-ARU or other reconstruction unit due to that unit taking such photos)
 - d) Provide the watch commander or designee with all information requested, by telephone if feasible, until the formal reports can be submitted.
 - e) Interview and obtain written statements from witnesses ((in incidents not being investigated by an outside agency as outlined above)).
 - f) Complete a Traffic Crash Report, Form SR-1050, including a narrative and diagram, for all crashes.
 - i. **If another law enforcement entity is required to complete a crash report (if the crash occurred within their jurisdiction or the incident is being handled by the ISP, etc. as outlined above), this step can be omitted.**
 - ii. A copy of the crash report will be obtained from the other law enforcement jurisdiction.
 - g) Exchange information with all parties involved.
 - h) Submit all investigative documentation to the vehicle maintenance officer.
- 4) The on duty Watch Commander will be responsible for investigating any claims of injury by department members.
- 5) Traffic Crash Review Board Meetings
 - a) The Board will examine the available evidence surrounding the department vehicle crash and within five working days, after the review board meeting, forward to the Superintendent a ruling of Class 1 or 2 non-preventable, Class 3 or 4

- Rule 23** Disrespectful behavior, willful maltreatment or abusive language (including profanity) toward any person, whether a citizen or a member of the department.
- Rule 25** Failure to provide prompt, correct, or courteous service
- Rule 26** Failure to conduct official business through channels, as indicated in the current organizational structure (chain of command). Rank will not be disregarded in conducting official business, except where authorized by the Superintendent of Police, by law, or by any current labor agreement.
- Rule 27** Failure to maintain a professional bearing or an alert attitude and appearance while on duty
- Rule 28** Wearing any unauthorized insignia or items on the police uniform and/or one's person
- Rule 29** Smoking, or chewing tobacco or gum, while specifically dealing with, or engaged in, any activity with the public while on duty
- Rule 30** Failure to adequately secure and care for Department property/equipment or knowingly using the department's equipment or property in an improper or unauthorized manner.
- Rule 31** Failure to promptly report lost, damaged, or defective Department equipment/property
- Rule 32** Failure to operate a department vehicle in a safe and prudent manner
- Rule 34** Failure to promptly inventory or process recovered property or evidence.
-
- Rule 35** Failure to submit all necessary reports on time and in accordance with established department procedures
- Rule 40** Carrying or using any unauthorized equipment, weapon, or ammunition while on duty
- Rule 41** Failure to promptly answer a radio or computer communication
**Failure to answer a radio page three (3) times, in succession, is prima facia evidence of a violation of this order.*
- Rule 42** Failure to report back in service immediately upon completion of an assignment
- Rule 43** Failure to adhere to professional or proper radio or computer communication procedures
- Rule 44** Failure to keep the communication center advised/updated of call status or your change in location

- Rule 46** Refusing to correctly or promptly give star number and/or name when requested by other Department members or private citizens
- Rule 47** Failure to provide the Department with a current home address and telephone number
- Rule 48** Failure to report promptly any anticipated absence from duty
- Rule 55** Relationships and associations (**PARTIAL**)
e. Officers will notify supervisory officers when they receive an assignment involving a person or group with whom the officer has had social, business or other relationships of a nature that might impair or give the appearance of impairing the officer's impartiality or independence in the conduct of an assignment.
- Rule 59** Sleeping on duty or giving the appearance of being asleep.
- Rule 60** Smoking in any part of the police facility, Town Hall complex, or police vehicle; except as allowed by state law or Town ordinance.
- Rule 64** Taking a meal or break in a public place with more than three on-duty members of the department (or more than two police vehicles) without the prior approval of an immediate supervisor
- Rule 65** Talking/Texting on a cellular phone while operating a motor vehicle.
- Rule 66** Consistently receiving personal mail, personal visitors or personal telephone calls at the police station or other department facility/office.
- Rule 67** Officers will not destroy or deface any official written notice relating to police business.
- Rule 77** Department members will not allow unauthorized persons to ride in police vehicles. Normally, the shift commander will review and authorize persons who are not Cicero Police Department officers to ride in police vehicles see 41-02-06, Ride-Along Program).
- C. Also eligible for Command Discipline are violations of other Department General Orders (both operational and administrative) that are not Rule of Conduct violations and would not on their face necessitate discipline in excess of three (3) days suspension.

5. Command Discipline Limitations

Each union's collective bargaining agreement shall be referred to before Command Discipline is implemented.

A. The penalty recommended for less serious violations will be based on the affected member's disciplinary history. A copy of the affected member's disciplinary history (obtained from the

Administrative Assistant for the Office of the Superintendent) will be attached to the initiating supervisor's report package.

- B. Department policy requires implementation of Command Punishment penalties following the decision of the final review authority and based on the operational need of the Department.
- C. Sworn members may be permitted to substitute accrued compensatory time as an alternative to being suspended without pay at the discretion of the Superintendent of Police.

6. Procedure

- A. Command Discipline will be dictated by the seriousness of the offense. It will be progressive, where appropriate. It should, but does not have to, follow the recommended schedule of penalties in the "Schedule of Penalties" Section of this order.
- B. Supervisors:
 - 1). Supervisory and Command personnel, upon obtaining knowledge that a department member has committed a violation of department orders, will first confirm the rule(s) infraction, attributed to the accused member.
 - 2). Supervisors will afford the accused department member an opportunity to verbally explain their action(s), as soon as it is practical, prior to initiating any Command Discipline action.
 - 3) Confer with the watch commander (Patrol Division) or applicable Division commanding officer (other Division's), as applicable, regarding the particulars of the incident and determine the most appropriate course of corrective action.
 - 4) When the circumstances support further action by the initiating supervisor, the accused department member will be directed to explain his/her improper acts and/or omissions by memorandum (To-From-Subject report).
 - 5) Supervisors will review the affected member's disciplinary history file to determine the appropriate Command Punishment action to be taken.
 - 6) The initiating supervisor will complete a Counseling Session/Reprimand Report (CSRR) or a Command Punishment Action Request (C-PAR) form, depending on the action desired.
 - a. If a counseling session or a reprimand is the extent of the action desired, a CSRR form will be completed and a copy maintained in the division/unit file with the original filed in the member's department personnel file and entered in the officer's disciplinary history. The disciplinary action taken (counseling, verbal reprimand, written reprimand) will be indicated on the CSRR form. The matter will then be closed unless further transgressions occur at a future date. **NO C-PAR FORM OR C-PAR # IS NEEDED WITH COUNSELING OR REPRIMANDS.**
 - b. If further action in excess of a counseling session or a reprimand is desired a C-PAR form will be completed, ensuring the recommended penalty is within the applicable penalty schedule enumerated in this order (see below).
 - 1). The number for the C-PAR will be assigned by the watch commander (Patrol Division) or a unit supervisor (other Divisions). The number will be derived as follows:
Command Punishment number= CP designation/date/Division/watch-the

General Order 26-01-03 A
Command Discipline/ Command Punishment

command punishment number for that date for that watch
(Example: CP-090118- P3-001= Command Punishment- Sept 1, 2018, Patrol Div./3rd Watch/ 1st Command Punishment for the day;
CP-090118- D3-001= Sept 1, 2018, Det. Div/3rd Watch/ 1st Command Punishment for the day)

- 2). When an incident involves multiple less serious violations, record the violations in order of occurrence, if known.
- 7) The next higher ranking supervisor, in the chain of command, will review the charge and response documentation and make his/her recommendation for disciplinary action, using the C-PAR form.

D. Assessment and Review with the accused Department Member

- 1) If the recommendation is a counseling session or a reprimand follow the procedure outlined above Section 6.B.6).a above
- 2) If the recommendation is for a suspension:
 - a. Forward the Command Punishment Action Request (C-PAR) form with the related reports (investigative report documenting the incident and all other associated reports) to the watch commander prior to presenting the Command Punishment Action Request (C-PAR) form to the affected member.
 - b. The watch commander will then review the packet and if in agreement with the recommendation of a suspension forward through the chain of command to the Office of the Superintendent, or their designee, for approval of the suspension.
If not in agreement the Watch Commander will return the form to the investigating/initiating supervisor, with their comments for further consideration or additional facts/investigation.
 - c. Once approved by the Superintendent, or their designee, the approved Command Punishment Action Request (C-PAR) form will be redirected to the initiating supervisor who will then present it to the affected member for signature and review.
- 3) In those cases that went to the Superintendent of Police for approval, upon receipt of the Command Punishment Action Request (C-PAR) form from the Superintendent, the initiating supervisor will meet with the affected member.

The affected member will:

- a. Either accept the recommended penalty or file a grievance in a manner outlined in his/her respective collective bargaining unit contract, if provided for.
- b. The grievance or written request for a disciplinary review panel, as applicable, will detail the affected member's reason(s) for appealing the recommended Command punishment. Failure to submit a grievance or written request for a disciplinary review panel within the prescribed timelines constitutes a waiver of any future hearing and makes the disciplinary action final.

- 4) If the member refuses to sign the Command Punishment Action Request (C-PAR) form the initiating supervisor will order the officer to sign the document. The officer/supervisors signature is not an admission to the charge. If they continue to refuse a separate action will be initiated by the supervisor for failure to obey a direct order under the OPS/IAD complaint form system.
- 5) After tendering the Command Punishment Action Request (C-PAR) form to the affected member the initiating supervisor will forward the Command Punishment Action Request (C-PAR) form, any related To - From Subject reports, and all other relevant documents to the affected member's watch commander. The completed "packet" will then be forwarded through the chain of command to the Superintendent of Police for filing in the officer's Department personnel file.

7. Schedule of Penalties

The schedule of penalties will apply generally for all Department members being disciplined under the provisions of Command Punishment. However, the Department may elect to investigate the conduct and invoke discipline under provisions contained in the complaint against department members (OPS/IAD) process. In the case of a probationary employee (including a Probationary Police Officer), the Department may invoke a greater penalty than those indicated in the schedule, including dismissal.

- A. The following schedule governs those less serious violations wherein a member has been found **unfit for duty**, has been **absent without permission (one day)**, failure for a member to appear in court or notify a supervisor of his inability to appear, or wherein a supervisor has failed to take action etc. A member's collective bargaining agreement shall be considered before any decision has been made. Supervisor discretion shall be used when deciding what discipline is to be recommended. (In some instances this could be as little as a reprimand)
 - 1). First Violation- One to two days off without pay
 - 2). Second Violation- One to three days off without pay
 - 3). Subsequent Violations- IAD/OPS-Complaint Against Department Member
- B. The following schedule governs the transgression wherein a member was the **driver of a Department vehicle involved in a traffic accident classified as "Preventable". In cases involving obvious negligence, a more severe penalty may be imposed.**
 - 1). First Violation/Class 3- Reprimand to two days off without pay
 - 2). Second Subsequent Violations/Class 4- Three days off without pay
 - 3). Subsequent Violations- In excess of three days without pay, up to and including termination, as recommended by order of Superintendent of Police or their designee.
- C. The following schedule governs all other less serious transgressions.
 1. First Violation- Counseling to one day off without pay.

2. Second Violation- A reprimand to two days off without pay.
3. Third Violation- One to two days off without pay.
4. Fourth and subsequent Violations- Three days off without pay to termination of employment. (For Sworn Members- Admin. Rights are to be given to the accused at the time a written statement/report explaining their actions is directed). Therefore these cases will necessitate an IAD/OPS number and the case will be referred (through an IAD/OPS Complaint Against Department Member (CADM) form with associated documents attached) to IAD/OPS for further action/investigation prior to getting any statements (written) from the officer(s) involved.

8. Challenge of Command Punishment

- A. A Department member represented by a Collective bargaining Agreement (CBA) who elects to proceed through the grievance procedure will submit his written grievance in accordance with the provisions of the current agreement between the Town and their bargaining unit.
- B. Any department member may request a disciplinary review panel, as defined in General Order 26-01-01: Disciplinary Procedures. However, if a disciplinary review panel is requested, the member forfeits all other rights to a hearing on the matter.

9. Discipline Records

- A. Disciplinary records of all Cicero Police Department members shall be maintained by the Office of the Superintendent in each member's Department personnel folder and/or by computer file. Notices of suspension will also be kept on file with the Town's Human Resource Department, as well as the Town's Board of Fire and Police Commission.
- B. Case files regarding citizen complaints shall be maintained by the Internal Affairs Division/Office of Professional Standards.

By Order of:

Superintendent of Police

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Attachments: Command Punishment Action Request Form
Counseling Session/Reprimand Report Form

General Order 26-01-03 A
Command Discipline/ Command Punishment



Cicero Police Department
Command Punishment Action Request
(C-PAR)

CPAR #: _____

Employee's Name:	Rank/Star #:
Unit of Assignment:	Day Off Group:
Date/Time/Location of Incident of Misconduct:	
Summary of Incident of Misconduct (Use Continuation Sheet and attach to this form if needed):	

REVISED 21 Jun 19

Violation of CPD G.O. Summary Discipline: Section (Be specific):	
Recommended Summary Discipline:	
Initiating Supervisor's Name/Signature/Star #:	Date:
Watch Cmdr./Unit Supervisor's Name/Signature/Star#:	Date
Div. Deputy Supt. Name/Signature:	Date
1 st Deputy Superintendent's Name and Signature:	Date

Superintendent's Section:
Disciplinary Action: (If different than original recommendation state reason and note options granted, if any)
REVISED 21 Jun 19
Discipline and corrective action reviewed with member: Yes _____ No (circle) _____ Date: _____
Superintendent's (or designee's) Signature: _____ Date: _____

Employee's Section: It is herein acknowledged that the above allegations of misconduct have been explained to me and that I have an opportunity to respond to these charges. (Check the appropriate box)
Members Signature (if in agreement with recommended disciplinary action): Employee's Name: _____ Date: _____
Employee's Signature: _____
Members Signature (if NOT in agreement with recommended disciplinary action): I acknowledge that it is my responsibility to follow the procedures outlined in the applicable Department General Orders and/or Collective Bargaining Agreement (CBA) and that my failure to follow those procedures will result in the imposition of the recommended discipline without further appeal.
Employee's Name: _____ Date: _____
Employee's Signature: _____

CPD/ C-PAR form (implemented 04-2019)

General Order 26-01-03 A
Command Discipline/ Command Punishment



**Cicero Police Department
Command Punishment Action Request
(C-PAR)**

CPAR #: _____

Employee's Name:	Rank/Star #:
Unit of Assignment:	Day Off Group:
Date/Time/Location of Incident of Misconduct:	
Summary of Incident of Misconduct (Use Continuation Sheet and attach to this form if needed):	
Violation of CPD G.O. Command Discipline: Section (Be specific):	
Recommended Command Discipline:	
Initiating Supervisor's Name/Signature/Star #:	Date:
Watch Cmdr./Unit Supervisor's Name/Signature/Star#:	Date
Div. Deputy Supt. Name/Signature:	Date
1 st Deputy Superintendent's Name and Signature:	Date
Superintendent's Section:	
Disciplinary Action: (If different than original recommendation state reason and note options granted, if any)	
Discipline and corrective action reviewed with member: Yes _____ No (circle) _____ Date: _____	
Superintendent's (or designees) Signature: _____ Date: _____	
Employee's Section: It is herein acknowledged that the above allegations of misconduct have been explained to me and that I have an opportunity to respond to these charges.	
Employee Name	Date
Employee Signature	
Presenting Supervisor Name	Date
Presenting Supervisor Signature:	



**Cicero Police Department
Counseling Session/Reprimand Report
(CSRR)**

Date: _____

To: _____

From: _____

Subject: **Counseling Session Report/Verbal reprimand/Written Reprimand (Circle the action taken)**

_____ (Member counseled or reprimanded)

Star # _____

Date and Time of Counseling or reprimand: _____

Dept. Members present @ counseling session (put N/A if reprimand): _____

Brief Synopsis of the improper behavior:

Rule Violation(s):

Witness(es) to incident:

The above named department member was counseled or reprimanded (as indicated above) relative to the above referenced irregularity/deficiency and advised that continued infractions will result in lowered performance evaluations and/or progressive disciplinary action for future infractions.

Affected Department Member's Comments: _____

Received by: _____

Signature of counseled member

Date _____

Submitted by: _____

Signature of counseling Supervisor

Date _____

Approved By: _____

Signature of Unit Commanding Officer

Date _____

Note: Original completed Counseling Session Reports are to be forwarded to officer's department personnel file and a copy retained in the Unit file of the counseled member
CPD-CSRR form (implemented 04-2019)

General Order 26-01-03 A
Command Discipline/ Command Punishment

CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-03



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **RULES OF CONDUCT**

A. POLICY

The Cicero Police Department will establish rules of conduct by which sworn members of the department will conduct themselves both on and off duty.

B. RULES AND REGULATIONS: PROHIBITED ACTS

Rule 1 Violation of any federal, state, or local law or ordinance, or any rule, regulation, standard operating procedure, policy, directive, or order of the department, either written or oral. In the event of a violation of the aforementioned, it is presumed that the department member was familiar with the law, rule, regulations, policy, or order in question.

Rule 2 Any action or conduct, on or off duty, which impedes the department's efforts to achieve its goals, mission or values, or which degrades or brings discredit upon any member or the department as a whole; or any action that impedes the operation or efficiency of the department and its members.

Rule 3 Failure to exercise the responsibility or authority of the position to which a department member is assigned in accordance with job specifications/ descriptions or work rules of that assignment or position.

Rule 4 Any conduct or action taken to use their official position for personal gain or influence.

Rule 5 Failure to perform a duty or to render police service

Rule 6 Disobedience of an order or directive, whether written or oral. This will include orders relayed from a superior by a person of the same or lesser rank or by a telecommunicator via radio.

Note: Officers who are given an otherwise proper order which is in conflict with a previous order, rule, regulation or directive will respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the order will stand. Under these circumstances, the responsibility for the conflict will be upon the superior officer. Officers will obey the conflicting order and will not be held responsible for disobedience of the order, rule, regulation or directive previously issued.

Officers will not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, officers will request the issuing officer to clarify the order or to confer with higher authority.

- Rule 7** Insubordination or disrespect toward a superior department member while on or off duty
- Rule 8** Incompetency or inefficiency in the performance of a duty or task
- Rule 9** Engaging in any activity or personal business which could cause any member to neglect or be inattentive to duty
- Rule 10** Leaving a duty assignment or assigned patrol area without being properly relieved or without proper authorization.
- Rule 11** Reporting for duty, including all duty assignments:
- Failure to report for any duty, including roll call and court, at the time or place required by assignment or orders, unless properly excused.
 - Failure to be neatly or properly groomed for duty
 - Failure to be properly equipped for duty
 - Failure to be cognizant of information required for the performance of duty
 - Failure to be physically or mentally fit for duty
- Rule 12** Failure to wear uniform as prescribed
- Rule 13** Failure to immediately submit a written report that any member, including self, is under investigation by any law enforcement agency other than the Cicero Police Department
- Rule 14** Making a false report, written or oral, in conjunction with job related responsibilities
- Rule 15** Intoxication while on duty
- Rule 16** Entering any tavern or bar while on duty or in uniform, except in the performance of a police duty. *
- * Note: For purposes of this specific rule, a tavern or bar is defined as any business whose primary business is the sale of alcoholic beverages. Entry into a restaurant that includes a bar is not a violation of this rule.*
- Rule 17** Drinking alcoholic beverages or taking controlled substances* while on duty or in uniform, or transporting alcoholic beverages on or in Department property, except in the performance of police duty
- *Note: Controlled substances:*
- Officers will not possess or use cannabis or any controlled substances except when prescribed by law and department orders/directives or by a physician or dentist.
 - When controlled substances are prescribed or other medication is being used, officers will notify their superior officer if the use will affect their job performance.
 - A verified positive drug test obtained pursuant to department orders/directives will constitute *prima facie* evidence of a violation of this rule.

- Rule 18** Recommending the hiring or patronage of any specific professional or commercial service for hire, other than approved Town agents or resources, in connection with the execution of official duties.
- Rule 19** Officers are prohibited from posting bonds for any person as established in 725 ILCS 5/110-13
- Rules 20** Failure to report promptly to the Department any information concerning any crime or other unlawful action
- Rule 21** Failure to obey Department orders concerning other employment, occupation, or profession.
- Rule 22** Failure to follow medical roll procedures, including making false claims of illness or injury, or falsification of proof to justify such sickness or injury, or patterns of sick leave abuse.
- Rule 23** Disrespectful behavior, willful maltreatment or abusive language (including profanity) toward any person, whether a citizen or a member of the department.
- Rule 24** Engaging in any unjustified physical altercation with any person or department member
- Rule 25** Failure to provide prompt, correct, or courteous service
- Rule 26** Failure to conduct official business through channels, as indicated in the current organizational structure (chain of command). Rank will not be disregarded in conducting official business, except where authorized by the Superintendent of Police, by law, or by any current labor agreement.
- Rule 27** Failure to maintain a professional bearing or an alert attitude and appearance while on duty
- Rule 28** Wearing any unauthorized insignia or items on the police uniform and/or one's person
- Rule 29** Smoking, or chewing tobacco or gum, while specifically dealing with, or engaged in, any activity with the public while on duty
- Rule 30** Failure to adequately secure and care for Department property/equipment or knowingly using the department's equipment or property in an improper or unauthorized manner.
- Rule 31** Failure to promptly report lost, damaged, or defective Department equipment/property
- Rule 32** Failure to operate a department vehicle in a safe and prudent manner
- Rule 33** Using any department equipment or property for personal use, except as authorized by the Superintendent of Police or other policy/practice
- Rule 34** Failure to promptly inventory or process recovered property or evidence.

- Rule 35** Failure to submit all necessary reports on time and in accordance with established department procedures
- Rule 36** Disseminating, releasing, altering, defacing, removing, or destroying any department records or information concerning police matters, except as provided by department orders or directives
- Rule 37** Failure to treat official business of the Department as confidential.
• *Officers will not divulge the identity of persons giving confidential information except as authorized by proper authority, or release items of evidence, documents, photographs, etc., to members of the news media or others outside the criminal justice system without the express permission of the Superintendent.*
- Rule 38** Unlawful or unnecessary use or display of a weapon or other force
- Rule 39** Failure of any sworn member to immediately notify his/her supervisor whenever such member discharges a firearm while in his/her official capacity, other than for training purposes.
- Rule 40** Carrying or using any unauthorized equipment, weapon, or ammunition while on duty
- Rule 41** Failure to promptly answer a radio or computer communication
**Failure to answer a radio page three (3) times, in succession, is prima fascia evidence of violation of this order.*
- Rule 42** Failure to report back in service immediately upon completion of an assignment
- Rule 43** Failure to adhere to professional or proper radio or computer communication procedures
-
- Rule 44** Failure to keep the communication center advised/updated of call status or your change in location
- Rule 45** Working in or engaging directly in the ownership, maintenance, or operation of a tavern or retail liquor establishment within the Town
- Rule 46** Refusing to correctly or promptly give star number and/or name when requested by other Department members or private citizens
- Rule 47** Failure to provide the Department with a current home address and telephone number
- Rule 48** Failure to report promptly any anticipated absence from duty
- Rule 49** Being absent from duty without proper authorization or leave (AWOL/AWOP)*
** Any officer who has failed to report to work or receive approval for an absence for a period of five (5) consecutive days and has not notified his/her immediate supervisor or the next available supervisor in the chain of command during that time period of the reason for the absence, or fails to return to work from an approved leave of absence according to the terms thereof without the prior approval of the*

Superintendent, absent exigent circumstances, is deemed to have abandoned his/her job and forfeits their employment with the Cicero Police Department.

- Rule 50** Failure to truthfully answer all questions or fully cooperate when called in to give evidence or a statement by any investigative branch or supervisor of the Cicero Police Department, when such evidence or statements sought relate specifically, directly, and narrowly to the performance of one's official duties.
** This rule will not supersede said officer's constitutional rights concerning self-incrimination if the investigation indicates that criminal prosecution is likely against that officer.*
- Rule 51** Failure to testify or give evidence before any grand jury, coroner's inquest or court of law or before any governmental, administrative, or investigatory agency (city, state, or federal) when properly called upon to do so, and when there is no properly asserted constitutional privilege, or when immunity from prosecution has been granted.
- Rule 52** Interfering with cases being handled by other officers of the department or by any other governmental agency unless ordered to intervene by a superior officer or the intervening officer reasonably believes that a manifest injustice would result from failure to take immediate action. When intervention occurs, a report of such intervention will be made to a superior officer as soon as possible.
- Rule 53** Obstructing any investigation by:
- a. destroying, altering, concealing or disguising real evidence
 - b. planting false evidence
 - c. furnishing false information to a lawful authority
 - d. inducing a witness or any other person who has knowledge regarding any issue under investigation by the department, or any other law enforcement agency, to:
 1. Make false statements
 2. Withhold information
 3. Conceal information
 4. Absent themselves
 5. Fail to cooperate with lawful investigating authorities
- Rule 54** Undertaking any investigation not part of their regular duties without obtaining permission from their superior officer unless the exigencies of the situation require immediate police action.
- Rule 55** Relationships and associations
- a. Except as necessary to the performance of official duties, or where unavoidable because of other family relationships of the officer, officers will avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the department for present or past involvement in felonious or criminal behavior.
 - b. Except in the performance of duty or while acting under proper and specific orders from a superior officer, officers will not knowingly visit, enter or frequent a house of prostitution, gambling house or establishment wherein the laws of the United States, the state or the local jurisdiction are violated.

- c. Officers will not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.
- d. Personal activities or associations of an officer that knowingly create an apparent or real conflict of interest with the conduct of official duties are prohibited. A "conflict of interest" arises when an officer's private interest, whether of a financial nature or otherwise, conflicts with the officer's impartial conduct of official duties and responsibilities.
- e. Officers will notify supervisory officers when they receive an assignment involving a person or group with whom the officer has had social, business or other relationships of a nature that might impair or give the appearance of impairing the officer's impartiality or independence in the conduct of an assignment.

- Rule 56** Participating in, encouraging the participation of others in, or otherwise supporting any strike, slow down, concerted stoppage of work, or any other illegal interruptions of operations against the Department or the Town. Officers will not refuse to cross any picket line.
- Rule 57** Engaging in political activity while on duty or while on Town premises in any Town connected function, or use of the official Town office or title while engaging in political activities while off duty.
- Rule 58** Giving another employee's address or home phone number to anyone other than authorized employees of the Department.
- Rule 59** Sleeping on duty or giving the appearance of being asleep.
- Rule 60** Smoking in any part of the police facility, Town Hall complex, or police vehicle; except as allowed by state law or Town ordinance.
- Rule 61** Engaging in any conduct that constitutes racial, ethnic, or gender harassment as herein defined. The term racial, ethnic, or gender harassment, within the context of department employment, includes any action which may reasonably be interpreted as derogatory to a particular race, ethnicity, or gender, and such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.
- Rule 62** Engaging in any conduct that constitutes sexual harassment as herein defined. The term sexual harassment, within the context of department employment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment
- Rule 63** Failure to maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement

profession. Officers will not participate in any incident involving moral turpitude that impairs their ability to perform as law enforcement officers or causes the department to be brought into disrepute.

- Rule 64** Taking a meal or break in a public place with more than three on-duty members of the department (or more than two police vehicles) without the prior approval of an immediate supervisor
- Rule 65** Talking/Texting on cellular phone while operating a motor vehicle.
- In limited instances, talking while in traffic is permissible for a law enforcement purpose.
 - Texting while in traffic is prohibited at all times
- Rule 66** Consistently receiving personal mail, personal visitors or personal telephone calls at the police station or other department facility/office.
- Rule 67** Officers will not destroy or deface any official written notice relating to police business.
- Rule 68** Officers will not post or circulate any notice of a non-official derogatory character relating to any person, group or police activity.
- Rule 69** Officers will not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge information, or any other matters of the department while holding themselves out as representing the department in such matters without the appropriate deputy superintendent's approval.
- Rule 70** Financial matters:
- Officers will not accept compensation, honorariums or permit their expenses to be paid by sources other than the Town of Cicero for speaking or writing assignments performed as part of their official duties unless specifically authorized by the superintendent.
 - Officers will not undertake any financial obligations which they know or should know they will be unable to meet, and will pay all just debts when due.
 - An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action.
 - Filing for a voluntary bankruptcy petition will not, by itself, be cause for discipline.
 - Financial difficulties stemming from unforeseen medical expenses or personal disaster will not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken.
 - Officers will not co-sign a note for any other officer, except for a relative.
 - Officers will not borrow any money from, or otherwise become indebted to, any municipal official or department member, except for a relative.
- Rule 71** Department members will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established department procedures.

- Rule 72** Department members will not purchase or obtain control of any abandoned, unclaimed or confiscated property that has been held or is being disposed of as a result of department action.
- Rule 73** Department members will not mistreat persons who are in their custody. Officers will handle such persons in accordance with law and department procedures.
- Rule 74** Department members will not use more force in any situation than is reasonably necessary under the circumstances. Officers will use force in accordance with law and department procedures.
- Rule 75** Department members will not make any arrest, search or seizure that they know or should know is not in accordance with law and department procedures.
- Rule 76** Department members will not serve civil process or assist in civil cases unless the specific consent of the superintendent or the deputy superintendent is obtained.
- Rule 77** Department members will not allow unauthorized persons to ride in police vehicles. Normally, the shift commander will review and authorize persons who are not Cicero Police Department officers to ride in police vehicles see 41-02-06, Ride-Along Program).
- Rule 78** Department members will not store or bring into any police facility or vehicle alcoholic beverages, controlled substances, cannabis derivatives, except alcoholic beverages, controlled substances, or cannabis derivatives which are held as evidence, used for training or are held in another official capacity.
- Rule 79** Failure of a department member to submit written notification to their supervisor immediately following any arrest, indictment or conviction (except minor traffic offenses).
- Rule 80** Lending to another person official police identification card or badge or permitting them to be photographed or reproduced without the approval of the Superintendent

Additional Rules and Regulations for supervisory personnel:

(to include Field Training Officers [FTO's] while training subordinate officers):

- Rule 81** **Failure to properly supervise:**
- Supervisory personnel are responsible for subordinates' adherence to department rules, regulations, policy, orders, directives and procedures and will take reasonable action to ensure compliance.
 - Supervisors are responsible and accountable for the maintenance of discipline and will provide leadership, supervision and example to ensure the efficiency of department operations.
 - Supervisors are responsible for the job performance of all subordinates placed under them.
 - Supervisory personnel are responsible for all job related failures on the part of their subordinates when the supervisor was aware or reasonably

- should have been aware of the failure or the potential for failure and did not take the appropriate action to correct the deficiency
- Authority and functions may be delegated to subordinates but responsibility remains with the supervisor who made the assignment.

C. PENALTIES

The Department may take any of the following disciplinary actions against a member violating the Rules and Regulations/ Rules of Conduct of the Department

- Reprimand
- Reassignment (may be used in conjunction with other discipline)
- Suspension without pay
- Institution of charges before the Board of Fire and Police Commission, or other body as provided in applicable labor agreements, seeking discipline up to and including termination of employment.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER 26-01-09-B**

EFFECTIVE DATE: April 1st, 2013

REVIEW PERIOD: April 1st, 2015

SUBJECT: **PROFESSIONAL COUNSELING SERVICE:
CONFIDENTIALITY**



1. POLICY:

This order is a supplement to General Order 26-01-09

2. PURPOSE:

This order outlines department policy regarding confidentiality as it applies to the Cicero Police Departments' HOPE Professional Counseling Service, Employee Assistance Program (EAP).

3. DEFINITIONS:

a. For purposes of this order, the following definitions will apply:

- 1) **Confidentiality:** The policy that **NO** information regarding a member's counseling with the Professional Counseling Service/EAP will be released to any member of the Cicero Police Department, regardless of rank or position, without the expressed written consent of the member receiving treatment.
- 2) **Supervisory Referral:** A formal verbal request by a department supervisor, requesting a member to seek voluntary counseling assistance.

NOTE When a supervisor, based on the circumstances, believes that a member of the department requires immediate intervention, can direct, with approval through the Superintendent's office, that the member contacts and receives assistance from HOPE Professional Counseling Services Employee Assistance Program.

- 3) **Exceptions to Confidentiality:** A legal, regulatory and ethical condition that requires a therapist to disclose information as outlined in this Order, under Section 4, Subsection b, 1 thru 4.

4. GENERAL INFORMATION:

- a. Any member of the Cicero Police Department, sworn or civilian, their family, and retirees, can avail themselves of the services of the Professional Counseling Service/EAP. The services provided by the Professional Counseling Services are covered by confidentiality, unless law imposes certain exceptions, or by ethical constraints mandated in the regulations of professional counseling organizations.

- b. The four (4) exceptions to confidentiality that are imposed on all therapists are as followed:
- 1) **Threats of physical harm:** If any individual in counseling threatens to harm another person, the counselor is **REQUIRED** by law and professional regulation to notify the person threatened as well as the local police department.
 - 2) **Suicide:** Any counselor who reasonably believes that a client is seriously contemplating suicide is **REQUIRED** by law and professional regulations to do everything possible to prevent such an attempt, including the requirement to make notifications that are necessary to stop the attempt suicide.
 - 3) **Child Abuse:** If a client discloses participation in the abuse of a child, the therapist **MUST** immediately report all claims to the appropriate public safety agency.
 - 4) **Malpractice:** A therapist may use counseling material, (i.e. notes, conditions, behaviors, communications), to defend themselves in a legal action against them.

NOTE: The exceptions to confidentiality as outlined in section D of this directive are mandated by HOPE Professional Counseling Services/EAP, and are imposed by law on all psychologists, psychiatrists, family therapists and psychotherapists.

- c. Any supervisor who has made a formal supervisory referral may call HOPE Professional Counseling Service to determine **ONLY** if the individual is participating with the voluntary referral. Absolutely no additional information can be asked or obtained, pursuant to the law of confidentiality.

NOTE: Supervisors will exercise discretion before disseminating information regarding member referrals.

- d. Counseling notes **WILL NOT** be maintained on any member receiving counseling, unless first receiving written consent to do so by the member.
- e. All Employee Counseling Assistant Programs are provided by the Cicero Police Department and administered through the Director of the HOPE Assistance Plans, which are available at (708) 594-9714, 24-hours a day, 7-days a week.

By order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER 26-01-09-A**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: PROFESSIONAL COUNSELING SERVICE:
CRISIS INTERVENTION

1. POLICY

This order is a supplement to General Order number 26-01-09

2. PURPOSE

To describe the Cicero Police Departments policy regarding members who require crisis intervention and provide an outline of procedures for ensuring immediate safety and care of the affected member.

3. DEFINITIONS:

- a. **Crisis:** An event or sequence of events affecting an individual's personal and/or professional life, that culminates in behavior that poses a threat, or the emotional and physical safety or well being of the individual or to other person(s).
- b. **Crisis Intervention:** Immediate, on the spot assistance to individuals with acute difficulties that threatens their physical and/or mental well-being. This service is directed towards immediate crisis situations in contrast to resolving long-term problems.

4. GENERAL INFORMATION:

- a. A crisis would include, but is not limited to, situations wherein a department member, their family or a retiree is:
 - 1) Having severe physical or emotional difficulties, and is in need of immediate attention.
 - 2) Experiencing emotional distress, possibly contemplating or threatening suicide and may be in need of immediate crisis intervention.
- b. Crisis situations require immediate action to ensure that the member's physical and emotional well-being is satisfied.
 - 1) Every member will have a different set of circumstances that are unique, and require intervention actions based on the nature of the crisis.
 - 2) It must be determined that the member is safe from harm, is not a danger to himself or others, or has medical problems that need to be immediately addressed.

NOTE: A crisis presents both a feeling of danger and an opportunity for growth by learning effective coping skills, as well as exploring strategies that will enhance the ability to work through a critical turning point.

5. REFERRAL PROCEDURES:

- a. Crisis intervention will be sought or required in the following situations or circumstances:
 - 1) A member of the Cicero Police Department, or their family is experiencing severe depression and contemplating or threatening suicide.
 - 2) This individual is experiencing physical or emotional difficulties and is in need of **IMMEDIATE** attention.
 - 3) This individual is experiencing any of the aforementioned conditions that are of a lesser degree, but may still require some immediate intervention.
- b. Individuals in need of Crisis Intervention:
 - 1) Whenever a member of the Cicero Police Department, their family or a retiree is in need of immediate crisis intervention, that individual may contact the HOPE Professional Counseling Services: Employee Assist. Program.
 - 2) Whenever a crisis situation is observed by command or supervisory personnel of the Cicero Police Department, (i.e. severe depression, suicidal intent, or other instances where a supervisor believes intervention is appropriate), *that supervisor shall contact the HOPE Professional Counseling Services. Command or supervisory personnel will then notify the affected member and recommend, or in severe cases, DIRECT the member to receive assistance through the HOPE Professional Counseling Services. The affected member when appropriate may choose to select another licensed service practitioner in addition to HOPE Professional Counseling Services.*
 - 3) HOPE Professional Counseling Services will consult with the command or supervisory personnel, along with other persons who will be able to contribute information that is pertinent to the affected member's condition. HOPE staff will then use available intervention resources to diffuse the crisis situation to ensure the immediate safety and care to the member in need.

NOTE: HOPE Professional Counseling Services operate 24-hours a day/7-days a week, and can be contacted at (708) 594-9714.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER 26-01-09**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **PROFESSIONAL COUNSELING SERVICE:
EMPLOYEE ASSISTANCE PROGRAM (EAP)**

1. POLICY:

- a. The Cicero Police Department is committed to ensuring the safety and well being of all members and their families whenever possible. The department recognizes that members may experience personal difficulties that may impact their family and professional lives, and supports and encourages the securing of quality and confidential counseling assistance. In keeping with this commitment, the police department has established the availability of the HOPE Professional Counseling Services, Employee Assistance Program that is staffed with trained peer counselors, or referrals to clinical professionals who will provide counseling and consultation to those members in need.
- b. HOPE professional Counseling Services, Employee Assistance Program is structured around a concept of confidentiality that requires **NO INFORMATION** related to problematic identifying factors; biological materials, clinical notes, or therapeutic issues that will be reported to, or will be eligible for request by the Cicero police department, or any other employee of the Town of Cicero. Individual members can expect, and will be granted complete privacy when voluntarily seeking counseling assistance through the HOPE Professional Counseling Services/EAP.

2. PURPOSE:

- a. The purpose of this General Order is to describe through policy which members are entitled to the benefits of this program. This Order outlines the scope of the HOPE Professional Counseling Services/EAP, through general counseling and referral services. This Order also provides procedures for crisis intervention and the issue of member confidentiality.
- b. The Professional Counseling Services, EAP is provided by the Cicero Police Department, and is administered by the Director of HOPE Assistance Plans, located at 16335 S. Harlem Avenue Tinley Park, Illinois 60477. The functions of this program are to provide a wide-range of counseling support services to employees of the Town, Cicero police officers, their families, and police retirees who are need of counseling assistance.

The HOPE clinical office for employee counseling assistance is located at 10526 W. Cermak Rd. Suite 118, Westchester, Illinois 60154.

3. GENERAL INFORMATION:

- a. HOPE Counseling Services, Employee Assistance Program is staffed by trained professional counselors, and requires the voluntary participation of department

- members, their families, or retiree's who are seeking counseling. The Professional Counseling Service IS NOT located inside any police facility.
- b. To request counseling, the HOPE Counseling Services/EAP will be available 7 days a week, 24 hours a day. Contact can be made at (888) 467-3311, or to make an appointment, (708) 594-9714.
 - c. HOPE Counseling Services/EAP is a component of the Town of Cicero, Human Resources Department, and is administered through the Director of the Professional Counseling Service, Employee Assistance Program.
 - d. All of the services offered by HOPE Counseling Services/EAP are available to all Cicero employees, police officers, their family, and retired sworn officers.
 - e. All counseling services provided by the HOPE Counseling Services are FREE to its members. Referrals made by HOPE staff to a private therapist, specialist, outside agency, or hospital will then become cost effective requiring a fee or co-payment in accordance to the Town of Cicero's Health Insurance Plans or contractual agreements. Information regarding referral sources, credentials, programs, and the level of care provided, may be obtained by contacting the HOPE Counseling Services/EAP unit. Employee's referred by HOPE/EAP staff personnel to receive outside treatment from another licensed psychiatric or psychological provider, will be required to conduct a follow-up visit with EAP to ensure that the proper quality of care was received.
 - f. HOPE Counseling Service can be contacted by letter, telephone, or in person to obtain information regarding a counseling appointment.
 - g. The Cicero Police Department does not test for anti-depressant drug medication during random drug testing and members ARE NOT REQUIRED to inform the department that they are taking any prescribed anti-depressant medication.
 - h. Communication between the HOPE Counseling Services and the counseled member will be CONFIDENTIAL as outlined in the Mental Health and Development Disabilities Act, and shall not be subject to disclosure in any judicial, administrative or legislative proceedings as described in Chapter 740, Illinois Compiled Statutes, Section 110/3. Communications between a counseled member and a professional counselor are protected from discovery in federal cases under the Federal Rule of Evidence 501.

4. SERVICES AVAILABLE:

- a. HOPE Counseling Services has been established to provide confidential supportive assistance, including peer counseling and referral services for all department members, their families and retired sworn officers. The employee Assistance Program provides the following comprehensive services:
 - 1) 24-hour Crisis Intervention Services.
 - 2) Stress Management Training.
 - 3) Alcohol and Substance Abuse – Support Services and Prevention Training.
 - 4) Peer Support.
 - 5) Marriage and Couples Counseling.
 - 6) Individual Counseling.
 - 7) Family Crisis Intervention.
 - 8) Grief Counseling.
 - 9) Communication Skills.
 - 10) Anger Management and Conflict Resolution.
 - 11) Traumatic Incident Stress Management.
 - 12) Referrals to Pastoral Counseling.
 - 13) Anonymous and Confidential Depression and Alcohol Screening; (800) 900-7401.
 - 14) Gambling and Debt Management.
 - 15) Any other personal concerns.

- b. The aforesaid services provided by the HOPE Counseling Services/EAP unit are designed and tailored to meet the unique needs of each and every department member, their families, or a member that is retired, which are in need of counseling assistance. These services are provided and accomplished through a network of quality resources, i.e. treatment facilities, self-help and support groups, and stress management training, which allows the HOPE Counseling Service staff to respond promptly to the needs of those individuals.

5. ALCOHOL AND OTHER ADDICTION SERVICES UNIT:

- a. A unit supervisor is responsible for the alcohol/addiction service units, and reports to the Director of HOPE, who ultimately supervises these units. The Alcohol and Addiction Unit is staffed by certified alcoholism and other drug abuse counselors who are specifically selected EAP unit members.
- 1) The Alcohol and Other Addictions Unit will:
- a) Provide services to department members and/or their families (or retirees) who may be experiencing difficulty with problems related to alcoholism or other addictions. In an emergency, the unit can be contacted 7 days a week.
 - b) This alcohol/addiction unit can serve as a resource to command and supervisory personnel of the Cicero Police Department, whose responsibilities involve interaction with employees who may be experiencing impairment due to alcoholism or other addictions.
- 2) When an employee is identified by department supervisory personnel as having problems related to alcoholism and/or other addictions, an addiction counselor will be available to evaluate and provide appropriate support services and/or guidance.
- 3) When a disciplinary action/investigation has been initiated against a member of the Cicero Police Department who is impaired by alcoholism or other addiction(s), member involvement with any HOPE alcoholism or other addiction service program, WILL NOT cause delay on any departmental disciplinary or investigative process.

6. TRAUMATIC INCIDENT STRESS MANAGEMENT PROGRAM:

- a. This program provides department members the opportunity to understand and put into perspective the emotional and/or psychological impact of a traumatic incident. The debriefing process **IS NOT** a critique of any assignment or action taken by the officer.
- b. The referral procedure to the Traumatic Incident Stress Management Program is available to all employees of the Town of Cicero; police officers, their families and police retirees.

7. DEPARTMENT REFERRAL TO THE PROFESSIONAL COUNSELING SERVICE, EMPLOYEE ASSISTANCE SERVICES (EAP):

- a. Department command and supervisory personnel have the authority and the responsibility to make members under their supervision aware of the HOPE Counseling Service/EAP when appropriate.
- b. Department members will be assured through their Superior officers, that any consultation through HOPE Counseling Services will be held as strictly **CONFIDENTIAL**.

- c. In a crisis or emergency situation, supervisors will recommend immediate intervention through the HOPE Counseling Services by calling (708) 594-9714, 24-hours a day, 7-days a week.
- d. Members who refuse recommendation by their command or supervisory personnel can then be DIRECTED to seek assistance when a determination is made that *their fitness for duty may be negatively affected and immediate crisis intervention by HOPE Counseling Service is available and needed. The determination to order any member to undergo counseling will be reported, by the affected supervisor, through the chain of command, up to and including the Office of the Superintendent.*
- e. Recommendations or referrals to the HOPE Counseling Services **WILL NOT** be used as a substitute for any disciplinary process.
- f. Unit commanding officers and/or supervisors responsible for their members can contact the HOPE Services for information about the counseling programs, or the referral process.

NOTE: Contact by command or supervisory officers to HOPE Counseling Services will **ONLY** be used to determine the attendance of the affected member.

1. The procedures contained in this directive do not relieve unit command and supervisory officers of their responsibility to counsel members as set forth within any other existing department directive.

8. ADDITIONAL INFORMATION:

Additional information regarding other services provided by the HOPE Counseling Services, Employee Assistance Program are found within the following addendums of this order:

- Crisis Intervention: General Order 26-01-09-A
- Confidentiality: General Order 26-01-09-B

By order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER 26-01-08**



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **TRAUMATIC INCIDENT:
STRESS MANAGEMENT PROGRAM**

1. POLICY:

The Cicero Police Department recognizes that its members may encounter situations unique to a career in law enforcement that may have an emotional and/or psychological traumatic impact. Therefore, it is the policy of the department that members involved in a traumatic incident be referred to the HOPE Professional Counseling Service, Traumatic Stress Management Program. Referral to this program will provide an opportunity for members to understand and put into perspective the emotional and/or psychological impact of a traumatic incident.

2. PURPOSE:

The purpose of this General Order is to explain the policy regarding sworn members involved in traumatic incidents, and provide an outline of procedures for referral to the HOPE Traumatic Incident Stress Management Program.

3. DEFINITION:

- a. **Hope:** An employee assistance program provided to all officers, their family members, and retiree's of the Cicero Police Department. HOPE is designed to help directly or through referral, with any type of personal problem. Counseling services are completely confidential and are designed to provide a wide range of preventive services that will assist employees and their family's cope with personal problems affecting both home or work lives.
- b. **Traumatic Incident:** Any police incident or action that may result in an officer experiencing significant emotional or psychological distress. A traumatic incident will include, but is not limited to, situations in which a police officer:
 - 1) Discharges a firearm resulting in injury or death to another.
 - 2) Sustains serious physical or emotional trauma in a duty related activity.
 - 3) Sustains emotional trauma as a result of an incident resulting in the death or serious injury of another Cicero Police Officer or another police officer (during a joint operation).

4. GENERAL INFORMATION:

- a. A traumatic incident is a very powerful emotional experience. Each officer's reaction is unique. Some officers will appear fine, act normal, and will show no evidence of an emotional impact. Other officers will display an emotional response, but will continue to perform routine assignments or resume their normal lifestyle following a traumatic incident. Some officers, however, may be to

- distraught to complete their assignment, or may exhibit behavior that is an obvious departure from their normal lifestyle's
- b. The Traumatic Incident Stress Management Program is designed to help officers who have experienced a traumatic incident continue their lives with as few after-effects of the incident as possible. This debriefing program is **NOT** a critique of any assignment or action taken by the officer.
 - c. The provisions of this General Order will not apply to the discharge of a firearm under the following circumstances:
 - 1) Department sponsored firearms training or practice,
 - 2) Firearms practice at a recognized range facility.
 - 3) Destroyed animal cases.
 - 4) Department authorized ballistics examination/testing.
 - 5) Licensed hunting activity.

5. REFERRAL PROCEDURES:

- a. When a traumatic incident occurs that involves the discharge of a firearm, by a sworn member, resulting in injury or death to another:
 - 1) The ranking officer on the scene will ensure that both the affected officer's supervisor and Shift Supervisor are promptly notified.
 - 2) The on-duty Shift Supervisor will determine whether an event should be classified as a traumatic incident.
 - 3) The on-duty shift supervisor will make appropriate notification to the command staff of the Cicero Police Department of all incidents that are determined to be of a traumatic nature.
- b. The affected members' Deputy Superintendent or commanding supervisor will:
 - 1) Identify and consult with persons who can contribute information pertinent to the traumatic incident.
 - 2) Inform the affected officer of the traumatic incident of the following:
 - a) Of the assistance available through the Professional Counseling Services, and **REQUIRE** the officer to contact a HOPE counselor at (708) 594-9714, 7-days a week, 24 hours a day for a traumatic incident that involves the discharge of a firearm, by a sworn member, resulting in injury or death to another [see section 3.b.1) of this order].

NOTE: When an incident occurs that is considered a traumatic incident but not involving the discharge of a firearm, by a sworn member, resulting in injury or death to another [such as sections 3.b.2) and 3.b.3) of this order] the above contact is strongly recommended but not mandatory.

- b) That the call and participation in the HOPE Professional Counseling Services, Traumatic Incident Stress Management Program are both **MANDATORY** and in accordance to the requirements of this General Order for a traumatic incident that involves the discharge of a firearm, by a sworn member, resulting in injury or death to another [see section 3.b.1) of this order].

NOTE: When an incident occurs that is considered a traumatic incident but not involving the discharge of a firearm, by a sworn member,

resulting in injury or death to another [such as sections 3.b.2) and 3.b.3) of this order] the above notification and appointment is strongly recommended but not mandatory.

- 3) In incidents defined or determined to be traumatic, authorization for the affected officer to contact the HOPE Counseling Service, Traumatic Incident Stress Management Program, will be considered a standard protocol.
- 4) The on-duty shift supervisor will notify the Division Deputy Superintendent or its commanding supervisor that the affected officer has been directed to contact HOPE Professional Counseling Services for assistance.

c. The affected officer's Deputy Superintendent, or their designee will:

- 1) Notify the HOPE Professional Counseling Service at 708-594-9714 (available 7-days a week/24 hours a day) whenever an officer is involved in a traumatic incident that involves the discharge of a firearm, by a sworn member, resulting in injury or death to another [see section 3.b.1) of this order]. The Deputy Superintendent will provide the affected officer's name, unit of assignment, and the date the officer was instructed to contact the HOPE Professional Counseling Service for a **MANDATORY** appointment.

NOTE: When an incident occurs that is considered a traumatic incident but not involving the discharge of a firearm, by a sworn member, resulting in injury or death to another [such as sections 3.b.2) and 3.b.3) of this order] the above notification and appointment is strongly recommended but not mandatory.

- 2) Ensure that, when applicable, the affected officer's temporary change of assignment is accurately recorded on the member's department schedule and/or attendance record. Officers mandated to participate in this Professional Counseling Service, Traumatic Incident Stress Management Program, will be classified as receiving an **EXCUSED ABSENCE** from their duty assignments.

NOTE: In cases when a traumatic incident occurs that involves the discharge of a firearm, by a sworn member, resulting in injury or death to another [see section 3.b.1) of this order], the affected member will be carried as "EXCUSED" unless it's a Regular Day Off (RDO), until the Director of the HOPE Professional Counseling Services, releases the officer from the Program through written notice.

- d. Police officers who have been involved in an incident defined and determined to be a traumatic incident, that involves the discharge of a firearm, by a sworn member, resulting in injury or death to another [see section 3.b.1) of this order], will contact the HOPE Professional Counseling Service within 24 hours of occurrence to schedule a mandatory debriefing. Normally this debriefing session will be held within 72 hours of the traumatic incident.
- e. Police officers requiring hospitalization for injuries sustained as a result of an involvement in a traumatic incident will be contacted by a HOPE counselor as part of the outreach component of the Traumatic Incident Stress Management Program.

6. ADDITIONAL INFORMATION

- a. It may be determined that an officer's participation in a Traumatic Incident Stress Management Program should be extended beyond the initial debriefing session. In those cases where an officer may need additional time off, the Director of the HOPE Professional Counseling Service will contact the affected officer's division deputy superintendent or commanding supervisor.
- b. All communications between the professional counselor and the affected department officer, except initial notification requirements, will be **CONFIDENTIAL** and shall not be disclosed except as provided in the Mental Health and Development Disabilities Confidentiality Act, (Chapter 740 Illinois Compiled Statutes, Section 110/3). Communications between officer and counselor are protected from discovery in federal cases under Federal Rule of Evidence 501.

NOTE: Supervisors may contact the HOPE Professional Counseling Service to verify an officer's compliance. ONLY VERIFICATION OF ATTENDANCE WILL BE PROVIDED.

- c. Upon completion of the Traumatic Incident Stress Management Program, the Director of the HOPE Professional Counseling Service will notify, **IN WRITING**, the affected member's Division Deputy Superintendent or commanding supervisor of the officer's return to duty date.
- d. The service of the HOPE Traumatic Incident Stress Management Program are also available to family members, retired sworn officers, and civilian members of the Cicero Police Department. Referral Procedures are outlined in the Department General Order 26-01-09, entitled "Professional Counseling Service; Employee Assistance Program."

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT GENERAL ORDER: 26-01-07 A

SUBJECT: Skin Condition Aggravated by Shaving
(Shaving Profile)



EFFECTIVE DATE: August 1, 2014

REVIEW DATE: August 1, 2016

1. Purpose

This directive outlines procedures when a sworn police officer (assigned to the Patrol or Detective Divisions) or uniformed civilian member wishes to obtain an exemption from the clean-shaven policy, due to a skin condition aggravated by shaving.

2. Policy

- A. The Department maintains a "clean-shaven" policy (CPD-G.O. 26-01-07, Personal Appearance). However, the Department recognizes that a certified medical condition may prevent some Department members from complying with the established policy.
- B. Those members who are medically determined to be exempt from the Department's "clean-shaven" policy will continue to be exempt until the expiration of their current medical excuse documentation.

3. Procedures

A Department member having a skin condition aggravated by shaving may apply for an exemption to the clean-shaven policy.

A. To obtain an exemption the affected member will:

- 1) Notify their Watch Commander and request an exemption from the clean-shaven policy.
- 2) Continue to comply with the Department's clean-shaven policy unless an exemption has been granted.
- 3) Submit to an examination by a Board-Certified dermatologist at the Department member's expense.

NOTE: Compensation in the form of compensatory time or overtime pay will not be granted for the purposes of a medical examination intended to determine if a medical exemption should be granted.

- 4) Acquire a copy of medical documentation from the board certified dermatologist and submit such documentation to their respective Division commanding officer through the chain of command.

If the condition continues, the member will submit to an examination and seek renewal of their shaving excuse. For purposes of this order the shaving excuse will be referred to as a "shaving profile." The re-examination and renewal of their "shaving profile" will coincide with the seasonal uniform inspection schedule.

Therefore the member will insure their re-examination occurs within 30 days prior to each seasonal uniform inspection. *

*NOTE: Any member currently wishing to continue with an existing shaving profile that has not submitted to exam within the past six (6) months of issuance of this order will do so within 30 days of this order being issued. This examination will fulfill the winter/fall seasonal uniform inspection requirement for 2014.

B. Upon certification, the member will:

- 1) Maintain a full beard not to exceed 1/4 inch in length, or as specifically authorized, when on-duty.

NOTE: If the skin condition requires an extension of the maximum length of 1/4 inch, the board certified dermatologist will specify that in their excuse documentation.

- 2) Under no circumstances wear a goatee or other customized beard creations while on-duty and in uniform.

- 3) Ensure that a copy of the certified medical excuse documentation form is carried on their person when on-duty and is available to any supervisor upon request. **

**NOTE: For the purposes of this directive, the term "on-duty" applies to any official function, including court appearances, regardless of attire.

C. The Board Certified dermatologist excuse document will contain:

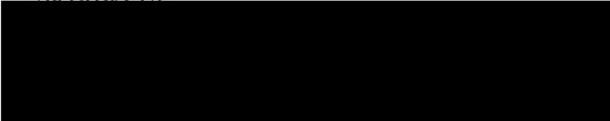
Upon certification, ensure that the following are recorded on the member's copy of the medical excuse form:

- 1) Prescribed maximum length of the facial hair and
- 2) Duration of the medical excuse.

D. Division Commanding Officers will ensure that:

- 1) The original medical excuse documentation is forwarded to the Office of the Superintendent of Police for placement in their personnel file.
- 2) A copy of the medical excuse documentation is placed in the member's Division/Unit personnel file.
- 3) The member's watch commander, if applicable, receives a copy of the medical excuse form.
- 4) Whenever a member is detailed to another unit, a copy of the Medical Excuse form is forwarded to the commanding officer of the unit of detail.

By order of:



Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-07

EFFECTIVE DATE: **April 1st, 2013**

REVIEW DATE: **April 1st, 2015**

SUBJECT: **PERSONAL APPEARANCE**



1. POLICY

The Cicero Police Department will adopt high standards of personal grooming and cleanliness and require personnel to exhibit a professional appearance, individually and collectively, when representing the department, including when on duty, in court, or when acting in any official capacity.

2. PROCEDURES

a. Non-uniformed Officers Dress

- 1) Officers will wear clothing of a type generally accepted for business wear or casual business wear.
- 2) Male officers may wear:
 - a) A shirt and tie with a business suit.
 - b) A shirt and tie with an appropriate sport coat and dress slacks.
 - c) A vest or suitable sweater may be worn.
 - d) A solid colored police style polo shirt with
 1. Cicero Police Star, Police Association Logo (an association that the Cicero Police Dept. or officer is a member of), a police memorial logo, or police memorial event on the left chest
 2. Embroidered or silk-screened logo are acceptable
 - e) Business casual trousers (example: "Dockers" style)
 - f) BDU style pants (as authorized for uniform wear- see G.O. 12-03-01 Uniforms)
- 3) Female officers will wear:
 - a) A blouse with a business-style suit.
 - b) A blouse with an appropriate sport coat and dress pants or skirt.
 - c) A vest or suitable sweater may be worn.
 - d) A solid colored police style polo shirt with
 1. Cicero Police Star, Police Association Logo (an association that the Cicero Police Dept or officer is a member of), a police memorial logo, or police memorial event on the left chest
 2. Embroidered or silk-screened logo are acceptable
 - e) Business casual trousers (example: "Dockers" style)
 - f) BDU style pants (as authorized for uniform wear- see G.O. 12-03-01 Uniforms)
- 4) An officer assigned to covert operations may deviate from these standards with the approval of their supervisor.
- 5) Regardless of assignment, an officer may be attired in a manner appropriate to a particular situation, e.g., casual clothing for tactical surveillance and training functions, with the approval of the assignment supervisor.

b. Personal Grooming

1) Non-uniformed Officers

- a) Non-uniformed officers will not wear any ornamentation such as bracelets, ear or other body rings, chains or posts, or large conspicuous rings.
- b) No visible body piercing except female officers may wear a single stud earring may be worn in each ear lobe
- c) Rings will be limited to no more than 1 on each hand.
- d) The face will be clean-shaven except for sideburns and moustaches, if worn.
- e) Moustaches and sideburns, when worn, will be neatly trimmed.
- f) Hair will be kept in a clean and neat manner.
- g) Beards and goatees are not permitted unless authorized by the division commanding officer OR unless granted authorization by a licensed and specialized medical practitioner.
- h) Fingernails will be clean and neatly trimmed.
- i) No other body jewelry is allowed except as described above.

2) Uniformed Officers

- a) Uniformed personnel will not wear any ornamentation jewelry such as bracelets, ear or other body rings, chains or posts, or large conspicuous rings. However, medic alert bracelets and conservative watches are permitted
- b) No visible body piercing except female officers may wear a single stud earring may be worn in each ear lobe
- c) No jewelry such as a necklace will be worn around the neck in a manner exposing the jewelry when wearing either the summer or winter uniform shirt.
- d) Fingernails will be clean, neatly trimmed and extend no more than 1/4 inch beyond the quick. If worn, only clear fingernail polish will be permitted during duty hours.
- e) If worn, cosmetics will be conservative and natural looking.
- f) The face will be clean-shaven except for sideburns and moustaches, if worn. Moustaches, if worn, will be short and neatly trimmed; will follow the outline of the upper lip; will not extend more than 1/4 inch beyond the corners of the mouth; and will not extend below a horizontal line equal to the lowest edge of the upper lip. In no instance will the moustache be permitted to cover the vermeil area of the upper lip.
- g) Beards and goatees are not permitted.
- h) Uniform sleeves will not be worn rolled up.
- i) A white crew neck t-shirt will be worn under the short sleeve uniform shirt.

3) Males and females: Hair standards

- a) Hair will be neatly groomed and will NOT hang over the collar.
- b) Hair may be worn slightly over the ears.
- c) The length, bulk or appearance of the hair will not be excessive, ragged or unkempt.
- d) Hair in front will be groomed so that it does not fall below the band of properly worn headgear.
- e) In no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear.
- f) The acceptability of an officer's hairstyle will be based upon the criteria in this directive and not upon the style in which officers choose to wear their hair.
- g) Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.
- h) Hair coloring, if used, must look natural.

- i) No ribbons or ornaments will be worn in the hair except for neat and inconspicuous bobby pins and barrettes.
 - j) Hairnets will be worn only if authorized for a specific assignment.
- 4) Exceptions will be allowed only for personnel while working in undercover activity or on special assignment for the department or department-related activities. Requests must be individually submitted in writing through the chain of command to the appropriate Deputy Superintendent for approval or disapproval.
- 5) Medical exceptions to any of these procedures may be permitted. Upon requesting an exception from the employee's Division commanding officer, an employee will be required to provide a physician's statement detailing the need for the exception and the length of time that the exemption will be required, and reviewed on a regular basis.

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER:26-01-13

EFFECTIVE DATE: January 1, 2019



SUBJECT: Peer Support Program

1. PURPOSE:

The Cicero Police Department is actively seeking to provide the appropriate assistance and support systems for all department personnel and their immediate family through Peer Support. The Peer Support Program is meant to be proactive and is designed to reach out to department personnel and their families in times of need to offer support, guidance, referral, and any other appropriate assistance while maintaining confidentiality; this is the primary responsibility of the program.

2. MISSION STATEMENT:

The Cicero Police Department will provide all department personnel and their immediate family members the opportunity to receive quality, confidential peer support through times of personal or professional difficulties and to help anticipate and address potential adverse effects of personal and professional lives.

3. POLICY:

It is the policy of the Cicero Police Department to make appropriate support systems available to all department personnel. Peer Support is a voluntary program staffed by trained Cicero Police Department Peer Supporters who provide direct assistance and referrals.

4. DEFINITIONS:

- A. Confidentiality** – The professional and ethical duty for the Peer Supporter is to refrain from disclosing information from or about a recipient of peer support services, barring any exceptions that must be disclosed at the outset to the recipient.
- B. Immediate Family Member** – A spouse, partner, child (including step, foster, and adopted), or parent, as well as any other person with the approval of the Peer Support Coordinator in consultation with the Superintendent of Police.
- C. Peer Support Program** – The network of Peer Supporters within the Department which is available to provide confidential support and assistance to department personnel who express a need for assistance due to personal or professional difficulties. The Peer Support Program can augment outreach programs such as employee assistance programs (EAP), and others.
- D. Peer Support Clinician** – A licensed Mental Health Professional who provides clinical oversight of the Peer Supporters and also provides short-term, confidential counseling services.
- E. Peer Support Program Coordinator** – A Cicero Police Department sworn employee designated to direct and coordinate the purpose and activities of the Peer Support Program. The Peer Support Program may have more than one Program

Coordinator, and if so each shall be referred to as a Co-Coordinator. This is a collateral position within the Department.

- F. Peer Supporter** – A Peer Supporter is a non-probationary department member who volunteers for this program, is in good standing with the department, and has completed the 40-hour Peer Support Training.
- G. Peer Support Command Staff Liaison** – A member of the Command Staff who acts as the conduit of non-confidential information between the Peer Support Coordinator and the Superintendent of Police.
- H. Privacy** – The expectation of an individual that disclosure of personal information is intended for the Peer Supporter only.

5. ROLES & RESPONSIBILITIES:

- A. Peer Supporters** – Peer Supporters are voluntary non-probationary department personnel who are currently in good standing with the Department and received the 40 hour Peer Support Training. Their responsibilities include, but are not limited to:
 1. Maintaining a high level of professionalism and discretion at all times.
 2. Helping department personnel and their immediate family through a temporary or ongoing crisis.
 3. Promoting an atmosphere of support and trust among department personnel.
 4. Promoting an awareness of the resources available to department personnel.
 5. Providing trained personnel who can intervene before a point of crisis is reached.
 6. Developing a readily accessible network of department personnel trained to be of service to their fellow department personnel.
- B. Peer Support Coordinator** – Responsibilities include:
 1. Monitor the program
 2. Schedule regular meetings
 3. Work with Command Staff Liaison to schedule continuing education classes for Peer Supporters
 4. Work with Command Staff Liaison to select new Peer Supporters and schedule their training
 5. Coordinate with Command Staff Liaison to address any emerging needs or concerns
 6. Report quarterly Team Contact totals to Command Staff Liaison and Superintendent of Police
 7. Report end of year Team Contact totals to Command Staff Liason and Superintendent of Police
- C. Peer Support Clinician** – Provide confidential, supportive assistance, including individual counseling, couples and family counseling, and appropriate referral services.
- D. Supervisors (non-peer support)** –
 1. Promote an atmosphere of support and trust.
 2. Promote awareness of available resources.
 3. Grant dedicated space and time for Peer Support consultation when operationally appropriate.
- E. Command Staff** –
 1. Promote an atmosphere of support and trust.
 2. Promote awareness of available resources.

3. (Command Staff Liaison) Act as the conduit of non-confidential information for administrative purposes between the Peer Support Coordinator and the Superintendent of Police.
4. Meet regularly with the Peer Support Coordinator.

6. PROCEDURES:

A. Member Selection

1. Considerations for selection of Peer Supporter candidates include, but are not limited to, previous education and training; previous traumatic experiences; and desirable personal qualities such as maturity, judgment, personal and professional ethics, and credibility.
2. Each candidate will be interviewed by Peer Supporters before selection. The Peer Supporters may utilize outside mental health professionals to assist in the interview process. Recommendations and feedback by fellow department personnel and supervisors will be considered in the process.

B. Peer Supporter Conduct

1. The Peer Support Coordinator, in consultation with the Superintendent of Police is authorized to remove a Peer Supporter from the program if necessary. Peer Supporters shall be removed from participation in the program for a minimum of three years under the following criteria, including but not limited to:
 - a. Breach of confidentiality (may also be subject to disciplinary action).
 - b. Conduct inconsistent with program objectives.
 - c. Failure to attend training.
 - d. Numerous unexcused absences from mandatory meetings.
 - e. Repeated non-participation in functions when called upon.
 - f. Sexual conduct, a personal relationship, or a financial relationship between the Peer Supporter and the person being assisted (during the time the assistance is being provided).
 - g. Loss of the Supporter's good standing with the Department at the discretion of the Superintendent of Police, or any documented discipline of three suspension days or more.
2. A Peer Supporter will not be exempt from federal, state, and local laws, or policies of the department.
3. Peer Supporters need to be aware of their limitations. They should seek advice and counsel in determining when to remove themselves from working with problems that are beyond the scope of their training or beyond their objectivity.
4. A Peer Supporter will have the option to take a leave of absence from the program and will be encouraged to exercise this option when personal issues or obligations require it.
5. Peer Supporters may voluntarily withdraw from participation in the program at any time with notification in writing to the Program Coordinator(s).

C. Activation Protocol

1. A Peer Support Team is available 24 hours a day, 7 days a week to all department personnel and their immediate family. Supporters will be available via a phone call or in person and may be contacted directly. This request can be made on or off-duty.
2. Peer Supporters will be identified by Department-issued Peer Support pins which will be worn at all times when at work or when involved in work-

related business, and will be affixed to their uniform shirt or outer vest carrier. Additionally, when responding to incidents, Peer Supporters shall wear Department-issued Peer Support jackets.

3. There are Peer Support brochures (Peer Support Form #1) available at several locations in the department, including, but not limited to the squad room, roll call room, investigations, and gangs. The brochures shall indicate the names of the Peer Supporters who will be available.
4. Peer Supporters are authorized to use department facilities to meet with department personnel. If such facilities are not available or conducive to the meeting, the Peer Supporter is authorized to use other facilities where privacy can be assured.
5. Peer Supporters may consult with department personnel while on-duty with the approval of the Peer Supporter's immediate supervisor. Supervisors should grant such requests unless they adversely affect operational needs.
6. Fellow department personnel and supervisors are encouraged to support their co-workers in accessing peer support. If an employee wants to refer another to the Peer Support Program, the employee should speak with that individual directly and suggest that s/he seek out peer support assistance. This does not preclude Peer Supporters from self-initiation due to personal observation.
7. Peer Supporters shall limit their interactions with the same employee to three interactions based on the original request for peer support, or as determined by the program coordinator. Exceptions to the number of interactions will be considered on a case-by-case basis. Additional requests for interventions should be referred to a mental health professional.
8. Peer Supporters may use available department or personal vehicles to travel to and from peer support-related meetings with other employees. The Department will reimburse travel expenses if an emergency situation warrants an off-duty response.
9. The Peer Supporter Coordinator may schedule critical incident stress debriefs as needed.
10. Peer support is not intended to supplant existing programs. Department personnel have the option of contacting the Employee Assistance Program or outside mental health professionals.
11. A Peer Supporter shall not keep records of supportive contacts other than non-identifying records that help document the general productivity of the program. The Peer Supporter shall provide the Program Coordinator with non-identifying information after each contact, using the Peer Support Team Contacts Summary (Peer Support Form #2).

D. Confidentiality

1. Peer Supporters must respect the confidentiality of their contacts, must provide them a confidentiality warning (Peer Support Form #3), must be fully familiar with the limits of confidentiality, and must communicate those limits to their contacts at the beginning of support.
 - a. Any active or retired Department member (sworn or civilian), and their immediate family members may access Peer Support services. The services provided by Peer Support are covered by the confidentiality policy unless exceptions are imposed by law or by ethical restraints mandated in the regulations of professional counseling organizations. The four exceptions to confidentiality are:

1. Threats of physical harm – If any individual in counseling threatens to harm another person, the counselor is required by law and professional regulation to notify the person threatened and the local police department.
 2. Suicide – Any counselor who reasonably believes that a client is seriously contemplating suicide is required by law and professional regulation to do everything possible to prevent such an attempt, including making whatever notifications necessary to stop the attempted suicide.
 3. Child abuse – If a client discloses participation in abusing a child, the therapist must notify the appropriate agency of such abuse.
 4. Malpractice – A therapist may use counseling material in defense to malpractice allegations.
2. House Bill HB5231, 430 ILCS 65/8 The Law Enforcement Support Program Confidentiality Act provides that information, omissions, confessions, or other communication obtained by a participant in a peer support program involving a peer support counselor from a law enforcement officer, public safety employee, peace officer, firefighter, or emergency services personnel shall be considered confidential information and shall not be released to any person or entity, including, but not limited to, a court, administrative agency or tribunal, or public officer or employer, unless:
 - a. To the extent it appears necessary to prevent the commission of an act that is likely to result in clear imminent risk of serious physical injury or death of a person or persons.
 - b. When required by court order.
 - c. When, after full disclosure has been provided, the person who made the confession, admission, or other communication has given specific written consent.
 3. House Bill HB5231 Amends the Firearm Owner's Identification Card Act. Provides that a provision permitting the Department of State Police to deny an application for or to revoke and seize a Firearm Owner's Identification Card of a person who has been a patient of a mental health facility within the past 5 years is not applicable to an active law enforcement officer employed by a unit of government, unless the Department receives an affirmative statement by a treating clinical psychologist or physician that the law enforcement officer is a threat to himself or herself, another person, or the public.

By Order of:



Superintendent of Police



**CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-12**

EFFECTIVE DATE: May 2015

REVIEW DATE: May 2017

SUBJECT: Chaplaincy Program



I. POLICY:

The Cicero Police Department will make available to all department personnel and their immediate family members access to Chaplain Services; The Department Chaplain may utilize the services and assistance of the Cicero Clergy Committee if needed for incidents indicated in Sec. III Responsibilities

II. AUTHORITY

- A. The Chaplaincy Program Coordinator:
 1. shall serve without pay or other compensation,
 2. is responsible for organizing, training, and supervising a corps of volunteer Counselors
 3. is responsible for keeping the Superintendent of Police apprised of the availability of eligible Counselors and services.
- B. All chaplains will provide a written endorsement from their religious body for participation as a Department Chaplain.
- C. Records and documents pertaining to the qualifications and background of the Department Chaplain will be maintained in the Office of the Superintendent.
- D. Any active department member or a member of his/her immediate family who desire the services of the Department Chaplain may contact: **Chaplain Coordinator Ismael Vargas at (708)646-0028 or ivargas@thetownofcicero.com.**
- E. Chaplains will be issued a Cicero Police Department civilian identification Card
- F. The Chaplain position is unsalaried volunteer non-sworn position; as appropriate the Department may cover duty-incurred expenses.

II. QUALIFICATIONS

- A. Cicero Police Department Chaplain must be ordained or licensed pastors/leaders of religious bodies.
- B. The Department Chaplain must:
 1. successfully pass a background investigation to include but not limited to a criminal history. The Superintendent of Police has the discretion to reject the candidate/applicant, based on that background investigation and review

of the applicant's criminal history.

2. Complete the required application setting forth personal information, their willingness to actively participate in the Chaplaincy Program, and their demonstrable training and skills in the following areas: counseling, grief and stress management, managing post-traumatic stress syndrome, death notification procedures, legal liability, and ethics;
 3. Complete and pass a drug screening;
 4. Execute the Chaplaincy Program Waiver and Indemnification Agreement, a copy of which is attached:
 - a) Execute the Acknowledgement of these Rules and Regulations, copy attached;
 - b) Complete the Illinois Abused and Neglected Child Mandated Reporter online training, which can be found at the link provided below and present the Coordinator with your Certificate of Completion
<https://mr.dcfstraining.org/UserAuth/Login/loginPage.action?bad>
 - c) Execute the Acknowledgement of Illinois DCFS Mandated Reporter Status and the Acknowledgement of Mandated Reporter Status for Elder Abuse and Neglect, copies of which are attached;
 5. Shadow the Department Chaplain while he is performing the duties of a Counselor in the Chaplaincy Program for a minimum of ten (10) hours;
- C. After the completion of all qualification steps; the individual will be formally accepted into the Chaplaincy Program and placed on a Call List.

III. RESPONSIBILITIES:

- A. The Department Chaplain will provide services that include, but are not limited to:
 1. Preventive programs for the purpose of supporting, encouraging and affirming department members in their professional and personal life. These include seminars on marriage and family life, scripture study, stress management and other services that will enhance the well-being of department members.
 2. Pastoral care by providing Chaplain services to members including: hospital visitations, wakes, funerals and other appropriate religious services as well as providing confidential personal and family counseling and referral resources.
 3. Crisis ministry in critical moments (e.g., whenever a police officer is injured or dies, particularly in the line of duty, incidents involving a police officer use of deadly force, domestic disturbances in police families, when a suicide occurs in a police family, etc.). The Chaplain will identify themselves to the hospital staff and the hospital chaplain for working with both according to common ethical courtesies;
 4. Being available to citizens whenever there is an unexpected death, or for the victims/survivors of a violent crime, or a domestic dispute. The Chaplain will first review the incident with the appropriate Department Command member prior to

- contact with victims, family members/witnesses. He/she will then proceed with appropriate consideration to the legalities of an ongoing investigation, so as to not compromise the investigation or create a conflict of interest with any of the parties involved.
5. Attempting to become personally known and develop a rapport with Department personnel.
 6. Recommending other clergy who may be qualified for and are interested in serving the department as Chaplains.
 7. Attending Chaplains meetings and training sessions as required.
 8. Serving as a facilitator if the need for specific professional mental health assistance is identified. Chaplains will notify the First Deputy for crisis management.
 9. Upon request, in next-of-kin notifications for a line-of-duty death.
 10. Serve as supplements to the personal and/or religious affiliations of department personnel. Chaplains will not usurp the position of an employee's pastor or clergy or act in an unethical way at any time.
 11. Providing crisis response and emergency call-outs for citizens of the community as a service of the Cicero Police Department.
 12. Participating in crisis negotiations, SWAT, and emergencies on a limited and controlled basis at the direction of a Command Officer of the department;
 13. Being on call and/or on the streets during any major demonstration in the Town or any public function requiring the presence of a large number of Law Enforcement Officers if requested to do so by the Superintendent of Police ;
 14. Participating in "In-Service" training classes of the department when required;
 15. Completing training and continuing education courses to enhance his/her effectiveness and education of relevant matters;
 16. Attending roll calls or briefings of violent crimes and/or gang related activities;
 17. Participating in ride-a-longs with Law Enforcement Officers at the request of the Law Enforcement Agencies and in accordance with applicable laws and the rules and regulations established by the Superintendent of Police or Fire Marshal, as applicable; Attending local graduations, promotions, award ceremonies, dinners, social events, and offering invocations and benedictions when requested;
 18. Completing written Call-Out Reports for each call-out and submitting the same to the to the Chaplain Coordinator regarding services rendered.
 19. Perform other duties as determined by the Superintendent and the First Deputy Superintendent of the Department
- B. Chaplains and assistants will not act as police officers and will not knowingly place themselves in physical danger or otherwise involve themselves in assignments performed by police officers.

- C. For the purposes of safety and to avoid misrepresentation, Chaplains will function in the field in civilian attire so as not to be confused or misrepresented as a Law Enforcement Officer.

IV. WITHDRAWAL FROM THE CHAPLAIN PROGRAM

- A. Chaplains may withdraw from participation at any time with immediate notification to the First Deputy Superintendent.
- B. The Department may remove Chaplains from participation in the program for conduct inconsistent with program objectives.

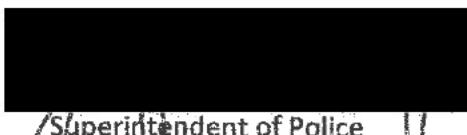
V. CALL-OUT PROCEDURES AND STANDARDS FOR CHAPLAIN'S RESPONSE

- 1. After a Chaplain's acceptance into the Chaplaincy Program, his or her name contact information, and a brief description of their areas of specialization or training will be added to the Call List.
- 2. Upon request from a Law Enforcement Agency, the Chaplain Coordinator will contact those Chaplains on the Call List to respond to various situations as requested and as their training qualifies them to do.
- 3. A Chaplain shall give a week's notice to the Coordinator of any unavailability or absences or any other situations that may affect or impair his or her ability to respond to and perform the duties of the Chaplain.
- 4. Upon completion of any Call-Out Service, the Chaplain must complete a Call-Out Report, (copy attached), and submit the same to the Coordinator within seven (7) days from the date of the call-out.
- 5. If a Chaplain is unavailable for three (3) call-outs in a row without a prior unexcused absence or misses two (2) trainings without a prior unexcused absence and such trainings are not made up within three (3) months of the same, the Chaplain may be removed from the Call List at the Coordinator's sole and absolute discretion.

VI. CONFIDENTIALITY

By the very nature of the position, a Department Chaplain will be exposed to certain matters that will be held in complete confidence. To promote trust and ensure anonymity and confidentiality of those seeking Chaplain assistance, all communications with a Department Chaplain are confidential except when a person is believed to be a danger to themselves or others or if information is divulged of a criminal act.

Authorized by:



Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 26-01-11**



EFFECTIVE DATE: June 1, 2018 (updated provider)

SUBJECT: **ON-DUTY INJURIES**

1. POLICY:

- a. The Cicero Police Department establishes this policy for officers who are unable, either physically or mentally, to perform their duties as a result of a service connected injury or illness.

2. PROCEDURES:

- A. If an officer is injured on duty or an officer requests to document an injury that had occurred on duty, a General Report Form (GRF) must be completed. (Established procedures for injuries occurred in a motor vehicle crash will be observed).
- B. An "Employee's Report of Injury Form" along with the "First Injury Report" located in the "P" drive in the administrative folder, will be completed and submitted to the Human Resources Department via Fax (708/656-0379) or email with Cc: to chain of command by the affected officer's immediate supervisor before the end of the affected officer's tour of duty.
- C. A Major Incident Log will be completed and submitted to the Superintendent of Police and command officers.
- D. The affected officer is to be transported to Westlake Hospital 1225 W Lake St, Melrose Park, IL 60160, (708) 681-3000, for any needed treatment. In the event of an emergency, the Cicero Fire Department will exercise discretion on hospital selection
- E. The affected officer will remain at the hospital until treated or released by the treating physician, he will not leave without a written release.
- F. Immediately upon release from the hospital, the affected officer is to report to Westlake Occupational Health Center (1111 Superior Street, Ste. 506, Melrose Park, IL 60160; Hours of operation are: Monday through Friday - 8am - 5pm
- G. If the Westlake Occupational Health Center is closed, the affected officer must immediately report to Westlake Occupational Health Center at the next earliest hour of operation. (No appointment is necessary, the affected member will report directly there and inform the Office Staff of the purpose of their visit).

If the affected Department member is unable to immediately report to Westlake Occupational Health Center for any reason, they are to inform the on-duty Watch Commander, who will document the matter in their Daily Activity Report, and inform the affected member's Division Deputy Superintendent as soon as possible.

It is the affected Department member's responsibility to inform their respective Division Deputy Superintendent via the chain of command of their medical status and fitness for duty. If the officer is off duty due to an on-duty injury it is his/her responsibility to make periodic status reports of his/her condition and prognosis to his/her Division supervisor. These reports will be due, at minimum, by telephone communication every work week.

- H. The department is to adhere to the recommendation provided by Westlake Occupational Health Center or a specialist/provider assigned by Westlake.
- I. Copies of all forms are to be submitted to through the chain of command to the office of the Superintendent of Police.

By Order of:


[Redacted signature]
Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 26-01-10**



EFFECTIVE DATE: November 10, 2013

REVIEW DATE: November 10, 2015

SUBJECT: **Electronic Devices, Digital Media and E-mail**

1. Purpose

- a. To outline the recommendations for the proper and allowable use of digital or electronic devices and media; including desk top, laptop and portable computers, cell phones, tablets, cameras, thumb drives, SD cards, portable hard drives, CDs, DVDs, floppy discs and any other data or digital storage devices.
- b. To outline the standards for the restricted use or distribution of law enforcement sensitive information, photographs or content through the use of those devices while communicating, transferring data or digital information or using any of those devices while being connected to or through the internet or while connected to a Town of Cicero and/or Cicero Police Department server by what are commonly referred to as social networking web sites, or by other use of the internet through email, or the use of cell phones for texting, transferring data or photographs, or any other type of electronic messaging or any other method of transfer of digital information or photography.
- c. To establish guidelines for the use of the Town of Cicero, Cicero Police Department email system and assigned email addresses.

2. Policy

- a. The Cicero Police Department shall establish guidelines for the use of digital and electronic devices, cameras, cell phones and storage media while on duty whether those devices be the property of the Town of Cicero and/or the Cicero Police Department or are the personal property of the officer using the device.
- b. The Cicero Police Department shall establish guidelines for the on-duty use of social networking web sites and shall suggest guidelines for the off-duty use of social networking sites.

3. Definitions

- a. Social Media, Social Networking- a category of internet-based resources that integrate user-generated content and user participation by facilitating the exchange of opinions, views and images. Included but not limited to social networking sites (Facebook, MySpace), microblogging sites (Twitter), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs and news sites (Digg, Reddit).
- b. Electronic device-for the purposes of this Order shall mean any desk top computer, lap top computer, portable computer, tablet, cell phone, digital camera, video recorder or any device capable of storing, transmitting data or images over wire, telephone line, radio waves, air waves, through the "Cloud", wi-fi or bluetooth.
- c. Storage Media-any hard drive, USB drive, flash drive, thumb drive, DVD, CD, floppy disc, or device used to store data or images.
- d. Post-content an individual "shares" with others on a social media website.
- e. Blog-A self-published diary or commentary on a particular topic that may allow visitors to post responses, comments or reactions.
- f. Page-The specific portion of a website where content is displayed, and managed by an individual or individuals with administrator rights.
- g. Profile-Information that a user provides about himself or herself on a social networking site.
- h. E-mail-a system for sending messages from one individual to another via telecommunications links between computers or terminals. A message sent by e-mail. To send a message by e-mail

4. Procedure

- a. The use of all digital and electronic devices shall abide by and follow the direction of General Order 26-01-3, Rules of Conduct and all Town of Cicero Ordinances.
- b. The improper use of digital or electronic devices or the improper distribution of restricted data or materials may result in disciplinary action or criminal prosecution.
- c. The use of digital or electronic devices for personal purposes shall be restricted and kept to a minimum. The use of cell phones for personal calls should be kept to a minimum during working hours.
- d. The Cicero Police Department understands that many officers use their personnel cellular telephones for communication with dispatch, supervisors and other officers for operational or tactical matters and suggests that officers conduct these conversations in a of the calls.
- e. The Cicero Police Department further understands that many officers may wish to use personally owned cell phones, tablet devices and various storage devices during their work hours to assist in the performance of their duties and recognizes these devices as valuable tools. The officers are reminded that any device used by the officer to conduct Cicero Police Department business, such as photography, videography or audio recording is subject to subpoena by the courts which

- may result in the long term loss of use of the device. The Cicero Police Department strongly recommends against the use of the devices for storage of evidentiary data except in cases where the evidence may be destroyed prior to recovery by an official device.
- f. The Cicero Police Department shall restrict the use of information stored on personal, digital or electronic devices and personal storage devices commonly used for the storage, saving or transfer of information or data. This restricted use of information or data shall forbid the transfer, distribution, sale or any other unauthorized use of crime scene photographs, criminal history records, current or closed investigations, suspect information, statements, confessions, lost or stolen property records, recovered property records, seized or confiscated property records, forfeited property records, Town of Cicero and/or Cicero Police Department operational or strategic plans, Town of Cicero and/or Cicero Police Department official or business records, Town of Cicero and/or Cicero Police Department statistical records, Town of Cicero and/or Cicero Police Department personnel records, information relating to Town of Cicero and/or Cicero Police Department civil actions or law suits, personal, financial or disciplinary information of active or retired employees of the Town of Cicero and/or Cicero Police Department or their family members or any other information that because of its inherent nature or content should be considered to be sensitive, confidential or privileged, or proprietary information, such as, but not limited to:
- 1). Confidential, sensitive or copyrighted information.
 - 2). Information from any ongoing criminal or administrative investigation including statements, memos, photographs, video or audio recordings.
 - 3). Photographs of suspects, arrestees or evidence from any crime scene or investigation.
 - 4). Comments relating to any open or pending case, prosecution or administrative investigation.
- g. Whether in the performance of an authorized duty or while operating a personal device Cicero Police Department employees shall not post, transmit, reproduce, and/or disseminate information (text, pictures, video, audio, etc.) to the internet or any other forum (public or private) that would tend to discredit or reflect unfavorably upon the Cicero Police Department or any of the Cicero Police Department's employees.
- h. The distribution by electronic device of or use of any Town of Cicero or Cicero Police Department badge, patch or logo on any personal web site, electronic account (Facebook, Twitter etc.), without consent of the Superintendent of Police is forbidden.
- i. The following uses of Town of Cicero email are prohibited.
- 1). Expose others unwillingly, whether carelessly or intentionally, to material that is offensive, obscene or in poor taste. This includes information that may create an intimidating, offensive or hostile work environment.
 - 2). Convey any information that may, to a reasonable person, create or further a hostile attitude or give offense on the basis of race,

- color, religion, national origin, citizenship, ancestry, marital status, gender, age, disability, sexual orientation or veteran status.
- 3). Send messages or information that conflict with applicable laws, ordinances or Cicero Police Department policies, orders or practices.
5. **Personal Use**
- a. Precautions and Prohibitions Barring state law or binding employment contracts to the contrary, department personnel shall abide by the following when using social media.
 - 1). Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
 2. As public employees, department personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee’s professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.
 3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief executive or his or her designee.
 4. For safety and security reasons, department personnel are cautioned not to disclose their employment with this department nor shall they post information pertaining to any other member of the department without their permission. As such, department personnel are cautioned not to do the following:
 - a. Display department logos, uniforms, or similar identifying items on personal web pages.
 - b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this department. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
 5. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the departments code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:

- a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 - b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
6. Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer' s testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination of office.
7. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.
8. Department personnel should be aware that they may be subject to civil litigation for
 - a. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - b. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - c. using someone else' s name, likeness, or other personal attribute purpose; or
 - d. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
9. Department personnel should be aware that privacy settings social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
10. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
11. Reporting violations—Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

By Order of:

Superintendent of Police

Page 5 of 5

GO 26-01-10
Electronic Devices,
Digital Media and E-mail

CICERO POLICE DEPARTMENT
GENERAL ORDER: 33-04-04



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: FIELD TRAINING AND RECRUIT EVALUATION PROGRAM

1) POLICY:

The Cicero Police Department has a field-training program that provides new police officers with practical field training while working with a variety of experienced officers.

2) DEFINITIONS:

- a. **Recruit Officer:** Recruit officer refers to an individual who has been selected through the testing process administered through the Cicero Board of Police, Fire and Public Safety Commissioners and who have been appointed and sworn to the position of recruit police officer. The recruit officer is assigned to attend an approved basic training academy for basic police training in accordance with Illinois State Statutes.
- b. **Probationary Officer:** Probationary police officer (PPO) refers to an individual who has
 - 1) Completed the state required training program at an approved police-training academy.
 - 2) Has been certified as meeting the requirements for police officer by the Illinois Law Enforcement Training Standards Board (ILETSB).
 - 3) Has not yet successfully completed eighteen (18) months employment as a probationary police officer with the Town of Cicero.
- c. **ILETSB Certification:** Certification by the Illinois Law Enforcement Training and Standards Board means that a person has met the minimum selection and training requirements and is eligible to continue employment as a Probationary Police Officer (PPO).
- d. **Lateral Probationary Officer:** An officer previous to an employment opportunity with the Town of Cicero police department who has already achieved the required Peace Officer Certification.
- e. **Field Training Unit Commander:** Deputy Superintendent of Patrol, or a designee, who will be responsible for the overall administration of the Field Training and Evaluation Process and will be responsible for:
 - 1) Coordinating the development of an Employment Status recommendation to retain, extend training, or terminate a probationary police officer.
 - 2) The *Employment Status Recommendation* will reflect input from field training unit personnel and patrol platoon sergeant(s) having direct involvement with the probationer's field training.
 - 3) Will present ongoing reports of probationer development at Executive Command and Staff meetings as may be needed or directed.
 - 4) Attend and oversee all Field Training Unit meetings.
 - 5) Will be entitled to reasonable overtime compensation as may be necessary to effectively perform the responsibilities of the Field Training Program.
- f. **Field Training Unit Coordinator:** Watch supervisors designated by the Deputy Superintendent of Patrol, to assist the Field Training Unit Commander with the general administration and evaluation of the Field Training and Evaluation Process as well as provide staff monitoring of all probationary officers during the probationary employment period. These responsibility will include:

- 1) Monitor and evaluate the overall development of probationary officers in order to identify and correct deficient performance, through necessary training and coaching with department Field Training Officers.
 - 2) In concert with the Unit Commander, be responsible for planning, directing and evaluating field training assignments and any charges that may be determined, extended field training, scaffold FTO assignments, daily observation reports, weekly performance summaries by platoon supervisors ect.
 - 3) Facilitate the assembly and dissemination of information regarding the probationary officer's progress to the Unit Commander.
 - 4) Assist the Unit Commander during the development of the Employment Status Report to declare or modify a probationary officer for solo patrol entrustment.
 - 5) Attend and assist the Unit Commander at all Field Training Unit meetings.
 - 6) Will be entitled to reasonable overtime compensation as may be necessary to effectively perform the responsibilities of the Field Training Program.
- g. **Field Training Patrol/Platoon Sergeants:** Are responsible for providing review of the probationary Officer's on-shift training and evaluations. Sergeants will inform other supervisors and command personnel with information regarding the probationary Officers progress including:
- 1) Reviewed and signed FTO Daily Observation Reports (DOR).
 - 2) Weekly review of the *Probationary Officer Manual* to determine if it is current and properly completed and assist in corrective actions as needed.
 - 3) When necessary the completed and signed *Weekly Performance Summary Report*
- h. Field Training Officer (FTO): A sworn officer who has met all posted qualifications as required by ILETSB and is eligible under departmental pre-requisites:
- 1) Minimum (3) three years patrol experience as a sworn law enforcement officer with the Cicero police department.
 - 2) Willingness to make a (3) three-year assignment commitment to the FTO unit.
 - 3) Possess acceptable performance assessments and input from current and immediate supervisors, (having direct observation/knowledge of the FTO candidate's work habits, standards, ect)
 - 4) Possess a good working knowledge of police department policies and procedures.
 - 5) Acceptable review of FTO candidate's personnel action files, (complaints, civil litigation filings, etc.)
 - 6) Members of the Command staff prior to the selection period will assign all qualified FTO applicants. The Superintendent of Police will make final selection of Field Training Officer candidates.
 - 7) All FTO's will be entitled to (1) one hour overtime compensation for each tour assigned a probationary officer during the field training evaluation period.

3) PROCEDURES:

- a. Basic Police training requirement
 - 1) Pursuant to the Police Training Act 50 ILCS 705/8.1 ALL recruit officers who are not ILETSB certified at the time they are hired are required to attend and successfully complete the Minimum Standard Basic Law Enforcement Officers Course at an approved police training academy as prescribed by the ILETSB. Included in this category are those recruit officers with previous police experience but who have not attended a Minimum Standards Basic law Enforcement Officers Course accepted by the ILETSB.
- b. Recruit officer authority and responsibility:
 - 1) A recruit officer faced with a situation involving criminal conduct is usually neither equipped nor prepared to handle the situation in the same manner as if he were fully trained. Therefore in the best interest of the recruit officer and the department:
 - a) A recruit officer confronted with a situation involving criminal conduct will notify the

- responsible law enforcement agency.
- b) In the best interest of the recruit officer and the department, recruit officers are NOT permitted to carry firearms on their person except for authorized training purposes.
 - c) Recruit officers will NOT be assigned or permitted to perform regular police duties prior to certification by the ILETSB.
- c. Training academy orientation handbook:
- 1) When a recruit attends a Minimum Standards Basic Law Enforcement Officers Training Course, they receive a training academy orientation handbook at the time training begins.
 - 2) The handbook will contain information pertaining to:
 - a) The orientation of the academy.
 - b) The academy rules and regulations.
 - c) The academy rating, testing and evaluating system.
 - d) Physical fitness and proficiency skill requirements.
 - e) Daily training schedules.
 - 3) Recruits are expected to abide by the academy rules and regulations as if they are those of their own department.
- d. Basic police training/curriculum development:
- 1) The Minimum Standards Basic law Enforcement Officers Course is developed and approved by the ILETSB.
 - 2) When recruit officers are sent to the basic academy to complete the course they participate in a training program that includes:
 - a) Curriculums based on job task analysis of the most frequent assignments of officers who complete recruit training.
 - b) Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities.
- e. Basic police training/program content:
- 1) The Minimum Standards Basic law Enforcement Officers Course is designed to provide the recruit with the basic knowledge of law enforcement.
 - 2) The program includes, but is not limited to instruction on:
 - a) Illinois criminal and vehicle codes.
 - b) Judicial due process and related legal subjects.
 - c) Patrol practices and procedures.
 - d) Traffic law enforcement.
 - e) Human behavior.
 - f) Juvenile matters.
 - g) Criminal investigations.
 - h) Domestic violence issues.
 - i) Community policing policies.
 - j) Oleoresin capsicum in law enforcement.
 - 3) Basic skill development in:
 - a) Mechanics of arrest.
 - b) Use of firearms
 - c) Physical skills and self-defense including impact weapons.
 - d) Vehicle stops.
 - e) Handling crimes in progress calls.
 - f) Dealing with domestic disturbances.
 - g) Report writing.
 - h) Testifying in court.

- f. Recruit emergency medical training:
 - 1) The Illinois recruit academy training curriculum provides emergency medical training equivalent to that contained in the "Emergency Medical Services: First Responder Training Course" of the National Highway Traffic Safety Administration, U.S. Department of Transportation.
- g. Field training and evaluation:
 - 1) A recruit officer is assigned to the FTP a minimum of fourteen weeks.
 - 2) A "lateral" officer is an officer who has been a fully ILETSB certified non-probationary officer for another police agency who has become a Cicero Police Officer. Upon the recommendation of the Deputy Superintendent of Patrol, the Superintendent may reduce the length of time for a lateral officer to ten weeks.
 - 3) Field training encompasses department policy, procedures, training tasks and evaluations.
 - 4) The FTP assignment schedule (may be reduced to 10 weeks for lateral officer):
 - a) The recruit officer will be with an initial FTO for four weeks; then
 - b) A watch change and assignment to a second FTO for four weeks; then
 - c) A watch change and assignment to a third FTO for four weeks; then
 - d) Reassignment to the original FTO for two weeks to evaluate progress and prepare recommendations.
 - e) The assigned FTO will discuss with the recruit the recruit's progress and problems weekly, and submit a weekly report regarding the recruit's progress to the FTC.
 - 5) A recruit task list is used to document the actual tasks and assignments performed by the recruit.
 - 6) Normal patrol activities are also used as practical training, beyond the task list assignments and any other training that is deemed necessary by the FTO.
 - 7) The FTP commences upon graduation from the basic academy and receipt of state certification.
 - 8) The officer must successfully complete the FTP in order to successfully complete the probationary period.
- h. Staff Review Board
 - 1) During the 17th month of Probation the Superintendent of Police will convene a Staff Review Board to determine which Probationary Officers have achieved a level of acceptability and are fit to perform in a permanent status with the Cicero Police Department. The Staff Review Board will review the Probationary Police Officers discipline, attendance, overall performance and ability to assimilate into the department during the Probationary Period.
 - 2) The Staff Review Board will consist of the following police personnel:
 - a) Superintendent of Police
 - b) First Deputy of Police
 - c) Deputy Superintendent of Patrol
 - d) Deputy Superintendent of Internal Affairs Division (IAD)
 - e) Patrol Division Watch Commanders
 - f) FTO Coordinator
 - g) Invited FTOs
 - g) The participation of additional personnel determined by the Superintendent
 - 3) The Staff Review Board will make a final recommendation based on the Staff Review Board's findings which could result in:
 - a) the extension of training
 - b) the extension of probationary status

- c) Transition to permanent status of a full duty Cicero Police Officer.
 - d) Termination
- i. Extension of training
 - 1) There will be no accelerated advancement through the FTP, although the period may be extended by the Superintendent based on the documented recommendation of the FTC.
 - a) Specific deficiencies will be noted by written documentation.
 - b) The recruit officer will be notified of deficiencies.
 - c) The recruit officer will meet with the FTO and the FTC to review the deficiencies and formulate a training plan to assist the recruit officer to overcome these deficiencies.
 - 2) Extension of the FTP will not extend beyond the probationary period of eighteen months.
 - j. Termination recommendation
 - 1) Termination can be recommended at any time during the recruit officer's probationary period if the recruit officer is not performing at a satisfactory level.
 - 2) At any time during the probationary period, if a recruit officer is shown to violate any laws, department policies, procedures, rules and/or regulations, termination may be recommended.
 - 3) The termination recommendation, along with written documentation, will be forwarded through the Deputy Superintendent of Patrol to the Superintendent, with a copy to the Department Training Coordinator.
 - j. Training documentation
 - 1) Daily observation reports will be completed and submitted by the FTO at the end of each workday to the field training coordinator.
 - 2) The recruit will complete a self-evaluation at the end of each four-week period during the FTP.
 - 3) The FTC will meet with each recruit officer at the end of the recruit officer's assignment to the FTP to assess strengths and weaknesses of the program and the FTO's. A written report of this assessment will be forwarded through the Deputy Superintendents of Patrol and Administration to the Superintendent, with a copy to the Department Training Coordinator.
 - 4) All original FTP reports will be retained inside a designated file cabinet inside the Training and Research Department.
 - 5) Copies of the FTP, DOR's, PPO manual etc. Will be retained inside a designated file cabinet located at a central location where access is available to all FTP personnel, FTO's, platoon sergeants, FTC's etc.

By Order of:

Superintendent of Police



CICERO POLICE DEPARTMENT

Weekly Performance Summary



For week # _____ of _____ to _____

Probationer: _____

Step I II III IV E/T

FTO: _____

Enter Total Training Time
Enter X for NRT

(Do not enter DOR# if no activity, skip and enter next one)

DOR# DOR# DOR# DOR# DOR# DOR# DOR# DOR#

	Weekly Total Training Time	Continued Area of Corrective Action Necessary:	Pending Area of NRT?
1 Interpersonal Relationships	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 Jurisdictional Geography & Orientation	0		
3 Motor Vehicle Operation & Orientation	0		
4 Telecommunication Protocols & Skills	0		
5 Directed Patrol Strategies & S.I.F.A.	0		
Self Initiated Field Activity %	0.00		
6 Patrol Tactics	0		
7 Criminal Statutes/Ordinances	0		
8 Information Processing & Case Building	0		
9 Problem Solving & Decision Making	0		
10 Traffic Enforcement & Accident	0		



CICERO POLICE DEPARTMENT

Field Training Shift Debriefing



	YES	NO	DNA
Performance Assessment discussed and entered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Training Time calculated and entered by Probationer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Tasks completed this shift signed by Probationer and FTO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correction Action Necessary discussed and entered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Training Plan discussed and prepared for next shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DAILY OBSERVATION REPORT ATTACHMENTS:

Patrol Activity Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Evaluation Cover Sheet: Mirror Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Evaluation Cover Sheet: Role Playing Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Evaluation Cover Sheet: State Crash Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Map Overlay exercise(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Map Overlay: Tactical Response exercise(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mirror Citation(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mirror Field Interview Card(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Training Plan (for this shift)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge that I was fully briefed regarding my performance on this date:

Probationer

Date _____

DOR#

Field Training Officer

Date _____



CICERO POLICE DEPARTMENT
Daily Observation Report (DOR)



Step: I II III IV

Probationer (PPO)

SHIFT DAY No.	D.D.R. No.

Field Training Officer (FTO)

Date _____

Extension of Training

Patrol Districts: _____

Shift Assigned: 1st 2nd 3rd

Non Evaluation Day = REASON:

Performance Assessment Categories	Consistently Meets Standards ----- Exceeds Standards	Meets Standards (Place ✓ in box)		Probationer is <i>Not Responding to Training</i>	TOTAL TRAINING TIME
		Yes	No	C.A.N.	N.R.T.
1 <i>Interpersonal Relationships / Skills</i>					
2 <i>Jurisdictional Geography / Orientation</i>					
3 <i>Motor Vehicle Operation / Use of emergency equipment</i>					
4 <i>Electronic Communications</i>					
5 <i>Directed Patrol Strategies Self Initiated Field Activity (SIFA)</i>					
6 <i>Patrol Tactics / Safety</i>					
7 <i>Criminal Statutes Ordinances Procedural Law Courtroom Protocols</i>					
8 <i>Information Processing Case Building Report Writing</i>					
9 <i>Problem Solving / Decision Making</i>					
10 <i>Traffic Enforcement / Crash Scene</i>					

FTO documents activity by utilizing the approximate time of occurrence from the *PATROL ACTIVITY LOG* by specifically, objectively and descriptively recording the Probationer's on-view performance. The FTO and PPO collaborate to:

- 1) Agree upon the applicable DOR category number(s) which best describe narrative entries, and...
 - 2) PPO enters the DOR category number(s) to the immediate left of the narrative entry, and...
 - 3) PPO places brackets [] at the start and end of narrative entry that **Meets Standards: NO** & the PPO places an X in the **Corrective Action Necessary** column to highlight performance which requires follow-up training, coaching, and...
 - 4) There is no need to highlight performance that **Meets Standards: YES** and...
 - 5) PPO places parenthesis () at the start and end of narrative entry when the performance **Exceeds Standards**.

C/D	Commentary Driving
T/CD	Tag - Team Driving
D/B	Drive By
F/V	FTO Verbalization
M/C	Mirror Citation
M/R	Mirror Report
R/RP	Report Role Play
R/R	Role Reversal
V/T	Verbal Testing



CICERO POLICE DEPARTMENT
Field Training Program
Task Assignment Sheet



Tasks completed by PPO	Date Completed	Time	PPO Signature	FTO Signature	Supervisor Signature
AO - Citation					
AO Juvenile Status Card					
Crime Scene Integrity Sheet					
Custodial Release Form					
Death Investigation					
Dram Shop					
D.U.I. Arrest					
Evidence Inventory					
Felony Complaint					
Field Contact Card					
GRF & Supplements					
Holiday / Time-due / Personal Slip					
I.S.P.E.R.N. Broadcast					
LEADS Gang entry					
Lock-Up Livescan Sheet					
Miranda Warning					
Misdemeanor Complaint					
Missing Person					
Parking Citation					
Quasi Complaint					
State Crash Report					
Telephone Annoyance					
Tow Book					
Use of Force form					
Warning Citation					
Y - Citation					

PPO MUST COMPLETE TASKS PROFICIENTLY BY EITHER PRACTICAL APPLICATION OR MIRROR REPORTS. FTO MUST ADVISE FOLLOWING PHASE FTO OF INCOMPLETED TASKS

CICERO POLICE DEPARTMENT GENERAL ORDER: 33-01-01

EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: TRAINING ADMINISTRATION



1. POLICY:

a. The Cicero Police Department will:

- 1) Establish specific training goals in order to ensure continuous improvement in the professional and personal qualities of its employees and to prepare them for future assignments and advancement.
- 2) Expect that through participation in various training programs, employees will receive and maintain necessary certifications, learn of new and revised laws, and maintain awareness of changing law enforcement problems, procedures and practices.

2. PROCEDURES:

a. Department training goals

- 1) The Cicero Police Department will provide current and comprehensive basic, in-service, advanced and specialized training to department employees.
- 2) The development and presentation of training for employees of the Cicero Police Department will be based upon consideration of the following employee development goals:

- a) To provide job related training for all department members, both sworn and civilian.
- b) To provide personnel with basic, specialized or advanced training as required by law and/or the department.
- c) To provide employees with training that will enhance productivity and effectiveness through increased job knowledge.
- d) To foster unity of purpose and cooperation among various employees of the department through common training.
- e) To make employees aware of the needs of the community that they serve and to improve and enhance the image of the department.
- f) To make employees aware of department needs and to provide the training necessary to meet the department's mission.
- g) To minimize civil and criminal liability through training in proper procedures.

b. Department training committee

- 1) The following employees will be members of the training committee
 - a) The department training coordinator will chair the committee,
 - b) The assistant training coordinator.
 - c) The field training coordinator.
 - d) The Deputy Superintendents or their designees

2) Committee responsibilities:

- a) The training committee will develop and recommend training goals for the department.
- b) The training committee will submit a training recommendation report to the Superintendent of Police by September 15 of each year, for consideration in the department budget process. The report will include recommended training for the following budget year.
- c) The department training committee will meet when necessary, but the committee must meet at least twice annually to review:
 - 1. Personnel and operational training needs,
 - 2. Legal requirements for training,
 - 3. New legislation,
 - 4. Recent court decisions,
 - 5. Changes in department general orders, as those changes relate to training needs.
 - 6. Evaluations of individual training programs will include any problems with:
 - a. Physical training facilities.
 - b. Training quality.
 - c. Training materials.
 - d. Training scheduling.
 - 7. Number of employees trained and the extent of the training provided.

c. Training program attendance

- 1) Personnel are responsible to attend and participate in training as directed.
- 2) Attendance at assigned training functions is mandatory.
- 3) Employees will complete all roster sign-in, registration and evaluation forms.
- 4) Attendance exceptions may be granted, with supervisory approval, in cases of conflict with court, pre-scheduled vacation or a reason deemed appropriate by the affected employee's supervisor and/or training coordinator.
 - a) Any training missed due to an excused or unexcused absence may be either rescheduled or, at the discretion of the course instructor, a short absence may be waived based upon course content missed and the length of the absence.
 - b) The employee's supervisor will review any unexcused absence. Requirements for attendance at training functions will be the same as for reporting for duty. It will be considered an unexcused absence when an officer fails to report for a training function without first notifying their supervisor.
- d. Information on dress and equipment needs for specific training will be provided to the trainee. Special materials or equipment needed will be provided to the trainee. Employees will be prepared, as required, for all training functions, just as they would for any other duty.
- e. Copies of any training certificates will be forwarded to the training unit for the training files, and to the support services unit for inclusion in the trainee's personnel file. The employee will retain the original.
- f. Training course lesson plans
 - 1) In order to ensure that topics presented in training accomplish stated goals and objectives, all in-house instructors used by the department will submit a lesson plan to the department training coordinator prior to the course presentation.

- c) Evaluation by a supervisor during routine job performance.
 - d) Employee performance evaluations.
 - e) Employee request.
- 2) When it is determined that an employee should receive remedial training, it may be provided:
- a) Through department in-service training.
 - b) By assignment or re-assignment to the Field Training Program.
 - c) By enrollment in a course of instruction given by another agency, school, or university as deemed necessary.
- 3) When, based on documented evidence, supervisors determine that an employee under their supervision requires remedial training, they will, as soon as possible, forward a written report to the department training coordinator. The report will contain:
- a) The deficiency in the employee's performance.
 - b) A recommendation for training to correct the deficiency.
 - c) Any other corrective action that may have been already taken.
- 4) The department training coordinator will review the remedial training report of the employee's supervisor(s) and make a determination of the course of action to be taken.
- 5) The goal of the remedial training effort is always to correct the employee's deficiencies in basic skills, knowledge and the ability required to perform their job assignments.
- a) Upon completion of remedial training, their supervisor(s) to determine the effectiveness of such training will evaluate employees.
 - b) Results of this evaluation will be in written form and will be forwarded to the employee's Deputy Superintendent with a recommendation for further action, if required.
- 6) Unsatisfactory completion of, or non-participation in, remedial training may be cause for disciplinary action.

h. Training records

- 1) The department training coordinator will maintain current records of all training received by department employees.
- 2) The department training coordinator will update the appropriate training records following participation of an employee in a training program. These records will include:
 - a) Names of attending members.
 - b) Type of training/subject matter.
 - c) Hours of training received.
 - d) Measured performance.
 - e) Certification.
- 3) The department training coordinator will maintain records of all training classes offered through the department to include at a minimum:
 - a) Date(s) attended,
 - b) Copy of lesson plan,
 - c) Names of department attendees and
 - d) Performance of individual attendees as measured by a test, if administered.
 - e) Department issued post-training evaluation forms.

4) Release of training records

- a) Training records are confidential in nature and will not be released, except in the following specific instances:
 - 1. In compliance with the Illinois Open Records Act permitting employees to review their own personnel records.
 - 2. In compliance with the Illinois Freedom of Information Act.
 - 3. In compliance with a judicial subpoena.
 - 4. Any release of training records will be subject to the approval of the Superintendent of police.

i. Summary Reports

- 1) The training coordinator will provide a monthly training summary to the members of the training committee and to the superintendent, through the chain of command.
- 2) The training coordinator will provide an annual training summary to the training committee, and to the superintendent through the chain of command. This report will be provided by August 15 of each year, in order that the information may be utilized in preparing the annual committee training recommendations. The report will address:
 - a) Number of officers trained, by subject,
 - b) Total training hours, categorized by basic, in-service, specialized, and advanced and management.
 - c) Significant positive achievements.
 - d) Problems and recommendations.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 33-08-01



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **APPLICATION FOR TRAINING**

1. POLICY:

All Department personnel will utilize the Application for Training form, "appendix A" of this order, and follow the procedures outlined below when applying for training.

2. DEFINITIONS:

- 1) **Specialized training:** Training to enhance skills, knowledge, and abilities provided to a person who is assigned to a specialized assignment. Specialized training may also address supervisory, management and/or executive development training.
- 2) **In-Service training:** In service training is normally presented annually. It is the presentation of material that enhances the officer's basic training. In-service training may be a component of other specialized or advanced training. It may also address periodic re-certifications, and provide legal updates. It is generally required for all officers and certain civilian positions.

3. PROCEDURES:

- a. All personnel who would like to attend In-service or **Specialized** training will submit an Application for Training Form to their immediate Supervisor.
- b. The immediate Supervisor will then forward the application to his/her Lieutenant, if applicable.
- c. The immediate Supervisor or Lieutenant will then forward the application, whether approved or not, to the Director of Training, Rm. #C211 for Training Records to be attached.
- d. The Director of Training will then return the Application for Training to the applicant's unit of assignment for further approval, up the chain of command.
- e. Upon the review of the Superintendent of Police, the application will be returned to the Director of Training.
- f. The Director of Training will notify the applicant of the approval or disapproval of the application.
- g. The Director of Training, or designee will make the course reservations for the applicant.

By order of:

Superintendent of Police



Cicero Police Department



Application for Training

Applicant's Name/Star# _____ S.S.N.# _____

Title of Course: _____ Date(s) of Course: _____

Location of Course: _____

Reason for request: _____

(Please attach all relevant documentation including all costs related to the course. Documentation will include course flyer / course description).

Applicant's Signature: _____ Assignment: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

Supervisor _____ Date: _____ Approval: Yes No

Justification for Recommendation: _____

Lieutenant _____ Date: _____ Approval: Yes No

Attention Supervisor: Forward Directly to Training for Records To Be Attached.

Commander _____ Date: _____ Approval: Yes No

Deputy Superintendent _____ Date: _____ Approval: Yes No

1st Deputy Superintendent _____ Date: _____ Approval: Yes No

Superintendent of Police _____ Date: _____ Approval: Yes No

Notification of attending Personnel by Training Date: _____ Time: _____
Notified by: _____ Star# _____
(Notification to be made whether or not school is approved).

Appendix "A", General Order 33-08-01

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 33-07-01



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: CIVILIAN TRAINING

1. POLICY:

The Cicero Police Department will establish a system to ensure that civilian employees receive the necessary training for their job assignments.

2. PROCEDURES:

- a. New civilian employee training:
 - a) The department provides a formal orientation program for all newly appointed civilian employees. The orientation program consists of, but is not limited to, the following:
 - a) Orientation to the role, purpose, goals, policies and procedures of the department.
 - b) Review of employee benefits, working conditions and related regulations.
 - c) Responsibilities and rights of employees.
 - d) Use of the employee handbook and the directives manual.
 - e) Facility orientation.
 - f) Review of the organization structure and chain of command.
 - b. Additional civilian training
 - a) Training for civilian assignments requiring specialized training will be accomplished as appropriate to the assignment. Training will be provided prior to the employee assuming full responsibility for the position.
 - b) Civilian training may take the form of on the job training.
 - c) When specialized or advanced training is needed for an existing civilian position, the department may provide that training.
 - c. Civilian training program development
 - a) The department training coordinator will work with the supervisor responsible for each civilian position to develop training programs appropriate for the assignment responsibilities.
 - b) Civilian training programs will be developed with the concepts of training two categories of civilian employees:
 - a) Those employees, if any, who act in quasi-law enforcement capacities.
 - b) The second category of employees is one that deals with the public on a regular basis. These employees include but may not be limited to records clerk and multi-lingual desk aides.

- c) The training program content for civilian employees will include:
 - a) The specific skills necessary to perform the technical aspects of their jobs assignments.
 - b) The importance of the link that civilian employees provide between the citizens and the department, and;
 - c) That civilian employees' ability to effectively deal with the public often shapes a citizen's opinion of the entire department.
 - d) The training program for civilian employees in quasi-law enforcement job assignments will additionally include:
 - a) Legal aspects.
 - b) Safety issues.
 - c) The coordinative responsibilities of the assignment.
 - d) Skills in dealing with the public.
- d. Civilian refresher and remedial training:
- 1) Refresher training will be scheduled for civilian employees of the department to:
 - a) Update skills.
 - b) Review new applicable legislation.
 - c) Enhance job knowledge for new responsibilities.
 - d) Review procedural and/or technological changes that effect their work.
 - e) Review department directives as may be appropriate.
 - 2) Remedial training will be scheduled, as needed, for civilian employees of the department to address identified deficiencies.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 33-06-01



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **SPECIALIZED TRAINING**

1. POLICY:

The Cicero Police Department identifies the functions for which specialized training is required and provides direction to employees who are responsible for developing and implementing specialized training.

2. DEFINITIONS:

- a. **Specialized assignment:** An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification (see GO 16-01-02, "Specialized Assignments").
- b. **Specialized training:** Training to enhance skills, knowledge, and abilities provided to a person who is assigned to a specialized assignment.

3. PROCEDURES:

- a. Required specialized training
 - 1) Certain specialty assignments require certification.
 - 2) Other specialty assignments require additional training according to the dictates of sound management practices.
 - 3) The department recognizes this fact and endeavors to meet all specialized training requirements.
 - 4) Specialized training plans, as appropriate, will be developed and provided for, but will not be limited to, the following specialized assignments:
 - a) Canine officer,
 - b) Bike patrol officer,
 - c) Investigator,
 - d) Evidence custodian (and alternate),
 - e) Warrant officer,
 - f) Court officer,
 - g) Fleet officer,
 - h) Field training coordinator,
 - i) Field training officer,
 - j) Officers assigned to task forces or other agencies,
 - k) Traffic officer,
 - l) Crash reconstruction officer,
 - m) Breath alcohol instrument operator,
 - n) Firearms instructor,
 - o) Control and arrest tactics instructor.

- p) Tactical officers.
- q) All terrain vehicles (ATV) operator.
- r) Juvenile officer.
- s) Supervisor

b. Development of specialized training plans

- 1) Specialized training is intended to enhance the training provided in either basic training or in-service programs. Specialized training may also address supervisory, management and/or executive development training.
 - 2) The department training coordinator will develop a training plan for all specialized assignments with the collaboration of the respective division deputy superintendent or unit supervisor that is responsible for the assignment.
 - 3) Specialized training provided to department personnel will incorporate the following performance objectives:
 - a) Development of and/or enhancement of the relevant skills, knowledge and abilities of the particular position or assignment.
 - b) Identification of the policies, procedures, and/or support services associated with the position or assignment.
 - c) Performance standards of the function component.
 - d) Provisions for supervised on-the-job training, whenever practical.
 - 4) Specialized training plans initiated
 - a) The employee's supervisor and the department training coordinator will ensure, where feasible, that specialized training will commence for an employee prior to or within a reasonable time of appointment to a specialized assignment.
- c. Responsibilities of the trainee:
Personnel will share course materials with the Training Coordinator and will be available to benefit the Department with subject matter knowledge as requested.

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 33-05-01



EFFECTIVE DATE: April 1st, 2013

REVIEW DATE: April 1st, 2015

SUBJECT: **IN-SERVICE, ROLL-CALL AND ADVANCED TRAINING**

1) POLICY

The Cicero Police Department will develop and implement in-service, roll call, and advanced training.

2) DEFINITIONS:

- a. **In-service training:** In-service training is normally presented annually. It is the presentation of material that enhances the officer's basic training. In-service training may be a component of other specialized or advanced training. It may also address periodic re-certifications, and provide legal updates. It is generally required for all officers and certain civilian positions.
- b. **Roll-call training:** Roll-call training is material presented by a shift supervisor or other knowledgeable person in a short period of time at daily shift roll-calls.
- c. **Advanced/specialized training:** Advanced/specialized training is training designed to enhance specialized, managerial, technical and supervisory skills.
- d. **Departmental Training Report:** A document used by a shift commander to accurately report roll call or in-service training sessions that are provided to Cicero police personnel. See Department General Order 33-05-01A (Addendum "A") (Department Training Report)

3) PROCEDURES

a. In-service training

- 1) All sworn officers will be assigned to attend in-service refresher sessions at least annually.
- 2) The purpose is to provide legal updates, provide necessary re-certifications, and provide supplemental training on advances, and review changes and improvements in the criminal justice community and the department.

- 3) These training sessions will be structured to motivate and further the professional development of those attending.

- 4) Topics suited to in-service training sessions include, but are not limited to:

- a) Department policy, procedures, rules and regulations, with emphasis on changes.
- b) Changes in statutory or case law affecting law enforcement operations.
- c) Use of force, including use of deadly force.
- d) Proper use of discretion and alternatives to arrest.
- e) Officer safety practices/tactics.
- f) Cultural awareness.
- g) Interview and interrogation.
- h) Report writing skills.
- i) Firearms qualifications.

- j) Innovative investigative and/or technological methods.
 - k) Emergency medical response.
 - l) Victim/witness assistance.
 - m) Contingency and unusual occurrence plans.
 - n) Hazardous materials incident response.
 - o) Electro-muscular disruptive (EMD) device.
 - p) Any other topic determined appropriate or necessary.
- b. Roll call training
- 1) The purpose of roll call training is to:
 - a) Inform personnel of activities occurring during the last 24 hours,
 - b) Make beat and other assignments,
 - c) Distribute special instructions,
 - d) Inspect uniforms and equipment,
 - e) Provide training sessions of short duration.
 - f) Provide updates on department activities.
 - 2) Roll call training planning/procedures
 - a) Deputy Superintendents, shift commanders and field supervisors are responsible for identifying areas of training need or interest for their subordinates suitable for roll call training and will conduct such training on a timely basis.
 - b) The Superintendent and/or the department training coordinator may occasionally assign specific roll call training topics.
 - 3) Attendance at roll call training
 - a) All patrol officers will attend the roll call preceding the beginning of their shift.
 - b) All other Deputy Superintendents, or their designees, will ensure coordination between their divisions to provide pertinent information to officers assigned to their divisions.
 - c) Other officers may be directed by a supervisor to attend specific roll calls in order to provide or receive information.
 - 4) Roll call instructors

Shift commanders are in charge of roll-call, and will be held responsible for providing the information to subordinate personnel. Shift commanders will delegate selected supervisor training to fulfill the role of instructor during roll call training sessions.
 - 5) Evaluation of roll call training
 - a) Officers will be encouraged to give written or verbal evaluations of the training material immediately following the training presentation.
 - b) Memos and comments will be forwarded, via the chain of command, to the department training coordinator.
 - c) Roll call training will be evaluated by the training committee in conjunction with the annual review of training programs.
 - d) Officer training report sign-off sheets may be required on selected training topics as deemed necessary by the department training coordinator.

6) Scheduling of roll call training:

When a roll call training presentation is expected to exceed 25 minutes and conflict with the shift change, the following procedures will be followed:

- a) Request prior approval from the deputy superintendent of the patrol division, and
- b) Plan to hold-over officers to remain in the field until the presentation is complete.
- c) Call the shift to be trained in early.

7) Role of the Shift Commander

After completing a roll call training session, the shift commander will include in the shift report a section regarding the session, and will forward that portion to the department training coordinator.

c. Advanced training

1) Advanced training is that training designed to improve the professional competence of officers who are, or have the potential to be, command personnel.

2) Advanced training specifically refers to the training provided in the following schools and courses:

- a) Northwestern University Traffic Institute's Police Supervisors Course.
- b) Northwestern University Traffic Institute's School of Police Staff and Command.
- c) University of Louisville, Southern Police Institute's Administrative Officers Course.
- d) FBI National Academy.
- e) FBI Law Enforcement Executive Development School (LEEDS).
- f) Any like training.

3) Consistent with the principles of sound management practices, the superintendent will authorize attendance at advanced training, based on recommendations received from the training committee and others within the department.

4) Assignment of personnel following training

Consistent with the principles of advanced training, officers who have completed such training may be assigned duties and/or management responsibilities consistent with the training received.

By order of

Superintendent of Police



CICERO POLICE DEPARTMENT

Field Training Program Staff Review Board Findings



Probationary Police Officer (PPO): _____ ID#: _____

After reviewing the progress reports of this probationary police officer and consulting with the Staff Review Board and the FTO supervisor directly involved with his performance evaluations, the recommendation is:

The Probationary Police Officer named above has not progressed to the level of acceptability required of a permanent full duty police officer and requires additional training with an alternate Field Training Officer (FTO) with the following area(s) emphasized:

The Probationary Police Officer named above will remain in the status of Probationary Officer for an additional period of: _____ for further observation and training. Prior to the date specified, the Staff Review Board will convene for a final review of the Probationary Officer's overall performance and decision.

The Probationary Police Officer named above shall advance to a permanent status with the Cicero Police Department, to be effective: _____

The Probationary Officer named above has not progressed satisfactorily for retention as a Police Officer with the Cicero Police Department. The Superintendent of Police or designee will present a letter to the Probationary Police Officer of his / her termination.

Field Training Coordinator: _____

Deputy Superintendent of Internal Affairs Division (IAD): _____

Deputy Superintendent of Patrol: _____

First Deputy Superintendent of Police: _____

Superintendent of Police: _____

Date: _____



CICERO POLICE DEPARTMENT
Field Training Officer's
Recommendation of Advancement



Probationary Police Officer (PPO): _____ Star No.: _____

Current Phase: _____ Current Shift Advancement: _____

Current Field Training Officer (FTO): _____ Star No.: _____

I have completed the required observation period with this PPO and it is my recommendation that he / she:

Advance to phase _____

Commence solo patrol

Signatures:

FTO: _____

FTO Coordinator/Supervisor: _____

Deputy of Patrol: _____

First Deputy: _____

Superintendent: _____

Board Review: YES NO

Date: _____

CICERO POLICE DEPARTMENT
GENERAL ORDER: 33-04-04



EFFECTIVE DATE: February 1, 2018

SUBJECT: FIELD TRAINING AND RECRUIT EVALUATION PROGRAM

1. POLICY:

The Cicero Police Department has a field-training program that provides new police officers with practical field training while working with a variety of experienced officers.

2. DEFINITIONS:

- a. **Recruit Officer:** Recruit officer refers to an individual who has been selected through the testing process administered through the Cicero Board of Police, Fire and Public Safety Commissioners and who have been appointed and sworn to the position of recruit police officer. The recruit officer is assigned to attend an approved basic training academy for basic police training in accordance with Illinois State Statutes.
- b. **Probationary Officer:** Probationary police officer (PPO) refers to an individual who has
 - 1) Completed the state required training program at an approved police-training academy.
 - 2) Has been certified as meeting the requirements for police officer by the Illinois Law Enforcement Training Standards Board (ILETSB).
 - 3) Has not yet successfully completed eighteen (18) months employment as a probationary police officer with the Town of Cicero.
- c. **ILETSB Certification:** Certification by the Illinois Law Enforcement Training and Standards Board means that a person has met the minimum selection and training requirements and is eligible to continue employment as a Probationary Police Officer (PPO).
- d. **Field Training Unit Commander:** Commander of the Training Division, or a designee, who will be responsible for the overall administration of the Field Training and Evaluation Process and will be responsible for:
 - 1) Coordinating the development of an Employment Status recommendation to retain, extend training, or terminate a probationary police officer.
 - 2) The *Employment Status Recommendation* will reflect input from field training unit personnel and patrol platoon sergeant(s) having direct involvement with the probationer's field training.
 - 3) Will present ongoing reports of probationer development at Executive Command and Staff meetings as may be needed or directed.
 - 4) Attend and oversee all Field Training Unit meetings.
- e. **Field Training Unit Coordinator:** A Sergeant designated by the Deputy Superintendent of Patrol, to assist the Field Training Unit Commander with the general administration and evaluation of the Field Training and Evaluation Process as well as provide staff monitoring of all probationary officers during the probationary employment period. These responsibility will include:
 - 1) Monitor and evaluate the overall development of probationary officers in order to identify and correct deficient performance, through necessary training and coaching with department Field Training Officers.
 - 2) In concert with the Unit Commander, be responsible for planning, directing and evaluating field training assignments and any charges that may be determined, extended

- field training, scaffold FTO assignments, daily observation reports, weekly performance summaries by platoon supervisors etc.
- 3) Facilitate the assembly and dissemination of information regarding the probationary officer's progress to the Unit Commander.
 - 4) Attend and assist the Unit Commander at all Field Training Unit meetings.
 - 5) Will be entitled to reasonable overtime compensation as may be necessary to effectively perform the responsibilities of the Field Training Program.
- f. **Platoon Sergeants**: Are responsible for providing review of the probationary Officer's on-shift training and evaluations. Sergeants will inform other supervisors and command personnel with information regarding the probationary Officers progress including:
 - 1) Reviewed and signed FTO *Daily Observation Reports* (DOR).
 - 2) Weekly review of the *Probationary Officer Manual* to determine if it is current and properly completed and assist in corrective actions as needed.
 - 3) When necessary review the completed and signed *Weekly Performance Summary Report*
 - g. **Field Training Officer** (FTO): A sworn officer who has met all posted qualifications as required by ILETSB and is eligible under departmental pre-requisites:
 - 1) Minimum (3) three years patrol experience as a sworn law enforcement officer, of which at least 2 must have been with the Cicero Police Department prior to acting in the capacity of an FTO.
 - 2) Willingness to make a (3) three-year assignment commitment to the FTO unit.
 - 3) Possess acceptable performance assessments and input from current and immediate supervisors having direct observation/knowledge of the FTO candidate's work habits, standards, etc.
 - 4) Possess a good working knowledge of police department policies and procedures.
 - 5) Acceptable review of FTO candidate's personnel action files, (complaints, civil litigation filings, etc.)
 - 6) Members of the Command staff will review all applicants prior to being selected for FTO training. This review will be done through the training application process and/or other selection criteria determined by the FTUC, FTC, and Deputy Superintendent of Patrol or higher authority. The Superintendent of Police will make final selections of Field Training Officer candidates.
 - 7) All FTO's will be entitled to (1) one hour overtime compensation for each tour assigned a probationary officer during the field training evaluation period.
- 3. PROCEDURES:**
- a. Basic Police training requirement
 - 1) Pursuant to the Police Training Act 50 ILCS 705/8.1 ALL recruit officers who are not ILETSB certified at the time they are hired are required to attend and successfully complete the Minimum Standard Basic Law Enforcement Officers Course at an approved police training academy as prescribed by the ILETSB. Included in this category are those recruit officers with previous police experience but who have not attended a Minimum Standards Basic law Enforcement Officers Course accepted by the ILETSB.
 - b. Recruit officer authority and responsibility:
 - 1) A recruit officer faced with a situation involving criminal conduct is usually neither equipped nor prepared to handle the situation in the same manner as if he were fully trained. Therefore in the best interest of the recruit officer and the department:
 - a) A recruit officer confronted with a situation involving criminal conduct will notify the responsible law enforcement agency.
 - b) In the best interest of the recruit officer and the department, recruit officers are NOT permitted to carry firearms on their person except for authorized training

- purposes.
- c) Recruit officers will NOT be assigned or permitted to perform regular police duties prior to certification by the ILETSB.
 - c. Training academy orientation handbook:
 - 1) When a recruit attends a Minimum Standards Basic Law Enforcement Officers Training Course, they receive a training academy orientation handbook at the time training begins.
 - 2) The Academy handbook will contain information pertaining to:
 - a) The orientation of the academy.
 - b) The academy rules and regulations.
 - c) The academy rating, testing and evaluating system.
 - d) Physical fitness and proficiency skill requirements.
 - e) Daily training schedules.
 - 3) Recruits are expected to abide by the academy rules and regulations as if they are those of their own department.
 - d. Basic police training/curriculum development and content:
 - 1) The Minimum Standards Basic Law Enforcement Officers Course as developed, mandated, and approved by the ILETSB.
 - 2) When recruit officers are sent to the basic academy to complete the course they participate in a training program that includes:
 - a) Curriculums based on job task analysis of the most frequent assignments of officers who complete recruit training.
 - b) Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities.
 - 3) Any additional training required by the Cicero Police Department.
 - e. Cicero Police Department Training Manual:
 - 1) Given by the Department post academy training
 - 2) Used during in house training of PPO's pre-FTO assignment and during their FTP, and beyond.
 - f. Recruit emergency medical training:
 - 1) The Illinois recruit academy training curriculum provides emergency medical training equivalent to that contained in the "Emergency Medical Services: First Responder Training Course" of the National Highway Traffic Safety Administration, U.S. Department of Transportation.
 - g. Field training and evaluation:
 - 1) A recruit officer is assigned to the FTP a minimum of eighteen (18) weeks.
 - 2) Field training encompasses department policy, procedures, training tasks and evaluations.
 - 3) The FTP assignment schedule:
 - a) The recruit officer will be with an initial FTO for eight (8) weeks; then
 - b) A watch change and assignment to a second FTO for four (4) weeks; then
 - c) A watch change and assignment to a third FTO for four (4) weeks; then
 - d) Reassignment to the original FTO for two weeks to evaluate progress and prepare recommendations.
 - e) The assigned FTO will discuss with the recruit the recruit's progress and problems weekly, and submit a weekly report regarding the recruit's progress to the FTC.
 - 4) A recruit task list is used to document the actual tasks and assignments performed by the recruit.

- 5) Normal patrol activities are also used as practical training, beyond the task list assignments and any other training that is deemed necessary by the FTO.
- 6) The FTP commences upon graduation from the basic academy and receipt of state certification.
- 7) The officer must successfully complete the FTP in order to successfully complete the probationary period.
- 8) Upon successful completion of the FTP, a meeting will be convened by the Staff Review Board to review the progress of the PPO and determine if they are to be transitioned to solo patrol entrustment.

h. Regular Meetings:

- 1) PPO's and members of the FTO Sub-Committee (comprised of the Deputy Superintendent of Patrol, the FTUC, the FTC, and identified FTO's) will meet regularly during their probationary period after their FTO program completion. These regular meetings do not require all members of the sub-committee be present.
- 2) Generally these meetings will be held at the 1 year mark of employment and every two months after until the completion of the probationary period of the officer.

i. Staff Review Board:

- 1) During the 17th month of Probation the FTUC will convene a Staff Review Board to determine which Probationary Officers have achieved a level of acceptability and are fit to perform in a permanent status with the Cicero Police Department. The Staff Review Board will review the Probationary Police Officers discipline, attendance, overall performance and ability to assimilate into the department during the Probationary Period.
- 2) The Staff Review Board will consist of the following police personnel:
 - a) Superintendent of Police
 - b) First Deputy of Police
 - c) Deputy Superintendent of Patrol
 - d) Director of Training (Field Training Unit Commander)
 - e) Shift -Watch Commanders and/or Captains
 - f) Platoon Sergeant
 - g) FTO Coordinator
 - h) Invited FTOs
 - i) Additional personnel determined by the Superintendent
- 3) The Staff Review Board will make a recommendation to the Superintendent, based on the Staff Review Board's findings which could result in:
 - a) the extension of training
 - b) the extension of probationary status
 - c) Transition to permanent status of a full duty Cicero Police Officer.
 - d) Termination

j. Extension of training

- 1) There will be no accelerated advancement through the FTP, although the period may be extended by the Superintendent based on the documented recommendation of the FTC.
 - a) Specific deficiencies will be noted by written documentation.
 - b) The recruit officer will be notified of deficiencies.
 - c) The recruit officer will meet with the FTO and the FTC to review the deficiencies and formulate a training plan to assist the recruit officer to overcome these deficiencies.

- 2) Any request for an extension of training in phase IV, for performance not meeting standards, will require a meeting of the Field Training Sub-Committee to evaluate the merits of an extension. This meeting will require a quorum of members
 - 3) Extension of the FTP will not extend beyond the probationary period.
- k. Termination recommendation
1. Termination can be recommended at any time during the recruit officer's probationary period if the recruit officer is not performing at a satisfactory level.
 2. At any time during the probationary period, if a recruit officer is shown to violate any laws, department policies, procedures, rules and/or regulations, termination may be recommended.
 - 3) The termination recommendation, along with written documentation, will be forwarded through the chain of command to the Deputy Superintendent of Patrol through the Superintendent of Police, with a copy to the Department Training Coordinator.
4. Training documentation
- a. Daily observation reports will be completed and submitted by the FTO at the end of each workday to the field training coordinator.
 - b. All original FTP reports will be retained inside a designated file cabinet inside the Training and Research Department.
 - c. Copies of the FTP, DOR's, PPO manual etc. Will be retained inside a designated file cabinet located at a central location where access is available to all FTP personnel, FTO's, platoon sergeants, FTC's etc

By Order of:

Superintendent of Police //



CICERO POLICE DEPARTMENT
Field Training Program
Report Evaluation Cover Sheet



Probationer: _____ Date: _____ DOR#: _____

Type of Report:

- Mirror Report of Complaint/Report #: _____
- Criminal Offense - Type: _____
- General Information - Type: _____
- Role Play Scenario - Type: _____
- State Crash - Personal Injury: _____
- State Crash - Personal Damage: _____

	YES	NO	DNA
1) Report is clear and concisely written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Report is complete / organized for the facts / information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Sentence structure / syntax spelling acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Elements of the offense complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Report completed in an acceptable time frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time to complete:

Number of drafts:

(Attach all drafts to DOR)



CICERO POLICE DEPARTMENT

Weekly Performance Review



Probationer: _____

Assigned FTO: _____

Reviewing Patrol Team Supervisor: _____

Meeting Date: _____

Week # _____ Step I II III IV Extension of Training

Performance Summary

Any area(s) of continuing Corrective Action Necessary performance at the end of week?

NO YES - *Describe:*

Any area(s) of Not Responding to Training performance this week?

NO YES - *Describe:*

Training Summary *Daily Training Plan audit/review:*

Daily Training Plans specifically addressed CAN area(s) this week:

YES NO *Describe:*

Total Training Time specifically addressed CAN area(s) this week:

YES NO *Describe:*

Instructional Tools utilized this week:

Instructional Tools	YES	NO	Comments
Commentary Driving			
Tag-Team Commentary Driving			
Drive By			
FTO Verbalization			
Mirror Citation			
Mirror Report			
On-Board Navigator			
Report - Based Role Play			
Tactical Response Role Play			
Role Reversal			
Verbal Testing			

Training Task completion on schedule:

YES NO N/A

Directed Patrol Inventory for Week

Location Oriented Patrol Targets

Map Overlays up to date:

YES NO N/A

Comments:

Perpetrator Oriented Patrol Targets

Photographs up to date:

YES NO N/A

Comments:

Field Interview Contacts this week:

YES NO N/A

Comments:

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-F**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **TRAFFIC ENFORCEMENT: STRATEGIES AND TACTICS FOR TRAFFIC LAW ENFORCEMENT**

1. Strategies and tactics for traffic law enforcement will be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic. This may involve one or more of the following types of traffic patrol:
 - a. Line patrol - patrol between two specific points on a given street.
 - b. Area patrol - moving patrol within a defined area.
 - c. Stationary traffic observation.
 - 1) Visible stationary traffic observation.
 - 2) Stationary traffic observation.
2. Officers may use countermeasures that are effective for specific enforcement problems. These measures will include, but not be limited to:
 - a. Marked and unmarked patrol vehicles will be used for traffic law enforcement. Unmarked vehicles used in traffic enforcement will be fully equipped, including emergency lights and siren.
 - b. Semi-marked/unmarked vehicles may be used in the same manner as marked vehicles; however, the officer operating the vehicle will remain cognizant of the fact that the motorist may not recognize the vehicle as a police vehicle.
 - c. Other specialty-type vehicles may be used as approved by the shift commander. These include, but are not limited to:
 - 1) Bicycle patrol.
 - 2) Radar Units.
 - 3) On-foot observation.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-E**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **TRAFFIC ENFORCEMENT:
UNIFORM TRAFFIC LAW ENFORCEMENT**

1. The Cicero Police Department will aggressively and equitably enforce all traffic laws and ordinances, with the primary objective of such enforcement being the promotion of traffic safety and the resultant reduction in traffic crashes. All uniformed police personnel are responsible for the traffic law enforcement function.
2. Officers are expected to exercise discretion, based upon their training and experience, in carrying out traffic enforcement procedures.
3. Driving Under the Influence Countermeasures
 - a. The department will take aggressive action in the enforcement of DUI laws.
 - b. Procedures for handling intoxicated drivers will be in accordance with the Illinois Vehicle Code (625 ILCS 5/11-501) and applicable town ordinances.
 - c. The identification of persons suspected of driving under the influence of alcohol or drugs is an important component of the patrol function. To this end officers are responsible for DUI patrol enforcement.
 - 1) Officers will maintain familiarity with those areas frequently traveled by alcohol-impaired drivers and with the locations of alcohol-related traffic crashes.
 - 2) Officers will be familiar with the signs of alcohol-impaired driving and utilize this information to establish probable cause for conducting a traffic stop.
 - 3) Drivers suspected of being impaired will be given the standard series of field tests recognized as having validity in establishing probable cause for a DUI-related arrest.
 - a) Walk and turn
 - b) One leg stand
 - c) Horizontal Gaze Nystagmus.
 - d) Any tests deemed applicable to the individual
 - e) All officers of the patrol division will be trained in these test procedures and will adhere to the guidelines established by the U.S. Department of Transportation and the National Highway Traffic Safety Administration in their use.
4. Driving while license suspended or revoked
 - a. Under the Illinois Vehicle Code, 625 ILCS 5/6-303, driving while license is suspended is a class A misdemeanor.
 - b. Offenders will be issued a uniform traffic citation and will be processed accordingly in accordance with the provisions of these directives.
 - c. If the operator's license is suspended or revoked for violation of the mandatory insurance law, the vehicle will be towed.

GENERAL ORDER: 61-01-01-E
TRAFFIC ENFORCEMENT
TRAFFIC LAW ENFORCEMENT

d. If the operator's license is suspended or revoked for violation and no insurance, the vehicle will be towed.

5. Speed violations

a. Any person exceeding the limit will normally be issued a traffic citation unless circumstances indicate another action is more appropriate.

6. Hazardous violations

a. Hazardous violations are defined as those violations that pose a direct hazard to the safe and efficient flow of traffic.

b. In addition, these violations contribute substantially to crashes.

c. For the purpose of this procedure, hazardous violations fall into the following categories:

1) Unsafe behavior - driver actions in direct violation of Illinois Vehicle Code moving violation statutes, i.e., excessive speed, extremely close tailgating, erratic lane changes, violating traffic control devices, signs and other crash related violations.

2) Unsafe conditions - vehicles that are improperly equipped, i.e., no headlights, worn tires, overweight trucks and any other violation that renders a vehicle unsafe.

d. Officers will take immediate enforcement action based on sound judgment upon viewing or detecting hazardous violation.

7. All Terrain and off-highway vehicle enforcement

a. Off-road recreational vehicles include snowmobiles, dirt bikes, mini-bikes, and all-terrain vehicles.

b. Officers will take appropriate enforcement action for violations committed by operators of off-road vehicles that are observed or reported.

c. Any off-road recreational vehicle driven upon public roadways is subject to traffic laws as specified in the Illinois Vehicle Code or equivalent town ordinance:

1) Section 5/11-1426, Operation of all-terrain vehicles and off-highway motorcycles on streets, roads and highways.

2) Section 5/11-1427, Illegal driving or operation.

3) Sections 5/601-1 through 5/611-1, Snowmobile registration and safety act.

8. Equipment violation

a. Equipment violations of the Illinois Vehicle Code may be appropriately handled by an officer, in the interest of corrective action, through the issuance of a traffic citation, Administrative Ordinance, or verbal or written warnings.

1) When a vehicle is found to be in violation of several equipment requirements, a citation should usually be issued for the most serious violation.

2) This action will be taken even when each violation independently is worthy of only a warning.

9. Violations by public or commercial carriers

a. Public/commercial carriers who violate traffic laws will be treated in the same manner as the general public.

- b. Uniform enforcement policies and procedures outlined in those traffic related procedures are applicable.
- c. When the violation is going to result in formal enforcement action, e.g.: a traffic citation or out of service order, then it is important to consider the safety of any passengers and/or valuable or perishable cargo.
 - 1) If there are no passengers or valuable or perishable cargo, then take bond as required. The securing of the vehicle, if necessary, will be handled the same as any other vehicle.
 - 2) The following guidelines will be applied in taking formal enforcement action when there are passengers and/or valuable or perishable cargo:
 - a) Non-continuing violations (speeding, stop sign, defective equipment, etc.) - take the appropriate bond at the police department. Have the driver bring his vehicle to the police department to post bond.
 - b) Continuing violations (DUI, no valid drivers license, out-of-service order, etc.) - notify and advise a supervisor of the situation. The supervisor will decide the appropriate action to be taken to insure the safety of the passengers and/or cargo, the violator's vehicle, and other users of the highway.
 - c) When Size, Weight and Load Permits are involved, 625 ILCS 5/15-100, et. seq. will be the standard for policy and procedure. Other non-hazardous violations

10. Other non-hazardous violations:

- a. Enforcement of non-hazardous violations will be governed by officer discretion.
- b. Voluntary compliance is the goal of enforcement action for minor violations.

11. Multiple violations

- a. When multiple hazardous violations are committed by the same person, the officer should consider each violation separately when deciding what enforcement action should be taken.

12. Newly-enacted statutes and/or town ordinances

- a. It is Cicero Police Department policy to enforce a new or revised law or ordinance the date it becomes effective, in lieu of special orders to the contrary.

13. Violation resulting in traffic crashes

- a. Officers are expected to take enforcement action whenever their traffic crash investigation or reporting activities produce probable cause to believe that a violation of the law or ordinance has occurred.
- b. Officer's specific enforcement actions arising from traffic crashes will be consistent with the nature of the alleged violation and with this department's directives concerning traffic law enforcement. In taking any enforcement action, the officer must establish all elements of the violation.
- c. Elements that the officer has not personally witnessed must be established through investigation. The investigation may include:
 - 1) Statements made to the officer by the alleged violator.
 - 2) Statements of witnesses.
 - 3) Crash scene reconstruction.
 - 4) Physical evidence.

- d. In traffic crashes involving life-threatening injuries or fatalities the officer will contact the State's Attorneys Office before placing any charges.
14. Pedestrian and bicycle violations
- a. Officers will take appropriate enforcement action when and where pedestrian and bicycle violations are observed.
 - b. The enforcement action will be commensurate with the pedestrian and bicycle crash experience, and at times and places as determined through analysis of crash reports.
 - c. The enforcement of traffic laws pertaining to pedestrians and bicyclists necessitates broad discretion from individual officers. To provide guidance in this discretion the following procedures are established:
- 1) Prior to any substantial increase in the enforcement of pedestrian or bicycle traffic, sufficient publicity and community awareness programs will be implemented;
 - 2) Officers will concentrate their efforts on pedestrian and bicycle violations in those areas where crashes have been frequent and severe;
 - 3) In those areas where traffic flow is minimal and crashes involving pedestrians and bicycles are low, officers should exercise discretion in the application of the law.

By Order of:

Superintendent of Police

GENERAL ORDER: 61-01-01-E
TRAFFIC ENFORCEMENT
TRAFFIC LAW ENFORCEMENT

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-D**



EFFECTIVE DATE: **August 1st, 2013**

REVIEW DATE: **August 1st, 2015**

SUBJECT: **TRAFFIC ENFORCEMENT:
COURT APPEARANCE INFORMATION**

1. TRAFFIC ENFORCEMENT: COURT APPEARANCE INFORMATION:

a. Officers issuing traffic citations will insure that the citation is filled out correctly and completely.

1) One citation not requiring court appearances:

- a) Give the violator the defendant's copy and the court communication copy.
- b) Advise violator of their THREE CHOICES and give them the court diversionary envelope while advising them that they must mail in their choice within seven (7) days.
- c) The Clerk's office will assign a court date, if requested by violator

2) Multiple violations or mandated appearances:

- a) Mandated appearances include:
 - 1) Accidents
 - 2) Insurance
 - 3) No Driver's License or suspended/revoked
 - 4) DUI
- b) Give the violator their copies of the ticket, advise them these are mandated court appearances and advise them of their court date, time and room location, while also recording same on the citation (explain bonding procedures).
- 3) When issuing Administrative Ordinance tickets also give violator a copy of the violation fine schedule and instruction sheet when applicable and explain options.
- 4) When issuing parking tickets, also include the violation fine schedule with a payment envelope.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-C**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

**SUBJECT: TRAFFIC ENFORCEMENT: TRAFFIC LAW VIOLATORS
THAT REQUIRE SPECIAL PROCESSING**

1. Non-residents:

- a. When a non-resident of the state commits a traffic violation and is going to be cited for it, the following will apply:
 - 1) If the violator is from a member state of the non-resident violator compact, he or she can sign the citation in lieu of posting a cash bond or bond certificate. Officers will follow the procedures set forth in Section 6-306.4, Illinois Vehicle Code (procedures for non-Illinois residents).
 - 2) If the violator is not from a member state of the compact, the violator will post the appropriate form of bond, with the exception of a non-Illinois driver's license. Cash bond or a valid bond certificate will be accepted in these cases.

2. Juvenile Violators:

- a. When a juvenile is charged with a traffic violation that would be considered a minor violation, the juvenile will be handled the same as an adult.
- b. If the juvenile does not have any other form of bond, the officer will issue an individual (I-bond).
- c. In the case of a major violation, such as no valid drivers license, driving under the influence of alcohol, misdemeanor violations and felony violations, the juvenile will be taken into custody and brought to the police department headquarters, the parent/guardian notified. If the juvenile does not have any other form of bond, an individual (I-Bond) will be issued.
- d. The officer will complete the appropriate juvenile contact report and bond the juvenile out to a parent or legal guardian.
- e. The juvenile will be bonded to a parent or legal guardian.

3. Congressional immunity:

- a. Members of Congress may not be detained for the issuance of a citation while they are in transit to or from the Congress of the United States.
 - 1) If a member of Congress is stopped for a traffic violation, they should be identified and immediately released.
 - 2) The officer may then obtain a summons for the member of Congress for the violation and make arrangements to serve the summons at a time when the member of Congress is not in transit to or from Congress, or on official business.

4. Diplomatic immunity:

- a. Diplomatic immunity is granted by the United States government under provisions of the Vienna Convention on diplomatic relations. Generally, these provisions apply to two (2) classes of immunity:
 - 1) Diplomats and members of their families enjoy full immunity.
 - 2) Employees of diplomatic missions and members of their families enjoy immunity with respect to acts performed in the course of their official duties.
- b. While the burden is upon the diplomat to claim immunity by presenting valid credentials, diplomatic status may also be verified through the State Department Consular Officers, telephone (202) 632-0706; Diplomatic Officers, telephone (202) 632-0291; Employee of Consular of diplomatic Officer, telephone (202) 632-0605; nights and weekends, (202) 632-2412.
- c. If a Consular Officer is stopped while under the influence of alcohol or drugs, the police officer has the following options:
 - 1) Take the Consular Officer to the station or to a location where he can recover enough to enable him to drive safely.
 - 2) Take him to a telephone so he can phone a relative, friend, or taxi.
 - 3) Call a taxi for him.
 - 4) Take him home.
- d. Unless a Consular Officer is considered a serious danger to himself or others, he should not be physically restrained or subjected to a sobriety test.
- e. The officer should impress upon the Consular Officer that it is the Police Department's primary responsibility to care for his safety and the safety of others.
- f. Although family members of Consular Officers cannot claim immunity, they should receive courtesy and respect.
- g. If a family member has broken a law, a complaint can be sought at a later time.
- h. If the family member is a juvenile, the person should be released to his parents.
- i. Report all serious incidents involving Diplomatic and Consular Officers and their families to the United States Department of State, Office of Protocol.

5. Other individuals and public officials may be privileged from arrest in accordance with 720 ILCS 5/107-7.

- a. Senators and Representatives of the Illinois General Assembly, when going to and returning from the same (except for felony or breach of the peace arrests).
- b. Judges, attorneys, clerks, sheriffs and other court officers are privileged from arrest while attending court and while going to and returning from court.

6. Military Personnel:

- a. National Guard members are privileged from arrest going to and returning from attendance at musters and elections (except for felony or breach of the peace arrests) (720 ILCS 5/107-7).
- b. When military personnel are detained for being AWOL or a deserter, the arresting officer will contact the appropriate deserter information point (DIP).

- 1) United States Navy - call 800/423-7633 or send a directed message to ORI/USN000000, Washington, D.C.
- 2) United States Marine Corps - call 703/696-2031 or send inquiries to ORI/USMC00000, Arlington, VA.
- 3) United States Air Force - Randolph Air Force Base, Texas, call collect to 210/652-3752.
- 4) United States Army - Fort Benjamin Harrison, Indiana, call collect to 317/542-3711, 3712, 3713, or send a message to ORI/INUSA0200 or INUSA0202.
- 5) United States Coast Guard - Command Center, Washington, D.C., call collect to 202/267-2100.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-B**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: TRAFFIC ENFORCEMENT: ENFORCEMENT ACTION

1. TRAFFIC ENFORCEMENT: ENFORCEMENT ACTION

- a. The role of the officer is to observe and prevent violations of traffic laws and to take appropriate enforcement action when violations are observed.
- b. Enforcement policies cannot and should not supplant the officer's discretion, based on professional judgment, training and experience.
- c. A qualitative as well as quantitative enforcement emphasis is integral to the success of the traffic enforcement program of the Cicero Police Department.
- d. Officers will take appropriate enforcement action for each violation witnessed or reported to them.
- e. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner, and may encompass the following: a verbal warning, a traffic citation, or actual physical arrest.
- f. Officers have the discretionary authority as to which form of enforcement is to be taken by them. These include but are not limited to the following:

2. DEFINITIONS:

- a. **Verbal warning:** Used by the officer when it is obvious that the violation was unintentional and that the violator will now comply with the law due to the officer's warning.
- b. **Administrative Ordinance "AO" citation:** Used for minor equipment violations and some registration violations and other designated violations.
- c. **Traffic citation:** Used in the case of hazardous traffic violations, flagrant violations, and serious equipment violations. A citation can also be used for a minor traffic violation where the officer believes the violation was intentional or where the officer believes that a verbal warning will not ensure the violator's compliance with the law.
- d. **Physical arrest:** This form of enforcement action is to be used in the case of major hazard, including traffic violations, all felonies, and Class A Misdemeanors. These violations include but are not limited to the following:
 - 1) All violations of Chapter 4, Illinois Vehicle Code, Anti-Theft Law.
 - 2) Section 625 ILCS 5/3-116(c), Illinois Vehicle Code, Certificate of Title.
 - 3) Section 625 ILCS 5/11-204(a), Illinois Vehicle Code, Fleeing and Eluding.
 - 4) Section 625 ILCS 5/11-204.1(a), Illinois Vehicle Code, Aggravated Fleeing and Eluding.

- 5) Section 625 ILCS 5/11-401(b), Illinois Vehicle Code, Leaving the Scene and Failure to Report a Traffic Crash.
- 6) Section 625 ILCS 5/11-501, Illinois Vehicle Code, Driving Under the Influence.
- 7) Section 625 ILCS 5/6-303, Illinois Vehicle Code, Driving While Suspended or Revoked
- 8) Section 625 ILCS 5/6-101, Illinois Vehicle Code, No Valid Driver's License or expired over one year.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-A**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: TRAFFIC ENFORCEMENT PLANNING

1. TRAFFIC ENFORCEMENT PLANNING:

- a. The overall goals of the department's traffic enforcement efforts are the reduction of traffic crashes and the voluntary adherence to traffic laws by the general public.
- b. Traffic enforcement planning is based on the following factors:
 - 1) Traffic volume
 - a) There is a relationship between traffic volume and the demand for police traffic services.
 - b) The "average daily traffic volume" is a factor considered in enforcement planning.
 - c) State, county and town "average daily traffic volume" counts are available for the major roadways in Cicero. These statistics can be broken down to hourly volumes by day of the week to aid in planning.
 - 2) Observations by police field personnel and other Cicero employees, along with citizen complaints, can assist in determining the types and number of violations for use in planning.
 - 3) Other survey methods, including radar surveys, can assist in planning patrol and enforcement activities.
 - c. Analysis of traffic crashes
 - 1) The Records Division maintains records on the times and locations of all reported traffic crashes within the town of Cicero.
 - 2) This data is analyzed to determine causative factors and hazardous locations with special attention to the types of crashes and their time of occurrence.
 - 3) Consideration is given to assigning patrol and/or traffic officers to those locations during those time periods when the need for police services is greatest.
 - d. Analysis of traffic law enforcement actions
 - 1) The Records Division maintains records on traffic enforcement actions within the town of Cicero. This data is analyzed periodically to determine the type, frequency and location of violations.
 - 2) Information from traffic violators can also be utilized for planning purposes.
 - 3) Officers should be alert to traffic engineering problems that contribute to offenses or crashes. Officers noting such conditions will advise the shift supervisor who will inform the appropriate city, county or state agency of the problem. Examples of such problems are:

- a) Improperly placed, inadequate or lack of traffic control devices to alert drivers of a precautionary procedure.
- b) Malfunctioning or improperly timed traffic signals.
- c) Ineffective road signs and markings.
- d) Poorly maintained portions of village roadways.
- e) Visual obstructions, natural or artificial, which contribute to violations.

e. Techniques and procedures

- 1) Techniques and procedures for traffic enforcement should be consistent with the nature of the violation and its potential for interfering with the free flow of traffic. These tactics may include:
 - a) Area patrol.
 - b) Visible stationary traffic observation.
 - c) Stationary traffic observation.
 - d) Use of equipment.
- 2) Officers should use equipment which will be effective for the specific enforcement problem involved:
 - a) Easily identifiable marked police vehicles.
 - b) Unmarked police vehicles.
 - c) Stationary traffic observation.
 - d) Traffic data analysis operations.

f. Traffic analysis

- 1) The Deputy of Patrol will have primary responsibility for the:
 - a) Analysis of traffic crashes experience.
 - b) Analysis of traffic law enforcement actions.
 - c) Development of traffic enforcement countermeasures.
 - d) Annual evaluation of traffic enforcement activities and program success.
 - e) Review and revision of traffic enforcement objectives.
- 2) Traffic analysis of traffic crash experience should take into consideration a number of factors, including:
 - a) The types of vehicles involved.
 - b) Volume of traffic.
 - c) Environmental factors.
 - d) Types of violations.
 - e) Temporal factors,
 - 1. Time of day.
 - 2. Day of week.
 - 3. Hourly distribution of crashes.
 - 4. Locations.

g. Selective traffic enforcement based on traffic analysis:

In order to reduce crashes, shift commanders and field supervisors will use crash data to assist both patrol and traffic officers in targeting enforcement efforts. Periodically, special details may be assigned.

h. Annually, the Department of Patrol will prepare a report evaluating the department's traffic enforcement efforts. This evaluation report will:

- 1) Examine program effectiveness.
- 2) Compare traffic enforcement efforts and results against goals and objectives established from the previous year's evaluation.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-N**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **TRAFFIC ENFORCEMENT: TRAFFIC STOP PROCEDURES**

1. Since no two traffic stops are exactly alike, the following guidelines are recommended to provide for officer safety when stopping traffic law violators. Officers are expected to exercise discretion based upon their training and experience. Officers will remain aware of officer safety factors at all times.
2. Recommended procedures for officers initiating a traffic stop are:
 - a. Location should be chosen carefully.
 - 1) Every effort should be made to affect a stop in a location that provides ample space and sufficient lighting.
 - 2) When possible, avoid making stops in traffic-congested areas, on overpasses or in underpasses, and at intersections, where the stop will contribute to congestion problems.
 - 3) If possible officers will relocate off of busy streets.
 - b. Officers will notify the communications center of the location of the stop and the license plate number and description (color, make and model) of the violator's vehicle prior to making contact with the violator, when feasible. The notice will take the form of: LOCATION, REGISTRATION, APPROXIMATE YEAR, COLOR, and MAKE/MODEL. Example: 3200 South Cicero, IL Registration xx-xxxx, MID-80'S RED CHEVROLET CAMARO and number of occupants. Dispatch will then repeat the location and registration.
 - c. The communications center will run a LEADS inquiry on the suspect vehicle registration number.
 - d. If the LEADS response indicates a problem (hit), such as a reported stolen vehicle, gang member, wanted on warrant, etc., the communications center will advise the officer and will dispatch back-up assistance.
 - e. If the LEADS hit information becomes available after the stop is initiated, the dispatcher will advise "311 Red, 311 Green or the equivalent." The officer will respond either "STAND BY" or "GO AHEAD." If the officer responds "STAND BY," he will isolate himself as quickly as possible or take other appropriate action and advise the communications center when he is ready to receive the information.
 - f. The communications center will dispatch a back-up unit as soon as LEADS hit information is available.
 - g. The officer may, in the interest of officer and citizen safety, initiate the stop as a HIGH RISK STOP (See General Order Addenda 61-01-01-O, High Risk/Felony Stops).
 - h. Activate the emergency lights to signal the violator to stop. The horn or siren may be used if necessary.
 - i. Position the patrol vehicle behind the violator's vehicle and offset two to three feet to the left.
 - j. Observe the occupants of the stopped vehicle briefly before exiting the patrol vehicle.

- k. Use high beam headlights and/or the spotlight at night to illuminate the interior of the vehicle and protect the officer. Care must be utilized when using these lights so that other drivers sharing the highway are not "blinded" by these lights.
- l. Consider weapon readiness on every stop.
- m. While the officer will normally approach the stopped vehicle from the driver's side, the officer may, for safety reasons, approach from the passenger side of the vehicle.
- n. Officers will request the violator to remain in the stopped vehicle.
- o. Officers will not permit the violator to enter the police vehicle, unless a custodial arrest is being made.
- p. While approaching the violator's vehicle, the officer should be observant for anything that does not appear normal. The officer will be observant of any movements from inside the vehicle.
- q. The officer should observe the trunk lid, and assure himself that it is closed and locked.
- r. While speaking to the violator, the officer should stand as close as possible to the vehicle and to the rear of the driver.
- s. Whenever possible, the officer should check the violator's driver's license and wanted status through the communications center.
- t. If an officer reasonably believes that his or citizens' safety is in danger, or that passengers are engaging in criminal activity, he may run a computer check on passenger(s)' identification.
- u. While writing a citation, the officer should observe the violator as much as possible to ensure the status of the stop has not changed.
- v. When returning to the violator's vehicle to issue the citation, the officer must again be alert for any suspicious movements or actions inside the vehicle.
- w. Allow the stopped vehicle to re-enter traffic before leaving and deactivating the emergency lights.
- x. **THE OFFICER WILL ALWAYS ADVISE COMMUNICATIONS OF THE DISPOSITION OF THE STOP.**
- y. The officer will then advise communications that he is back in service (or other status).
- z. If a stop occurs in an alley dispatch will automatically dispatch another unit to assist.
- aa. If a stop occurs outside the Cicero Town limits dispatch will automatically dispatch another unit.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-L**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **TRAFFIC ENFORCEMENT: PARKING ENFORCEMENT**

1. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the town.
2. Street parking is restricted in various areas to ensure fair access to parking and to expedite the flow of traffic during peak hours, as well as to facilitate street sweeping.
3. Special restrictions apply to weather emergencies and the type or classification of vehicles.
4. Officers will enforce parking violations with discretion, taking into account the seriousness of the violation.
5. Special attention should be given to the following areas:
 - a. Handicapped parking violations
 - b. Fire hydrant parking violations
 - c. Business areas and fire lanes during peak hours
 - d. Primary snow route violations
6. When vehicles are parked in such a manner as to necessitate their immediate removal, officers will make a reasonable attempt to locate the owner. If unsuccessful, the vehicle will be towed in accordance with the department tow procedures.
7. Parking regulations may be enforced in private parking areas provided there is a contractual agreement in accordance with the Illinois Vehicle Code.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-K**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **TRAFFIC ENFORCEMENT: REFERRAL OF DRIVERS
FOR RE-EXAMINATION**

1. Officers will complete the Medical Reporting and Re-examination Request (a form supplied by the Illinois Secretary of State) when the officer observes or investigates a crash or incident and determines:
 - a. The crash or incident was the result of a possible/potential driver blackout, seizure or attack of unconsciousness (not if the driver fell asleep),
 - b. The crash or incident was the result of another medical condition (as determined through observing medicines in the possession of the driver or through the driver admitting the condition), including a mental, auditory or vision condition,
 - c. The driver has demonstrated that he/she apparently lacks the ability to safely operate a motor vehicle or to understand traffic laws.
 - d. The driver has displayed a lack of attention or performed a dangerous driving act.
2. Specific instructions for completing the Medical Reporting and Re-examination Request are on the reverse of the form.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-M**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **TRAFFIC ENFORCEMENT: ROADSIDE SAFETY CHECKS**

1. POLICY:

- a. In accordance with the authority granted by 20 ILCS 2610/16, the Cicero Police Department will enforce the provisions of the Illinois Vehicle Code. Roadside safety checks will be used specifically to enforce:
 - 1) 625 ILCS 5/12-101, "Unsafe Equipment"
 - 2) 625 ILCS 5/6-101, "No Valid Operators License"
 - 3) 625 ILCS 5/11-501, "Driving Under the Influence of Intoxicating Liquor or Drugs".
 - 4) Selective and/or equivalent Town Ordinance, as designated in the operational safety plan.
 - 5) Mandatory Insurance.
 - 6) Occupant Protections Acts.

2. PROCEDURES:

- a. In conjunction with the authority granted by statute and case law, the enforcement of Illinois driver's license, equipment and DUI laws will be exercised in good faith.
- b. Any procedure used by officers in roadside safety checks should be measured against the following considerations and priorities:
 - 1) Enhancement of officer and motorist safety.
 - 2) Avoidance of undue inconvenience to the public.
 - 3) The deterrent effect created by the roadside safety check.
- c. Pre-detail Requirements/Operational Safety Plan
 - 1) The Deputy Superintendent, or his designee, will specify in writing when and where the check will be conducted. The location should have a history of being a high violation/accident risk area.
 - 2) When the time, date and location of the check are specified, the appropriate personnel will be notified for possible investigative support.
 - 3) Close cooperation will be arranged between the checking operation and the communications center to assure rapid reply in those cases where a radio check is considered necessary.
 - 4) Check to determine that Secretary of State computer files will be accessible and there should be no anticipated delay in response time.
 - 5) The selection sequence of the vehicles to be stopped (i.e., every vehicle, every fifth, tenth or fifteenth vehicle) will be prescribed and uniformly applied.

- 6) Assigned officers do not have the authority to change the operational plan. Officer discretion will not be used in adjusting the plan with the exception of the detail supervisor who will document the reason(s) for any adjustments.
- 7) Details will be publicized by the public information officer to enhance deterrence. The specific location of the detail will be given at the discretion of the Superintendent.
- 8) Do not interfere with commuter rush hour traffic.

d. Detail Requirements

- 1) The location to be used as a roadside safety check site will fulfill certain minimum requirements:
 - a) The safety and visibility to oncoming motorists,
 - b) Ample room for police and subject vehicles,
 - c) Secondary screening area,
 - d) Freedom from business and residential driveways, alleys and intersecting streets or highways,
 - e) Well drained, all-weather roadway and parking areas,
 - f) Freedom from obvious hazards in the highway,
 - g) Adequate advance warning signs and sufficient lighting to ensure motorist and officer safety,
 - h) Reduced opportunity for avoiding or escaping the check site.
- 2) The detail supervisor and all other personnel and equipment will be in the proper place and ready to go before the first subject vehicle is stopped.
 - a) The detail supervisor will conduct a briefing with all officers prior to the start of the detail.
 - b) All officers on the detail will wear illuminated or reflective vests to increase visibility and enhance officer safety
- 3) At the scene of a roadside safety check, traffic will be directed by using appropriate procedures.
 - a) Roadside safety checks will only be conducted when manpower is available to reasonably ensure an efficient operation with officer and motorist safety.
 - b) Uniformed officers and official vehicles will be in sufficient quantity and visibility to show the presence of legal authority.
- 4) A field supervisor will be present on the scene to guide operations. Should it be necessary for the field supervisor to leave the scene, an acting supervisor will be appointed.
- 5) Next to alertness, the most important personal quality required of officers at roadside safety checks is courtesy.
- 6) Check procedure
 - a) The checking procedure will be thorough, causing minimum delay to motorists.
 1. A driver's license that appears valid on its face will be considered as *prima facie* proof that the driver is in compliance with the Illinois driver licensing law.
 2. A check of Secretary of State driver's license files will not be made unless the officer has a significant reason or grounds to believe that a violation has been or is being committed.

3. If the officer has reasonable suspicion to believe that a driver is in violation of the law, the driver will be directed to a secondary screening area and appropriate enforcement action taken.
 4. Any case arising from use of the authority afforded by the statutes will be judged on its own merit. If the officer detects a violation or acquires probable cause to believe an offense has been committed or observes contraband in plain sight, enforcement action will be taken.
 5. The officer will listen for speech difficulties and look for any signs that might indicate intoxication.
 6. The officer or an assisting officer should check the vehicle for any equipment violations.
 7. Do not allow traffic to accumulate. Traffic congestion defeats the purpose of the checking operation.
- b) Any police department assisting the department in a roadside safety check will be expected to abide by this directive. Where differences in procedure exist, they will be resolved prior to the check.

e. Post-detail Requirements

At the conclusion of the detail, the supervisor in charge will complete a general report form and submit it through the chain of command to the superintendent of police, and the planning and research unit for statistical tabulation.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-J**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **TRAFFIC ENFORCEMENT: DUI COUNTERMEASURES
AND ENFORCEMENT**

1. DUI Countermeasures

- a. The Cicero Police Department recognizes that drivers impaired by alcohol and other intoxicants represent a serious threat to the safety of others. Therefore, the department maintains a Driving Under the Influence (DUI) enforcement program that includes provisions for public education and enforcement.
- b. The identification of persons suspected of driving under the influence of alcohol or drugs is an important component of the patrol function.
- c. Training will be provided to maintain officer proficiency in the identification, apprehension and processing of impaired motorists. Training courses provided will include:
 - 1) In car video operation.
 - 2) DUI Enforcement
 - 3) Zero Tolerance
 - 4) Standardized field sobriety testing
 - a) Horizontal gaze Nystagmus (HGN)
 - b) Walk and turn
 - c) One leg stand
 - d) Use of portable breath tester (PBT)
 - e) Breath analysis instrument operation
 - 5) Officers who are trained as Breath Analysis Instrument operators receive specialized training in the use of this equipment. These officers are trained and certified in accordance with specifications established by the Illinois Department of Public Health.
 - 6) Testifying in a D.U.I. trial
- d. Persons under the age 21 who exhibit some signs of alcohol consumption, but are believed to be under .08, should be processed under the Zero Tolerance statute.
- e. Periodically, Road Side Safety Checks will be conducted with prior approval of the superintendent of police or his designee.
- f. Alcohol awareness programs for school age children and concerned community organizations and interested groups will be presented as requested and as resources allow. Requests should be forwarded to the deputy superintendent of patrol, or his designee.
- g. The deputy superintendent of patrol, or his designee, will establish liaison with local chapter of S.A.D.D., M.A.D.D., A.A.I.M. or other similar organization.

2. DUI enforcement action

- a. The Department will enforce 625 ILCS 5/11-501 and its subsections by taking an aggressive enforcement stance in detecting and apprehending alcohol impaired drivers.
- b. DUI detection and pre-arrest screening
 - 1) Detection is the first step in any DUI enforcement action.
 - 2) The officer's observations in this stage are crucial in establishing probable cause upon which the arrest decision is based. Officers must perform the following tasks:
 - a) Recognize and identify specific driving behaviors that have a high probability of signifying that the driver may be impaired by alcohol and/or drugs.
 - b) Recognize and identify specific driving or other behaviors occurring during vehicle stops that provide additional evidence/suspicion that the driver may be impaired.
 - c) Note all observations leading to the suspicion that the driver may be impaired.
 - d) Exercise due care and caution in pursuing impaired drivers and be alert for unusual or inappropriate reactions from the driver.
 - e) Pursuit should not be prolonged; apprehension should be made as soon as possible in a safe location.
 - f) Notify communications of location, registration, vehicle year, color, make/model, and location, along with the reason for the stop.
 - g) Approach the vehicle with caution, but with minimal delay.
 - h) Once the vehicle has stopped and the driver is impaired, do not allow the driver to move the vehicle.
 - i) Obtain driver license and other appropriate documents (e.g., registration, insurance card).
 - j) Interview driver and passengers.
 - k) Recognize and identify specific characteristics, attitudes and actions commonly manifested by impaired drivers during face-to-face contact.
 - l) Note all observations leading to the suspicion that the driver may be impaired. If probable cause exists to support your suspicion, request the driver to exit the vehicle for further investigation. Summon back-up officer.
 - m) If vehicle was not observed in motion, determine if probable cause exists to charge driver with actual physical control.
 - n) Request the subject to exit the vehicle and move to a safe location to conduct field sobriety tests.

NOTE: Officers will not conduct interviews or field sobriety tests in the space between the patrol vehicle and the subject's vehicle.

- o) Select and administer appropriate field sobriety tests to assess impairment (e.g., horizontal gaze nystagmus test, walk-and-turn test, one-leg stand test). If field sobriety tests are administered at the Cicero Police Department, it will be conducted in the lockup processing area (reference to SOP 00-001).
- p) If available you may request subject to take a pre-arrest breath test (PBT) and notify him of his right to refuse the test. If the subject consents, administer appropriate PBT to obtain on-the-spot estimates of the subject's BAC level.
 1. Officers are expected to conduct a thorough and complete investigation to obtain all possible evidence concerning the subject's impairment.

2. The arrest decision cannot be based solely on the result of the pre-arrest breath test.
 3. The PBT should be used whenever the officer has reason to believe the subject has been drinking, but evidence of impairment is not conclusive.
 4. The PBT can also eliminate alcohol as a source of impairment and assist in identifying other sources such as drugs.
 5. The PBT can also be used for Zero Tolerance Enforcement to determine if a breath test should be requested of person less than 21 years of age.
- q) Formulate appropriate arrest decision based on the evidence accumulated in the above steps.
- r) An officer notified by a medical professional and/or facility that information is available documenting a person's intoxicated state, and that person has been involved in a crash or other appropriate incident, the officer will proceed to charge the person with D.U.I.
- c. Arrest and processing
- 1) If all elements of the DUI violation (e.g., operation or actual physical control, on a roadway or in the town, while impaired by alcohol and/or drugs) have been clearly established, officers will effect a physical arrest of the subject.
 - 2) Handcuff and search subject.
 - 3) If driver was alone perform a motor vehicle inventory, complete tow report and tow vehicle in accordance with this order. If vehicle contained sober passengers, with driver's permission, you may release vehicle to them.
 - 4) Transport to station lock-up.
 - 5) Complete the "Probable Cause" citation, then complete the DUI citation and then follow with citations for any additional charges. The citation will be completed before requesting the subject to submit to any test or tests.
 - 6) Issue the Implied Consent Warning to subject by reading verbatim from "Warning to Motorist."
 - 7) Request subject to submit to test or tests:
 - a) Following the above warning, the arrested subject will be requested to submit to a test or tests.
 - b) If the arrested subject wishes to contact an attorney or other person before agreeing or refusing to submit, the subject will be allowed a reasonable period of time to do so.
 - c) The existing circumstances will determine the period of time that is reasonable.
- 8) Tests
- a) Breath test - submission to breath test will be requested unless:
1. Transporting the arrested subject to the station is impractical due to the subject's physical condition.
 2. At the time of arrest, there is no reason to believe that the arrested subject is under the influence of drugs or a combination of drugs and alcohol.
- b) Blood test - submission to a blood test will be requested:

1. When submission to a breath test is not requested for reasons as stated above,
2. In addition to the completion of a breath test, when the results obtained lead to the presumption that the arrested subject is under the influence of drugs or a combination of alcohol and drugs.

c) Urine test - submission to a urine test will be requested:

1. In addition to a blood test if drugs are suspected.
2. When a breath or blood test is not possible.

9) Submission to test

- a) If the arrested subject agrees to submit, the arresting officer will make arrangements for the appropriate test or tests.
- b) If the arrested subject refuses to submit following the initial request, no subsequent requests will be made; however, the subject will be permitted to submit to, and complete, the test or tests if the subject voluntarily reverses his initial decision within a reasonable period of time. The existing circumstances will determine the period of time that is reasonable.

d. Conducting tests

1) Breath Tests

- a) A licensed Breath Analysis Instrument Operator in accordance with Illinois Department of Public Health rules must conduct breath tests.
- b) The Breath Analysis Instrument Operator will enter all information recorded on the Test Record Card.
- c) Breath Analysis Instrument Operator will record all test information and refusal information, if applicable, in appropriate logbook.
- d) Grossly Intoxicated
 1. Any arrested subject who loses consciousness from alcohol or drug intoxication or who obtains a breath analysis reading of 0.35% BAC, or, when the officer feels the subject's health may be in danger, will be transported to a hospital or detoxification center by paramedics.
 2. No person will be released from police custody that is intoxicated to such a degree that the subject's safety is in question.

2) Blood test

- a) Blood samples will be collected in accordance with Illinois Department of Public Health rules.

3) Urine test

- a) Urine samples will be collected under the same environmental conditions as blood samples, in accordance with Illinois Department of Public Health rules.

- b) Medical personnel may be appointed by the arresting officer, as the representative of the arresting officer to be present when the sample is collected.

4) Additional tests

- a) Persons requesting an additional chemical test, at their own expense, will be assisted in locating a nearby facility providing such test.
- b) Transportation will be provided to obtain an additional test at a nearby facility.
- c) The provision of a) and b) will be applicable only if the request for an additional test is made prior to incarceration or release on bond.

5) Refusal to submit to tests

- a) If subject refuses to submit to the evidential chemical test, complete appropriate forms to invoke the implied consent sanctions.
- b) Complete arrest report and required forms, including DUI Report Form, thoroughly documenting all evidence gathered during the investigation and indicating the results of all field sobriety and/or chemical tests administered.
- c) Determine whether to incarcerate or release. The officer's decision to incarcerate or release is based on several factors:

1. Specific statutory requirements.
2. Level of intoxication.
3. Location/availability of a responsible party to assume custody of the subject.

NOTE: Department policy supports release to a responsible third party whenever possible and/or practical.

- d) Forward citation and all reports and supporting documents to shift supervisor for review and transmittal to records section for filing.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-I**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: TRAFFIC ENFORCEMENT: SPEED MEASURING EQUIPMENT

1. The Cicero Police Department will use speed enforcement tools in a manner designed to create an appropriate deterrent that will reduce speeding violations, improve the general quality of speeding arrests and reduce crashes caused by excessive speeds. The methods used to determine speed will be radar and pacing.
 - a. Radar
 - 1) Radar equipment used by the department meets all standards established by the National Highway Traffic Safety Administration (NHTSA).
 - 2) Prior to using any radar unit the officer(s) will be trained in proper use of equipment.
 - 3) In selecting a location to operate radar, officers should position their patrol vehicles so as not to impede traffic or cause a traffic hazard.
 - 4) Officers must make sure that the radar unit being used is functioning properly by testing it before and after any enforcement contacts.
 - 5) Check the internal circuitry through the use of the internal test function of the unit.
 - 6) Check the readout lights through use of the light test function of the unit.
 - 7) Check the calibration of the unit externally through the use of tuning forks.
 - a) If any of these tests show that a radar unit is not working properly, or if it is damaged or malfunctions, the unit will not be used.
 - b) The officer will return the unit to the shift commander with a written explanation of the problem.
 - 8) Proper care of the radar unit.
 - a) Each radar unit will, at all times, be operated and handled with care.
 - b) The unit should not be left on when not in use. If left on for a long period of time it may:
 1. Cause wear and tear on the unit's internal parts.
 2. May give the location of the patrol officer away to traffic violators and criminals.
 3. The unit or component of the unit will not be removed from the patrol vehicle it is assigned to without approval from the shift commander. Two exceptions to this are:
 - A. Deadlined unit removed for repair that will be placed in the shift commander's office.
 - B. Deadlined vehicle having to go in for repair to a maintenance garage.

4. When not in use, all radar units will be kept in their mounts or carrying bags. At no time will the units be placed or left on the car floor.
 5. Any detection of damage or misuse will be reported to the shift commander and noted on an equipment repair slip.
- 9) Maintenance/records
- a) Each radar unit comes with an operating manual. The manual to a specific unit will be kept on file so that personnel can become familiar with such unit.
 - b) The Department of Administration will keep records as to dates the radar units are checked for calibration.
 - c) The Department of Administration will keep a record of all maintenance performed on each radar unit and its radar equipment.
 - d) The equipment standards will be equivalent to the Model Standards promulgated by the National Highway Traffic Safety Administration (NHTSA).
- b. Pacing
- 1) All patrol vehicles will have a calibrated speedometer when pacing a vehicle.
 - 2) When pacing, the patrol officer will keep an equal distance from the violator for a minimum distance of two blocks to make an accurate determination of the violators' speed.
 - 3) When a citation is issued, officers will indicate on the citation if the violation was documented by pacing or by radar.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-H**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

**SUBJECT: TRAFFIC ENFORCEMENT:
OFFICER CONDUCT WITH TRAFFIC VIOLATORS**

1. There are two objectives that the officer seeks to achieve when making traffic stops.
 - a. The first objective is to safely take appropriate enforcement action.
 - b. The second objective is to favorably alter the violator's driving behavior.
2. Officers will attempt to make each contact educational, and will attempt to leave the violator with the impression that the officer has performed a necessary task in a professional and courteous manner.
3. The following procedures should be used when an officer is communicating with a violator:
 - a. Be alert at all times for the unexpected.
 - b. Be certain that the observations of the violation were accurate.
 - c. Present a professional image in dress, grooming, language, bearing, and emotional stability.
 - d. Have the necessary forms available.
 - e. Decide on the appropriate enforcement action based on the violation, not solely the violator's attitude.
 - f. Greet the violator in a courteous manner.
 - g. Inform the violator of the reason for the stop, the traffic law that has been violated and the intended enforcement action.
 - h. Obtain the violator's driver's license, vehicle registration and proof of insurance.
 - i. Obtain other identification if the driver has no driver's license.
 - j. Allow the driver to reasonably discuss the violation.
 - k. Complete the required forms if issuing a citation.
 - l. Make sure the violator knows when and where to appear if a court appearance is required. Explain alternatives to court appearance, if appropriate.
 - m. Violators will be advised of their various bonding options.
 - n. Be alert for signs of impairment or emotional stress exhibited by driver.
 - o. If necessary, assist the violator in re-entering the traffic flow.

By order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-G**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **TRAFFIC ENFORCEMENT: A/O TICKET PROCEDURE
FOR MINOR TRAFFIC OFFENSES**

1. Certain minor traffic offenses when committed in the Town of Cicero may, at the officer's discretion, be responded to by issuing an "A/O" ticket. These offenses are listed in Chapter 94-94-221 of the Code of Ordinances of the Town of Cicero.
 - a. 625 ILCS 5/11-1406 Obstruction of drivers view or driving mechanism.
 - b. 625 ILCS 5/11-1407 Opening and closing vehicle door in traffic.
 - c. 625 ILCS 5/11-1410 Coasting a vehicle on a downgrade.
 - d. 625 ILCS 5/11-1411 Following a fire apparatus.
 - e. 625 ILCS 5/11-1419.01 Failure to display a valid motor fuel single trip permit.
 - f. 625 ILCS 5/12-101 Driving a vehicle that is unsafe or improperly equipped.
 - g. 625 ILCS 5/12-201 Failure to operate a daytime light on a motorcycle.
 - h. 625 ILCS 5/12-204 Failure to display lamp or flag from projecting load.
 - i. 625 ILCS 5/12-205 Failure to display safety lights as required.
 - j. 625 ILCS 5/12-401 Improper tire on vehicle.
 - k. 625 ILCS 5/12-502 Mirrors.
 - l. 625 ILCS 5/12-503 Obstructed windshield
 - m. 625 ILCS 5/12-601 Vehicle must have working horn or warning device.
 - n. 625 ILCS 5/12-602 Vehicle required to have proper muffler or exhaust system.
 - o. 625 ILCS 5/12-603 Vehicles required to have seatbelts.
 - p. 625 ILCS 5/12-702 Certain vehicles to carry flares and/or warning devices.
 - q. 625 ILCS 5/12-710 Second division vehicles must have splash guards.
2. These arrests are on view, therefore the "A/O" ticket will be filled out completely including the persons drivers license number, which will be placed under the address information.
3. A copy of the Notice of Ordinance Violation will be handed to the violator at the time he/she is issued the "A/O" ticket and is self-explanatory.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-02-01



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: TRAFFIC CRASH INVESTIGATION

1. POLICY:

The Cicero Police Department will report and investigate traffic crashes.

2. DEFINITIONS:

- a. ***Traffic Crash Reporting:*** Basic data collection to identify and classify a traffic crash and the persons, vehicles, time/location, planned movements involved, and possible contributing factors, such as traffic law violations. Crash reports are made for crashes as required by 625 ILCS 5/11-408, Police to Report Motor Vehicle Accident (Crash) investigations.
- b. ***Traffic Crash Investigation:*** Collection of factual information which includes identifying and describing people, roads, and vehicles involved in a crash; describing the results of the crash in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the roadway, and final positions of vehicles and bodies; interpretation of these facts in terms of behavior of road users involved; and, as appropriate, specifying the factors required to produce that particular crash.

3. PROCEDURES:

- a. Officers will report all crashes that meet or exceed the state specified requirements for reporting.
- b. If a crash is reported to the department that has occurred outside the town limits, the appropriate jurisdiction will be notified. If persons are injured and a Cicero unit is immediately available, a Cicero unit may be dispatched to render aid and stand by until the appropriate jurisdiction can respond.
- c. Any crash report or investigation report taken will be recorded on the:
 - 1) Illinois Traffic Crash Report SR1050 (Rev 1/96),
 - 2) SR 1050A Additional Units report, and
 - 3) SR 1 Motorist report.
- d. Duty to report crash
 - 1) Officers will ensure all traffic crashes reporting conforms to the requirements found within the Illinois Vehicle Code, (Police to Report Motor Vehicle Accident ((Crash)) Investigations, 625 ILCS 5/11-408), which requires every law enforcement officer who investigates a motor vehicle crash for which a report is required by the Illinois Vehicle Code, or who prepares a written report(s) as a result of an investigation either at the time and scene of such motor vehicle crash, or thereafter by interviewing participants or witnesses, shall follow the crash reporting procedures.

- 2) Mandatory Traffic crash reporting includes, but is not limited to, the following (Duty to Report Accident/Crash) 625 ILCS 5/11-406), and applies to crashes on public or private property:
- a) Crashes involving injury or death; diagram must be completed.
 - b) Crashes resulting in property damage of \$1500 when all drivers are insured. However, if any driver does not have insurance, the threshold is \$500. Photos must be taken with any such damage.
 - c) Crashes resulting in vehicles being towed from the scene due to damages incurred during the crash.

e. Driver exchange of information requirements

- 1) Officers investigating traffic crashes will in all cases facilitate the appropriate exchange of information between drivers.

f. Traffic crash types requiring officer response

- 1) One or more officers will respond to the scene of a crash involving any of the following:

- a) Death.
- b) Injury.
- c) Hit and run.
- d) Damage to public vehicles or property.
- e) Driver impairment due to alcohol or drugs.
- f) Hazardous materials.
- g) Disturbance between principals.
- h) Major traffic congestion as a result of the crash.
- i) Damage to vehicles to the extent towing is necessary.

- 2) In response to a serious or complex investigation officers will:

- a) Provide needed emergency services.
- b) Investigate the crash.
- c) Record short-lived evidence.
- d) Restore normal traffic flow.

- 3) In less serious crashes, officer involvement may be influenced by the availability of officers and the immediate workload.

- a) At the discretion of a field supervisor, property damage only crash reports may be taken by directing the principals to police headquarters where a report will be made.
- b) The field supervisor may implement this process due to severe weather, manpower shortage, or extenuating circumstances.

g. Traffic crash scene responsibilities

- 1) Dispatch of officer(s) to the scene of a traffic crash.

- a) When directed to respond to a traffic crash, the officer will be informed of (if available):
 1. The exact location.
 2. The severity of the crash.

3. If traffic is blocked.
 4. Other assigned units, such as:
 - A. Officers.
 - B. Ambulance.
 - C. Fire apparatus.
 - D. Public works or utility.
- b) Officers directed to a crash scene should choose the best possible approach route, considering traffic flow and congestion problems, based on their knowledge of conditions normally existing in the vicinity. Officers should drive safely to the scene, consistent with the need for a prompt response.
 - c) While in route to the scene, officers should be alert for vehicles leaving the vicinity which exhibit indications of involvement in a crash.
- 2) Notification by officers of traffic crashes encountered.
 - a) As soon as possible upon encountering an unreported traffic crash, officers will notify the Communications Center of the following:
 1. The exact location.
 2. Registration number(s).
 3. The severity of the crash.
 4. The need for other emergency or support units.
 5. If traffic is blocked.
 6. Any other pertinent information.
 - 3) Approach to and arrival at traffic crash scenes.
 - a) When approaching a traffic crash scene, officers will be alert for, and avoid obliterating or destroying evidence.
 - b) During the approach to the scene, and upon arrival, officers will be cognizant of any specific conditions or factors that may have contributed to the crash. This may include, but is not limited to:
 1. Visibility/view obstructions.
 2. Inoperative/missing traffic control devices.
 3. Other hazards.
 - c) Upon arrival at the scene, officers will park their vehicle(s) in such a manner as to provide maximum protection to the scene.
 - d) Officers will assess the scene to determine the need to summon assistance for:
 1. Emergency medical services.
 2. Firefighting services.
 3. Protection of the scene.
 4. Control of traffic.
 5. Additional investigative skills.
 - 4) Possible hazardous materials incident.
 - a) Resist rushing in! Approach incident from upwind, stay clear of all spills, vapors, fumes and smoke.
 - b) Identify the material by finding any one of the following:

1. The 4-digit I.D. number on a placard or orange panel.
 2. The 4-digit I.D. number (after UN/NA) on a shipping document or package.
- c) Consult the 1996 North American Emergency Response Guidebook for instructions.
 - d) Notify Hazardous Response Team.
 - e) First Aid.
 1. Move victim to fresh air.
 2. Call emergency medical care.
 3. Apply artificial respiration if victim is not breathing. Do not use mouth-to-mouth method if victim ingested or inhaled the substance; induce artificial respiration with the aid of a pocket mask equipped with a one-way valve or other proper respiratory medical device.

5) Dealing with injuries

- a) If there are injuries at a crash scene, officers should identify those most seriously injured. Within their capabilities, officers should administer appropriate medical aid to injured persons.
- b) Officers will summon appropriate emergency medical assistance to the scene and assist in getting injured persons removed to medical facilities as soon as possible. If there is any question as to whether a person is injured or dead, that person will be removed to a medical facility.
- c) Officers will not transport injured persons in a police vehicle.
- d) At crash scenes where there is personal injury or the imminent threat of injury, actions to deal with the injury will take precedence over investigative or reporting activities.
- e) Persons obviously deceased are normally kept at the scene until their removal is authorized by the medical examiner.

6) Protecting the scene and clearing the roadway

- a) Officers will use their police vehicle emergency lighting, flares, and any other warning devices necessary to protect the scene and alert approaching traffic to potential danger.
 1. Scene protection and warning are especially important if the victim of the crash, their vehicles or hazardous debris is in the roadway.
 2. Since emergency lighting, flares, and other warning devices may sometimes confuse motorists or create additional traffic problems, the unnecessary use of these devices is discouraged.
- b) The failure to expedite the removal of vehicles involved in a crash from the roadway sometimes results in unnecessary congestion and may contribute to additional collisions. Therefore, consistent with the needs to preserve evidence, if the roadway is blocked by debris and/or vehicles only, and if there are no injuries requiring immediate attention, the officer will clear the roadway as rapidly as possible.
- c) To prevent congestion, and to permit emergency vehicles to move freely and safely, officers will direct vehicles at the scene (emergency and otherwise) to be parked safely off the roadway as soon as practical (if possible to do).
- d) Officers will be alert for actual or potential dangers at crash scenes (flammable fluids, hazardous materials, etc.). Officers will initiate appropriate preventative

- actions and summon additional services when such actual or potential dangers are noted.
- e) Officers will conduct crash scene traffic direction and control activities, as necessary to protect the scene, clear the roadway, promote the safe and efficient movement of traffic in the vicinity, and prevent additional collisions.
 - f) When required to be in the roadway, officers will use reflective vests or other items to increase their visibility.
- 7) Carrying out investigative and reporting services
- a) Officers will conduct on-scene traffic crash investigative and reporting activities as necessary and appropriate, given the nature and circumstances of the crash.
 - b) Officers will take enforcement action, when and as appropriate, based on the evidence obtained from their investigation and reporting activities.
- 8) Clearing the scene and terminating on-scene activities
- a) Consistent with the need to deal with injuries, hazardous conditions, and preserve and collect evidence, officers will arrange for the prompt removal of vehicles and debris from the scene of a traffic crash.
 - b) When vehicles are to be driven away from the scene, (vehicles involved in the crash, emergency vehicles, tow vehicles, and others) officers will assist the drivers, as necessary, in entering the traffic flow.
 - c) Once the scene has been cleared of vehicles, debris, etc., officers will arrange for the prompt removal of flares and/or warning devices used to protect the scene.
- 9) Crash reconstruction officers (CRO) in charge
- a) Special training is provided to CRO in technical crash investigation and reconstruction. A CRO may be assigned or called out to investigate any crash deemed complex by the shift commander. When at the scene, will be the officer in charge. Examples of crashes for which a CRO may be assigned include, but are not limited to:
 1. Fatal crashes,
 2. Serious personal injury crashes involving injuries likely to result in death or permanent disability, (i.e.; loss of limb, eye, severe burns).
 3. Crashes that result in damage to town property, including those involving town owned vehicles, when there is significant property damage and/or personal injury, regardless of severity.
 4. Crashes occurring as a result of, or during a police action, (i.e.; pursuit).
 5. Crashes where special circumstances are present, such as potential liability to the town, and the on-scene supervisor and/or shift supervisor determines that the service of a CRO is required.
 - b) The communication section has a listing of CRO. The shift commander must authorize assignment of an on duty CRO, or calling out a CRO, if one is not on duty.
 - c) Officers requesting assistance should make every effort to preserve the crash scene for the crash investigator.
 1. The officer assigned the initial call is responsible for completion of the required crash report.
 2. The CRO is responsible for any supplemental, investigative reports and/or diagrams.

- d) All other crashes will be handled by patrol officers. The officer initially assigned will be officer in charge, and be responsible for the reports.
- h. Traffic crash investigation follow-up
 - 1) Follow-up traffic crash investigation services in support of on going or anticipated criminal prosecution.
 - a) Normally, the assigned officer will conduct follow-up investigations.
 - b) Specially trained officers may be consulted, or assigned to carry out follow-up investigations, when appropriate.
 - c) Follow-up investigations include:
 - 1. Collecting off-scene data.
 - 2. Obtaining and recording formal statements from witnesses. Written statements should be obtained whenever possible.
 - d) An investigator from the investigations division will be assigned to assist during interviews and interrogations, when requested and appropriate.
 - e) A CRO may provide reconstruction services.
 - f) Preparing formal reports to support criminal charges arising from the crash.
 - 2) The CRO will review follow-up reports on crash investigations, when requested and appropriate.

i. Traffic crash victim property handling

- 1) Officers at the scene will ensure that property belonging to victims is protected from theft or pilferage, and is removed to a place of safekeeping if the owner is unable to care for it.
- 2) Items of significant value readily accessible to theft will not be left with the vehicle.
- 3) In situations where officers find it necessary to handle a crash victim's personal property, whenever possible, it should be done in the presence of witnesses.
- 4) When a vehicle must be towed, the officer should conduct an inventory search (see General Order 41-02-04, Vehicle Inventory Searches).
- 5) If it becomes necessary to take property into custody belonging to a crash victim, that property will be turned over to the Evidence and Recovered Property Unit, after completing the proper forms.
- 6) Notification to the driver/victim of the procedure to contact the department evidence custodian for the recovery of personal property that was recovered.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-P**



EFFECTIVE DATE: January 2016

REVIEW DATE: January 2018

SUBJECT: **Traffic Stop Statistical Study- Traffic Stop Data Sheet- Stop Cards and Pedestrian Stop Cards**

1. PURPOSE

This directive:

- A. Informs Department members that all law enforcement agencies in the State of Illinois are required to comply with the state statute 625 ILCS 5/11-212 entitled Traffic Stop Statistical Study (TSSS).
- B. outlines the procedures for:
 - 1) Documenting statistical information for all traffic stops initiated by Department members.
 - 2) Compiling and processing the statistical information collected as a result of traffic stops.
- C. outlines the use of the :
 - 1) Traffic Stop Statistical Study – Traffic Stop Data Sheet-Stop Card
 - 2) Traffic Stop Statistical Study –Traffic Stop Information Sticker
 - 3) Pedestrian Stop Data Sheet and receipts (introduction of- also see GO 41-02-01 B Field Interviews for further information)

2. APPLICABILITY

- A. The statistical information compiled pursuant to this directive, regarding traffic stop date, is only required to be collected when the initial traffic stop is for an alleged Illinois Vehicle Code, Town ordinance related to traffic, or compliance violation.
- B. The TSSS information is **not** collected when citations are issued as a result of the following:
 - 1) Roadside safety check.
 - 2) Seat belt enforcement "Click It or Ticket" safety details
 - 3) Criminal investigation/investigative stops.
 - 4) Traffic crash.
- C. The Pedestrian Stop Card data is only required pursuant to provisions detailed in this order and in compliance with the Illinois Police Community Relations Act (effective 01-01-16)

3. GENERAL INFORMATION

- A. Department members will continue to follow the policies and procedures outlined in the Department General Orders and statute related to traffic stops/enforcement, as well as orders regarding discrimination/bias.
- B. To comply with the Illinois Traffic Stop Statistical Study, the statistical data collected by the Department from all traffic stops initiated by a Department member will include:
 - 1) The alleged Illinois Vehicle Code, Town ordinance, or compliance violation that led to the traffic stop. (i.e.: probable cause ticket)
 - 2) our agency code: 396
 - 3) The name, address, gender, driver's year of birth, and the officer's subjective determination of the race of the driver of the vehicle. *The driver's race will be categorized into one of the following classifications defined in 625 ILCS 5/11-212:*
 - a. *Black or African American - a person having origins in any of the black racial groups of Africa.*

- b. *White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*
- c. *Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*
- d. *Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*
- e. *American Indian or Alaska Native - a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.*
- f. *Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*

NOTE: Department members will indicate on the data-collection materials the member's subjective determination of the race of the driver upon initial contact and observation. **Members will not ask the driver his or her race.**

- 4) The make and year of the vehicle stopped.
- 5) The date, time, and location of the stop.
- 6) the duration of the stop (in minutes-the time the traffic stop ended, defined as when the driver is free to leave or taken into physical custody).
- 7) Whether consent to search was **requested** for the vehicle, driver, passenger, or passengers during the stop and if consent to search was given or denied.
- 8) Whether a search was conducted of the vehicle, driver, passenger, or passengers during the traffic stop and if the search was conducted by consent or other lawful means.
- 9) Whether a police canine unit was requested to detect the presence of contraband in the vehicle, if the canine alerted to the presence of contraband in the vehicle, and whether a search was conducted of the vehicle based on the canine alert.
- 10) Whether contraband was found subsequent to the search conducted during the traffic stop, and if contraband was found, where the contraband was found and the type and amount of contraband seized.
- 11) the member's name, star number, and beat location of stop
- C. **Traffic Stop Data Sheet-Stop Card-** Department members will complete and submit a Traffic Stop Data Sheet-Stop Card for **every traffic stop initiated THAT DOES NOT RESULT IN A CITATION (Y Ticket and AO tickets) being issued, including traffic stops that result in a physical arrest.**
- D. **Traffic Stop Information Sticker** – In cases when a citation is issued a **traffic stop information sticker** will be affixed to the citation issued that was the reason for the stop (i.e.: the probable cause ticket), including traffic stops that result in a physical arrest. **Warning citations have the information needed imprinted on the records copy and therefore do not need a sticker affixed (however, the same information must be filled in on the warning citation).**
- E. **Effective January 1, 2016 the Police Community Relations Improvement Act (PCRIA)** amended the Illinois Vehicle Code and now requires any law enforcement officer who detains (i.e., frisks, searches, summons, or arrests) a **pedestrian in a public place** must also complete (but not give to the pedestrian) a more detailed "uniform pedestrian stop card." Certain exceptions (see 625 ILCS 5/11-212(b-5) and 725 ILCS 5/107-14(b) for additional information) apply to providing a stop receipt and/or completing a uniform pedestrian stop card, such as any searches or inspections for routine security screenings at facilities or events. (See GO 41-02-01 B Field Interviews for further information) Whenever a police officer completes a stop of a pedestrian involving a frisk or search **without a resulting arrest**, the police officer must provide the person (unless not possible) with a "stop receipt" providing the reason for the stop and containing the police officer's name and badge number. (See GO 41-02-01 B Field Interviews for further information)
- F. The information collected pursuant to the state statute will be submitted to the Illinois

- Department of Transportation for independent analysis.
- G. Any law enforcement officer identification information or driver identification information that is compiled by any law enforcement agency or the Illinois Department of Transportation pursuant to the Traffic Stop Statistical Study shall be confidential and exempt from public inspection and copying, as provided under Section 7 of the Freedom of Information Act, and the information shall not be transmitted to anyone except as needed to comply with the Traffic Stop Statistical Study.

4. PROCEDURES FOR DOCUMENTING STATISTICAL DATA

- A. Department members will complete and submit a Traffic Stop Statistical Study - Driver Information Card for every traffic stop initiated unless a citation (including physical arrests that result from the traffic stop) is issued.
- 1) Department members will:
- Collect all of the statistical information outlined in this directive for the stop card.
 - Notify the dispatch center at the conclusion of the stop that a verbal warning has been provided.
 - Submit the Driver Information Card to a supervisor, in the same manner as citations are submitted, for review before the end of the member's tour of duty.
- B. When a member **initiates a traffic stop which results** in the issuance of a citation for an Illinois Vehicle Code, Town ordinance violation, or compliance violation:
- 1) Department members will:
- Collect all of the statistical information outlined in this directive when conducting any traffic stop.
 - Affix the Traffic Stop Information Sticker to the reverse side of the records copy of the citation issued (for "AO" tickets the records copy is the office copy) for the initial reason for the traffic stop. If for any reason the citation is not issued for the initial reason for the traffic stop, the issuing Department member will affix the sticker to the records copy of the first citation issued to the violator.

Note: Warning citations have the information needed imprinted on the records copy and therefore do not need a sticker affixed (however, the same information must be filled in on the warning citation).

- Distribute the appropriate copies of the citation to the violator as outlined in Department procedures.
- Submit the remaining copies, excluding the officer's copy of the citation to a supervisor for review/approval before the end of the member's tour of duty.

- C. For the duration of the Illinois Traffic Stop Statistical Study, when a member **initiates an investigatory vehicle stop**, it is not necessary to complete Driver Information cards or Traffic Stop information stickers. However, officers will notify the dispatch center, via police radio, that the vehicle stop is an investigatory stop.

5. PREPARATION OF DATA COLLECTION MATERIALS

- A. Watch Commanders or unit supervisors will ensure that a supply of forms and stickers are available consistent with existing Department procedures.
- B. Department members will:
- Ensure that stickers or stop cards are completed on all stops except those exempted by this order and/or state statute.
 - Have available to them, while performing street patrol duties, a supply of stickers and stop cards for use during their tour of duty.

6. SUPERVISORS RESPONSIBILITIES

- A. Supervisors will:
- Ensure all data-collection materials submitted are complete, including the citation, the corresponding Traffic Stop Information Sticker, and the Driver Information Card.
 - Indicate approval by initialing and placing their star number at the bottom right of the data-collection materials (sticker, stop card, pedestrian stop card, etc.) of the completed materials.

7. PROCESSING AND ROUTING OF THE DATA-COLLECTION MATERIAL AND THE COLLECTED STATISTICAL DATA

- A. Desk aides will:
 - 1) Separate the records division copy of the citation with attached corresponding Traffic Stop Statistical Study sticker from the corresponding court copy of the complaint and forward to the records division.
 - 2) process and forward all traffic stop cards and pedestrian stop cards to the records division
 - 3) process and forward the court copy in accordance with Department procedures
- B. The Records Division supervisor will ensure that clerks / data entry operators:
 - 1) Separate the approved Traffic Stop Statistical Study - Driver Information Cards submitted for juveniles and adults.
 - 2) complete data entry in a timely manner from the data-collection materials (stickers, stop cards, and pedestrian stop card)
 - 3) After data entry, maintain the records and documents based on record retention protocols established by statute and by Division protocols.
 - 4) submit (electronically or by mail) the traffic stop and pedestrian stop statistical information to the Illinois Department of Transportation (IDOT) in compliance with the ILCS (Traffic Stop Statistical Study and the Police Community Relations Improvement Act).

NOTE: The Records Division **must** ensure that all forwarded juvenile and adult data are retained and filed **separately**.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-O**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **VEHICLE STOPS: HIGH RISK AND FELONY VEHICLE STOPS**

1. POLICY

Cicero Police Department personnel make traffic stops on a routine basis, but there is nothing "routine" about a Traffic Stop, as no two are exactly alike. Considering that about one in five Police Officers killed in the line of duty is killed while performing traffic stops or while involved in a pursuit. The manner in which these stops are made can ensure the safety of both the Officer and the motorist. Risk assessment of the vehicle occupants, vehicle type and the surrounding area are key elements when selecting the type of traffic stop to conduct.

2. DEFINITIONS

A. UNKNOWN RISK STOP: A traffic stop conducted on a traffic violator where no high-risk qualifiers are present.

B. HIGH RISK STOP: A stop that is conducted on a vehicle wherein one or more of the following factors are present;

- 1) Multiple occupants in vehicle
- 2) Obstruction of Officer's view into the vehicle, such as:
 - a) Tinted windows
 - b) Van
 - c) Truck
- 3) Disturbance in Vehicle
- 4) Suspicious Vehicle
- 5) Motorcycle
- 6) D.U.I.
- 7) Convertible with top down
- 8) Abnormal activity in Vehicle

C. FELONY STOP: A stop on a vehicle known or suspected to contain felony suspect(s) or vehicle that is suspected to have been used in the commission of a felony. This may also include a stolen vehicle.

3. PROCEDURES:

A. High Risk Stop

- 1) When conducting a High Risk Stop, if one or more of the qualifiers are present, personnel should not approach the vehicle as on an unknown risk stop. An alternative would be to remain behind the driver's door of the Patrol car and to ask the driver of the vehicle to exit the vehicle.

- 2) Once the driver has exited the vehicle, he or she will then be directed back behind and to the right or left rear of the Patrol car. In this location, off the roadway, the Officer can observe the subject, the Patrol vehicle and the suspect vehicle.
- 3) If a citation is to be written, the subject should be sent back to their vehicle where they are to remain while the citation is written. Officer discretion will dictate whether or not high-risk tactics are utilized from this point on. The Officer can elect to approach the vehicle or may opt to have the subject return to the right or left rear of the Patrol car for delivery of the citation(s); whichever keeps the subject and officer out of harm's way.

B. Felony Stop

- 1) When conducting a Felony Stop, a minimum of two Patrol cars will be utilized with a minimum of four Officers needed to properly carry out the Felony Stop procedure.
- 2) Whenever possible, the driver of the Patrol vehicle initiating the stop will attempt to position his/her vehicle behind and to the left of the suspect vehicle.
- 3) The driver of the second Patrol car will position his/her vehicle behind and to the right of the suspect vehicle. This position provides an excellent cover position for Police personnel while allowing a good field of fire upon the suspect vehicle if necessary. (see attached addendum).
- 4) With the driver of Patrol car #1 on the left side of car #1 and the driver of Patrol car #2 on the right side of car #2 both sides of the suspect vehicle are covered.
- 5) The third and fourth Officers should position themselves behind Patrol car #1, with an area of responsibility of the rear of the suspect vehicle, wherein interlocking fields of fire on the suspect vehicle can be further realized.
- 6) All communication with the suspects will be initiated by Officer #1 whenever possible. Suspects will be ordered to place their hands in a position where they are visible to Police personnel.
- 7) The driver of the suspect vehicle will be ordered to shut off the ignition and to throw the keys out the driver's door window.
- 8) Suspects will be ordered out of the car one at a time starting with the driver, then the remaining front seat passengers then the rear seat passengers, left to right.
- 9) Suspects will be directed back between car #1 and #2 to a position behind car #1 where he/she will be ordered to the ground and cuffed in the prone position. The prone speed-cuffing technique will be utilized. Once cuffed, the subject will be searched for weapons.
- 10) This sequence will be performed for each of the remaining occupants visible in the vehicle.
- 11) Once the interior of the vehicle is appears to be empty, Officer #1 will attempt to call out any additional occupants.
- 12) If this yields no results, one Officer will then search the vehicle. The vehicles right side, then left side will be searched via "quick peek", leaving the trunk for last.
- 13) The trunk will be thrown with the Officer throwing the trunk lid moving quickly out of the line of fire upon doing so.

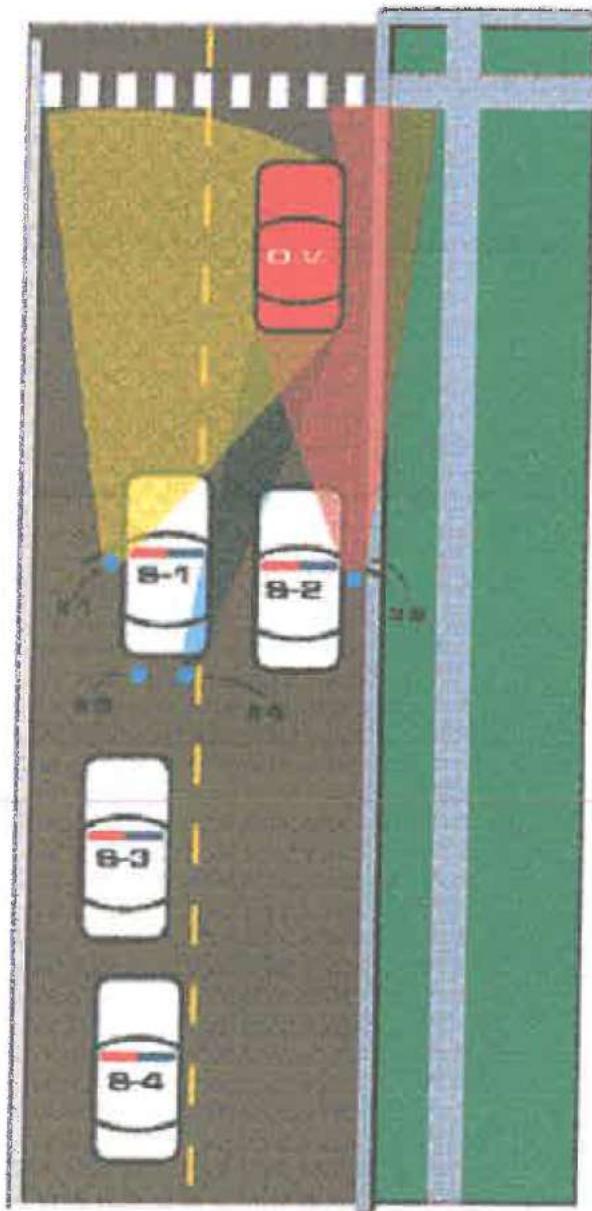
- 14) Once the trunk is cleared, initially with a "quick peek" technique, followed by a thorough search, the vehicle is then considered clear.

C. Conclusion of Stop

- 1) If probable cause exists for an arrest, proper enforcement action will be taken.
- 2) If no probable cause for an arrest exists the officer initiating the stop will explain to the occupants the reason for the stop, the reason for the police actions/tactics, employees etc. The subjects will then be immediately released.

FELONY STOP

Police Vehicle Positioning



By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-04-01



EFFECTIVE DATE: April 15, 2012

REVIEW DATE: August 1st, 2015

SUBJECT: **ANCILLARY TRAFFIC SERVICES**

1. POLICY:

- a. The Cicero Police Department provides ancillary traffic services.

2. PROCEDURES:

- a. Whenever providing assistance to motorists, officers will advise communications of their location, following procedures set forth in General Order 61-01-01-G, Traffic Stop Procedures. Officers will advise communications when they have completed the service.
- b. General assistance to motorists

1) Ranges of traffic-related ancillary services are performed.

2) Such services include:

- a) Providing reasonable assistance to a motorist who appears to be in need of aid.
- b) Identifying and reporting highway hazards to the communications center who will report the hazard to the appropriate agency.
- c) Providing general information and direction to the public.
- d) Identifying, locating and removing abandoned vehicles.
- e) Provide assistance to the motorist in the changing of a tire. This assistance may be in the form of calling for a tow truck, or providing an area where the drivers may change their own tire.
- f) Provide assistance to a motorist who runs out of fuel. With supervisory approval, this assistance may include the officer transporting the motorist to the nearest service station, and after obtaining fuel, returning the motorist back to his vehicle.
- g) Provide transportation to a motorist whose vehicle is disabled.
 1. This transportation will be done only with the permission of the supervisor.
 2. The transportation will be to a nearby place where the motorist may call and/or wait for other assistance.
- h) Officers will **NOT** use their patrol cars to push or pull any vehicle for the purpose of starting it or removing it from the roadway.
- i) Officers will **NOT** use their patrol cars to jump start (with the use of jumper cables) a disabled motorist.

c. Tow services

- 1) Whenever a highway/roadway user encounters mechanical or other difficulties necessitating assistance or towing, the officer will ask the operator of the vehicle if he has a service station or tow company coming to assist them and an estimated arrival time for that service.
- 2) If, in the opinion of the officer, the estimated response time is unacceptable and the vehicle presents a hazardous condition necessitating an immediate tow, the officer will request a tow truck from a tow service authorized by the Cicero Police Department.
- 3) Officers will remain with stranded motorists until such time as the hazardous obstruction is removed from the roadway, and the officer's services are no longer needed.

d. Vehicle fire

- 1) The officer will immediately notify the communications center of the location of the fire, a description of the vehicle involved, and request the fire department and/or emergency medical services be dispatched.
- 2) The officers may use available fire suppression equipment as appropriate.
- 3) The officers will protect the scene until the fire department arrives
- 4) The vehicle will be towed and treated as potential evidence

e. Medical emergencies (in vehicles):

- 1) Upon the discovery of a medical emergency, the officer will notify the Communications Center of the situation, and request emergency medical services be dispatched.
- 2) Officers will provide the dispatcher with the nature of the medical emergency, the location, the apparent condition of the victim(s), and any other pertinent information.
- 3) After notifying the dispatcher, the officer will render whatever first aid is practical.
- 4) Officers are not permitted to escort civilian vehicles to a hospital or other medical facility
- 5) If the driver of the vehicle is transported to a hospital and the vehicle cannot be legally parked or is a hazard the vehicle will be towed

f. Hazardous roadway conditions:

- 1) Hazardous conditions may include but are not limited to:
 - a) Debris in the roadway.
 - b) Defects in the roadway itself (holes, ruts, dangerous shoulders).
 - c) Lack of, or defects in, roadway safety features (such as center and side-of-road striping, damaged guard rails or median dividers).
 - d) Lack of, improper, damaged, destroyed or visually obstructed traffic control and information signs (stop and yield signs, speed limit signs, railroad crossing, street identification).
 - e) Lack of, or defective, roadway lighting.
 - f) Vehicles parked or abandoned on or near the roadway.
 - g) Lack of, improperly located, or malfunctioning mechanical traffic control devices.
 - h) Obstructions (fallen trees, broken water mains, downed power lines, etc.).
- 2) Upon discovery of a hazard, the officer will advise the shift commander who will advise the appropriate agency, authority, or department of the hazard.

g. Abandoned vehicle - road hazard

- 1) Officers encountering an abandoned vehicle on a roadway that is an immediate hazard will make a reasonable attempt to locate the driver.
- 2) After a reasonable wait, if the communication center is unable to contact the owner, the officer will tow the vehicle and complete the appropriate reports.

h. Abandoned Vehicle - Private property

- 1) Persons complaining of abandoned vehicles on their own private property will be advised to contact a private towing company.
- 2) Officers will investigate vehicles abandoned in suspicious circumstances to ensure that they are not associated with a crime or criminal and take appropriate action.
- 3) Persons complaining of abandoned vehicles another's private property will be advised to contact the Town's Code Enforcement Department.

i. Removal and towing of vehicles

- 1) Physical arrest situation - vehicle required for investigation. Following a custodial arrest the officer will determine if the arrestee's vehicle is needed for further investigation. If it is, the officer will:
 - a) Request a tow.
 - b) Conduct an appropriate investigation in accordance with evidence collection and processing procedures

- c) Perform an inventory search of the vehicle interior, including glove compartment and trunk of the vehicle, and complete the appropriate reports.
 - d) As appropriate, release the vehicle to the owner or tow the vehicle to an authorized secure facility until no longer needed as evidence.
 - e) In instances when the vehicle is towed to an authorized secure facility, the tow truck driver will be advised of the reason for the tow.
- 2) Physical arrest situation - vehicle not required for investigation. Following a custodial arrest where the arrestee's vehicle is not required for investigation:
- a) The driver may choose to have the vehicle legally parked and locked near the scene of the arrest, in which case the driver is responsible for the vehicle and its contents.
 - b) If the driver does not wish to leave the vehicle, or if in the officer's opinion the driver is not mentally responsible, or the vehicle cannot be legally parked so as to not cause a hazard, the officer will request a tow, following normal tow procedures.
- 3) Recovered Unoccupied Stolen Vehicles - Stolen out of Cicero
- a) An officer will be called to the scene to process the vehicle.
 - b) When processing is complete, the officer will request a tow, following normal procedures.
- 4) Recovered Unoccupied Stolen Vehicles - Stolen Outside Cicero
- a) The appropriate agency will be notified, and the vehicle will be held for them to process, tow and/or release to the owner, as they desire.
 - b) If it is a traffic hazard, it will be towed and impounded, and held for the appropriate agency.

j. **Seizures:**

- 1) During an arrest situation involving a motor vehicle, circumstances may indicate the vehicle is subject to seizure.
- a) The vehicle is subject to seizure if it meets the criteria of:
 - 1. 720 ILCS 5/36-1 "Seizure",
 - 2. 720 ILCS 550/12 "Forfeiture of Property" or
 - 3. 720 ILCS 570/505 "Forfeiture of Property".
 - 4. When the officer believes the arrest situation **meets** the criteria, he will notify his supervisor. If the supervisor agrees, the vehicle will be towed and secured.
 - 5. All personal property will be removed from the vehicle, inventoried on a separate inventory, and placed into evidence for safekeeping.
 - 6. The vehicle inventory, along with the vehicle keys and all paperwork reference the arrest will be forwarded to the officer in charge of seizures, who will provide follow-up.

k. **Impounds:** Certain vehicles may be impounded and towed per Town of Cicero ordinance (62.331) and various Illinois Compiled Statutes (ILCS)- see above

l. The records section will maintain information on towed vehicles.

m. **Officially authorized police tows**

- 1) It is the intent of the Police Department Administration to use those tow companies that provide the most reliable 24-hour professional service available to expedite the removal of vehicles to facilitate the movement of traffic, limit roadway hazards, and ensure protection of the owner/operators vehicle and property.
- 2) Selection and authorization
- 3) The tow companies used by the Cicero Police Department will be selected, approved and authorized by the Town Board based upon their specific criteria.
- 4) For specialized towing, such as large/heavy trucks or other equipment, it is not necessary for the towing company to be located within the town. These companies,

however, must have approval/authorization by the Superintendent of Police or his/her designee.

n. Releases:

- 1) Normally, vehicles held for investigation (including hit and run) will be eligible for release when the vehicle no longer has evidentiary value and/or has been processed. In certain instances a vehicle may be held for an extended period of time by order of the court or by direction of the Cook County States Attorney's Office.
- 2) Impounded and seizure vehicles will be released as outlined in the applicable Town ordinance (62.331) or Illinois state statute (ILCS).

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-03-01



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: TRAFFIC DIRECTION AND CONTROL

1. POLICY:

- a. The Cicero Police Department will identify liaison and data-sharing responsibilities with various traffic-engineering authorities, particularly the Cicero Department of Public Works, and will establish policies and procedures related to the department's traffic direction and control efforts.

2. DEFINITIONS:

- a. **Traffic Survey:** An examination of traffic characteristics, such as volume, speed, delay, crashes, origin, destination, etc.

3. PROCEDURES:

- a. Traffic engineering activities

- 1) The primary responsibility for traffic engineering is that of the Cicero Department of Public Works.
- 2) The Deputy Superintendent of Patrol, or his designee, is the liaison between the Cicero Police Department and the Cicero Department of Public Works.
- 3) An officer may identify a traffic-engineering problem as a result of receiving a citizen complaint, conducting an enforcement activity or investigating a crash. When an officer identifies a traffic-engineering problem, the officer will initiate correspondence outlining the problem.
 - a) The correspondence will be sent through the chain of command to the Deputy Superintendent of Patrol.
 - b) The Deputy Superintendent will forward this material to public works.

- 4) The Deputy Superintendent of Patrol will coordinate the department's participation in the following activities (when requested by public works):

- a) Collecting and compiling traffic enforcement and motor vehicle crash related data relevant to identifying specific engineering problems and solutions.
- b) Causing special traffic surveys and studies to be conducted, as appropriate, to further investigate the problem.
- c) Analyzing traffic enforcement and motor vehicle crash data to discern trends and relationships symptomatic of engineering problems.
- d) Making recommendations concerning the efficient use of traffic control devices, new and revised laws, or other such improvements.

5) Transportation system planning

- a) The police department will participate in local and regional transportation system management planning as requested.
- b) Participation is intended to ensure proper consideration of enforcement needs and service demands prior to project implementation.

b. Traffic direction and control procedures.

1) Crash scenes:

- a) Uniformed police officers have the primary responsibility for the direction and control of traffic at motor vehicle crash scenes.
- b) Officers should set up perimeter traffic control points to:
 1. Allow for the ingress - egress of police, fire and rescue equipment.
 2. Halt or divert approaching traffic away from or around the crash scene.
 3. Provide for a system of alternate routes to move traffic around the crash.
- c) Officers will notify the Communications Center of the action being taken.
- d) Page 2 of 6When necessary to close or restrict the flow of traffic, the following means of control may be used:
 1. Public works will be requested to assist with barricades.
 2. Fares may be used except where hazardous materials are involved.
 3. Traffic cones are excellent for diverting traffic from one lane to the next and are often more appropriate than flares.
 4. On a temporary closure, a marked police vehicle with activated emergency lights may be used.

c. Uniform hand signals for manual traffic direction:

1) All Department personnel assigned or authorized to direct traffic should use the following uniform signals and gestures to perform manual traffic direction.

a) Stopping traffic by hand

1. To stop traffic, the officer should first extend his arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture.
2. The pointing hand is then raised at the wrist so that the palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop.
3. To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.

b) Starting traffic by hand:

1. To start traffic, the officer should first stand with shoulder and side toward the traffic to be started, extend his arm and index finger toward and look directly at the person to be started until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture.

2. With palm up, the pointing arm is swung from the elbow only, through a vertical semicircle until the hand is adjacent to the chin.
3. If necessary this gesture is repeated until traffic begins to move.
4. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

c) Right turning:

1. Drivers making right turns usually effect their turns without the necessity of being directed by the officer.
2. When directing a right turn becomes necessary, the officer should proceed as follows:
 - A. If the driver is approaching from the officer's right side, the extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn.
 - B. If the driver is approaching from the officer's left side, the same procedure may be followed utilizing the left arm extended.

d) Left turning:

1. Left turning drivers should not be directed to effect their movement until the officer has stopped oncoming traffic.
2. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver.
3. After stopping the oncoming traffic by using the right arm and hand, the right hand should remain in the halt gesture.
4. The extended left arm and index finger and the officer's gaze is directed toward the driver who intends to effect a left turn.
5. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go.

e) Use of flashlight:

1. A flashlight can be used to halt traffic.
2. To stop traffic, slowly swing the beam of light across the path of oncoming traffic.
3. The beam from the flashlight strikes the pavement as an elongated spot of light.
4. After the driver has stopped, arm signals may be given in the usual manner with the vehicle headlights providing illumination.

d. Whistle Commands:

- 1) Officers who choose to utilize a whistle will do so only to get the attention of a driver or pedestrian and to direct their movements.
- 2) The whistle should not be used continuously as it will lose its effect.
 - a) One long blast on a whistle will indicate a stop signal.
 - b) Two short blasts will indicate a signal to start.
 - c) Several short blasts may be used to get the attention of a driver or pedestrian who does not immediately respond to a given signal.
 - d) Whistle commands will be utilized in conjunction with hand and arm signals, keeping in mind that individuals such as the hearing impaired or preoccupied individuals may not always hear or understand said whistle commands.

e. Fire scene:

- 1) At the scene of a fire, the police will support fire rescue operations. This responsibility includes:
 - a) Consulting with the ranking fire official in charge of the scene to determine their needs.
 - b) Providing protection for the fire scene and for fire and rescue equipment.
 - c) Setting up perimeter traffic control points to allow ingress-egress of fire and rescue equipment and personnel authorized to be at the scene.
 1. Such personnel will include all persons who can identify themselves as firemen, by badge, identification card, or possession of regularly used fire equipment such as a helmet and coat.
 2. It will be the responsibility of supervisory officers of the fire department to correct any problems resulting from the above persons blocking fire lanes or retarding the efficiency of persons at the scene.

f. During periods of adverse road and weather conditions

- 1) The Department will maintain a close working relationship with those agencies that share responsibility for coping with adverse road and weather conditions affecting traffic safety and will cooperate with them in developing and carrying out mutual assistance policies, procedures and programs to service the public as effectively as possible when such adverse conditions exist.
- 2) Upon discovering an adverse road or weather condition, agency personnel will notify appropriate agencies and persons for the purpose of correcting the condition.
- 3) Agency personnel will provide traffic direction and control services and scene protection services in the vicinity of adverse road and weather conditions, as needed.

g. Manual operation of traffic control signals

- 1) Police officers are neither trained nor equipped to make traffic signal repairs or adjust the timing cycles.
- 2) Officers will advise communications to notify either the Town of Cicero Electrical Department or the Illinois Department of Transportation when signals are inoperable or require manual operation.

h. Temporary traffic control devices:

- 1) Temporary traffic control devices include moveable barriers, portable signs, traffic cones, and other similar apparatus intended for the limited use to assist in the safe and efficient movement of vehicular or pedestrian traffic.
 - a) When portable barricades or signs are required, they will be delivered and removed by public works.
 - b) Temporary traffic control devices may be used for, but not limited to, the following circumstances:
 1. Sustained power outages that render traffic control signals inoperative.
 2. Special events.
 3. Traffic crashes.
 4. Other situations when supervisory personnel deem it to be necessary.

- i. High-visibility clothing:
 - 1) The department provides high visibility reflective vests in each car.
 - 2) Personnel will wear their high visibility reflective vests when it is necessary to be in the roadway, such as when directing traffic or conducting a crash investigation.
 - 3) Some emergency situations may require an individual to assume traffic direction responsibilities without time to put on a reflective vest. When this occurs, the individual will make every effort to obtain a reflective vest when the situation permits.
- j. Vehicle escorts:
 - 1) Emergency escorts:
 - a) Escorting other vehicles using flashing red lights and siren will generally be avoided.
 - 1. Officers will not escort other emergency vehicles using emergency flashing lights and siren unless it is absolutely necessary to guide them to their destination.
 - 2. Extreme caution will be exercised, and Illinois Law complied with regarding the use of emergency equipment.
 - 3. Officers will not follow ambulances, fire apparatus, or other emergency vehicles so closely as to constitute a hazard.
 - 4. In case of serious illness or injury, an ambulance will be called. Sick or injured persons are not normally transported in department vehicles.
 - 2) Non-emergency escorts:
 - a) All requests for non-emergency escorts will be referred to the deputy superintendent of patrol or the shift commander.
 - b) Funeral escorts and escorts for public officials and dignitaries may be approved if circumstances and manpower allow.
 - c) Non-emergency escorts and escorts of non-emergency vehicles may warrant the use of flashing red lights; however, Illinois Law regarding the use of emergency equipment must be followed.
 - d) Oversized, overweight vehicles and permit moves over state roads will comply with 625 ILCS 5/15-301.
- k. Road block policy:
 - 1) Roadblocks will not be established or removed unless authorized by the Superintendent of police or his designee.
 - 2) Road blocks may be used for:
 - a) Road Side Safety Checks (i.e. DUI enforcement) – Safety checks are only conducted pursuant to department policy, and include a written plan.
 - b) Department vehicles may be used as road blocks at crash scenes, using all emergency lights on the vehicle and placed in such a manner as to be noticed by other traffic.
 - c) During natural disasters or fires, department vehicles may be used temporarily for roadblocks, using all emergency lights on the vehicle, until more permanent warning devices and/or barricades are put in place.
 - d) Roadblocks may also be utilized on parade routes.

- 3) Roadblocks used as a means of forcible stopping during a pursuit will be conducted in accord with the department order on pursuits.

I. Adult school crossing guards

- 1) The crossing of school children is primarily the responsibility of the school crossing guards.
- 2) Uniformed police officers may be called upon to assist at such school crossings and, therefore, are responsible for being aware of the following crossing guard rules:
 - a) The crossing guard has full authority and responsibility for directing pedestrian traffic at the intersection or crossing.
 - b) Dangerous motor vehicle code violations observed by the crossing guard while on a school crossing will be reported to the department.
 - c) A report will be made to the police department on any activity or situation of an emergency nature in the immediate area of the crossing point.
 - d) All crossing guards will conduct themselves in a courteous and efficient manner that will reflect favorably on the police department.
- 3) Crossing guards are issued safety vests, a fluorescent orange raincoat, a hand held stop sign and a crossing guard badge, and are expected to wear them appropriately while on duty.
- 4) The use of alcoholic beverages prior to and while on post is expressly prohibited.
- 5) All pedestrians will be instructed to walk at the crossing point. Running to the crossing point and running while crossing will be prohibited.
- 6) Halted traffic will not be released until the last pedestrian is safely on the opposite side of the crossing.
- 7) The crossing guard will work with the traffic light at controlled intersections.
- 8) Motorists or pedestrians who fail to obey the orders and direction of a crossing guard will be reported to the police department.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-J**



EFFECTIVE DATE: May 1, 2019- revised

SUBJECT:

**TRAFFIC ENFORCEMENT: DUI COUNTERMEASURES
AND ENFORCEMENT**

1. DUI Countermeasures

- a. The Cicero Police Department recognizes that drivers impaired by alcohol and other intoxicants represent a serious threat to the safety of others. Therefore, the department maintains a Driving Under the Influence (DUI) enforcement program that includes provisions for public education and enforcement.
- b. The identification of persons suspected of driving under the influence of alcohol or drugs is an important component of the patrol function.
- c. Training will be provided to maintain officer proficiency in the identification, apprehension and processing of impaired motorists. Training courses provided will include:
 - 1) In car video operation.
 - 2) DUI Enforcement
 - 3) Zero Tolerance
 - 4) Standardized field sobriety testing
 - a) Horizontal gaze Nystagmus (HGN)
 - b) Walk and turn
 - c) One leg stand
 - d) Use of portable breath tester (PBT)
 - e) Breath analysis instrument operation
 - 5) Officers who are trained as Breath Analysis Instrument operators receive specialized training in the use of this equipment. These officers are trained and certified in accordance with specifications established by the Illinois Department of Public Health.
 - 6) Testifying in a D.U.I. trial
- d. Persons under the age 21 who exhibit some signs of alcohol consumption, but are believed to be under .08, should be processed under the Zero Tolerance statute.
- e. Periodically, Road Side Safety Checks will be conducted with prior approval of the superintendent of police or his designee.
- f. Alcohol awareness programs for school age children and concerned community organizations and interested groups will be presented as requested and as resources allow. Requests should be forwarded to the deputy superintendent of patrol, or his designee.
- g. The deputy superintendent of patrol, or his designee, will establish liaison with local chapter of S.A.D.D., M.A.D.D., A.A.I.M. or other similar organization.

2. DUI enforcement action

- a. The Department will enforce 625 ILCS 5/11-501 and its subsections by taking an aggressive enforcement stance in detecting and apprehending alcohol impaired drivers.
- b. DUI detection and pre-arrest screening
 - 1) Detection is the first step in any DUI enforcement action.
 - 2) The officer's observations in this stage are crucial in establishing probable cause upon which the arrest decision is based. Officers must perform the following tasks:
 - a) Recognize and identify specific driving behaviors that have a high probability of signifying that the driver may be impaired by alcohol and/or drugs.
 - b) Recognize and identify specific driving or other behaviors occurring during vehicle stops that provide additional evidence/suspicion that the driver may be impaired.
 - c) Note all observations leading to the suspicion that the driver may be impaired.
 - d) Exercise due care and caution in pursuing impaired drivers and be alert for unusual or inappropriate reactions from the driver.
 - e) Pursuit should not be prolonged; apprehension should be made as soon as possible in a safe location.
 - f) Notify communications of location, registration, vehicle year, color, make/model, and location, along with the reason for the stop.
 - g) Approach the vehicle with caution, but with minimal delay.
 - h) Once the vehicle has stopped and the driver is impaired, do not allow the driver to move the vehicle.
 - i) Obtain driver license and other appropriate documents (e.g., registration, insurance card).
 - j) Interview driver and passengers.
 - k) Recognize and identify specific characteristics, attitudes and actions commonly manifested by impaired drivers during face-to-face contact.
 - l) Note all observations leading to the suspicion that the driver may be impaired. If probable cause exists to support your suspicion, request the driver to exit the vehicle for further investigation. Summon back-up officer.
 - m) If vehicle was not observed in motion, determine if probable cause exists to charge driver with actual physical control.
 - n) Request the subject to exit the vehicle and move to a safe location to conduct field sobriety tests.

NOTE: Officers will not conduct interviews or field sobriety tests in the space between the patrol vehicle and the subject's vehicle.

- o) Select and administer appropriate field sobriety tests to assess impairment (e.g., horizontal gaze nystagmus test, walk-and-turn test, one-leg stand test). If field sobriety tests are administered at the Cicero Police Department, it will be conducted in the lockup processing area (reference to SOP 00-001).
- p) If available you may request subject to take a pre-arrest breath test (PBT) and notify him of his right to refuse the test. If the subject consents, administer appropriate PBT to obtain on-the-spot estimates of the subject's BAC level.
 1. Officers are expected to conduct a thorough and complete investigation to obtain all possible evidence concerning the subject's impairment.

2. The arrest decision cannot be based solely on the result of the pre-arrest breath test.
 3. The PBT should be used whenever the officer has reason to believe the subject has been drinking, but evidence of impairment is not conclusive.
 4. The PBT can also eliminate alcohol as a source of impairment and assist in identifying other sources such as drugs.
 5. The PBT can also be used for Zero Tolerance Enforcement to determine if a breath test should be requested of person less than 21 years of age.
- q) Formulate appropriate arrest decision based on the evidence accumulated in the above steps.
 - r) An officer notified by a medical professional and/or facility that information is available documenting a person's intoxicated state, and that person has been involved in a crash or other appropriate incident, the officer will proceed to charge the person with D.U.I.
- c. Arrest and processing
- 1) If all elements of the DUI violation (e.g., operation or actual physical control, on a roadway or in the town, while impaired by alcohol and/or drugs) have been clearly established, officers will effect a physical arrest of the subject.
 - 2) Handcuff and search subject.
 - 3) If driver was alone perform a motor vehicle inventory, complete tow report and tow vehicle in accordance with this order.
 - 4) Transport subject to station lock-up.
 - 5) Complete the "Probable Cause" citation, then complete the DUI citation and then follow with citations for any additional charges. The citation will be completed before requesting the subject to submit to any test or tests.
 - 6) Issue the Implied Consent Warning to subject by reading verbatim from "Warning to Motorist."
 - 7) Request subject to submit to test or tests:
 - a) Following the above warning, the arrested subject will be requested to submit to a test or tests.
 - b) If the arrested subject wishes to contact an attorney or other person before agreeing or refusing to submit, the subject will be allowed a reasonable period of time to do so.
 - c) The existing circumstances will determine the period of time that is reasonable.
- 8) Tests
- a) Breath test - submission to breath test will be requested unless:
 1. Transporting the arrested subject to the station is impractical due to the subject's physical condition.
 2. At the time of arrest, there is no reason to believe that the arrested subject is under the influence of drugs or a combination of drugs and alcohol.
 - b) Blood test - submission to a blood test will be requested:
 1. When submission to a breath test is not requested for reasons as stated above,

2. In addition to the completion of a breath test, when the results obtained lead to the presumption that the arrested subject is under the influence of drugs or a combination of alcohol and drugs.
 - c) Urine test - submission to a urine test will be requested:
 1. In addition to a blood test if drugs are suspected.
 2. When a breath or blood test is not possible.
- 9) Submission to test
- a) If the arrested subject agrees to submit, the arresting officer will make arrangements for the appropriate test or tests.
 - b) If the arrested subject refuses to submit following the initial request, no subsequent requests will be made; however, the subject will be permitted to submit to, and complete, the test or tests if the subject voluntarily reverses his initial decision within a reasonable period of time. The existing circumstances will determine the period of time that is reasonable.
- d. Conducting tests
- 1) Breath Tests
 - a) A licensed Breath Analysis Instrument Operator in accordance with Illinois Department of Public Health rules must conduct breath tests.
 - b) The Breath Analysis Instrument Operator will enter all information recorded on the Test Record Card.
 - c) Breath Analysis Instrument Operator will record all test information and refusal information, if applicable, in appropriate logbook.
 - d) Grossly Intoxicated
 1. Any arrested subject who loses consciousness from alcohol or drug intoxication or who obtains a breath analysis reading of 0.35% BAC, or, when the officer feels the subject's health may be in danger, will be transported to a hospital or detoxification center by paramedics.
 2. No person will be released from police custody that is intoxicated to such a degree that the subject's safety is in question.
 - 2) Blood test
 - a) Blood samples will be collected in accordance with Illinois Department of Public Health rules.
 - 3) Urine test
 - a) Urine samples will be collected under the same environmental conditions as blood samples, in accordance with Illinois Department of Public Health rules.
 - b) Medical personnel may be appointed by the arresting officer, as the representative of the arresting officer to be present when the sample is collected.

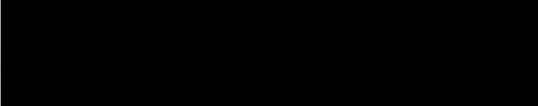
4) Additional tests

- a) Persons requesting an additional chemical test, at their own expense, will be assisted in locating a nearby facility providing such test.
- b) Transportation will be provided to obtain an additional test at a nearby facility.
- c) The provision of a) and b) will be applicable only if the request for an additional test is made prior to incarceration or release on bond.

5) Refusal to submit to tests

- a) If subject refuses to submit to the evidential chemical test, complete appropriate forms to invoke the implied consent sanctions.
- b) Complete arrest report and required forms, including DUI Report Form, thoroughly documenting all evidence gathered during the investigation and indicating the results of all field sobriety and/or chemical tests administered.
- c) Determine whether to incarcerate or release. The officer's decision to incarcerate or release is based on several factors:
 1. Specific statutory requirements.
 2. Level of intoxication.
 3. Location/availability of a responsible party to assume custody of the subject.
NOTE: Department policy supports release to a responsible third party whenever possible and/or practical.
- d) Forward citation and all reports and supporting documents to shift supervisor for review and transmittal to records section for filing.

By Order of:


Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-H**



EFFECTIVE DATE: May 1, 2019 (re-issued-No Changes)

**SUBJECT: TRAFFIC ENFORCEMENT:
OFFICER CONDUCT WITH TRAFFIC VIOLATORS**

1. There are two objectives that the officer seeks to achieve when making traffic stops.
 - a. The first objective is to safely take appropriate enforcement action.
 - b. The second objective is to favorably alter the violator's driving behavior.
2. Officers will attempt to make each contact educational, and will attempt to leave the violator with the impression that the officer has performed a necessary task in a professional and courteous manner.
3. The following procedures should be used when an officer is communicating with a violator:
 - a. Be alert at all times for the unexpected.
 - b. Be certain that the observations of the violation were accurate.
 - c. Present a professional image in dress, grooming, language, bearing, and emotional stability.
 - d. Have the necessary forms available.
 - e. Decide on the appropriate enforcement action based on the violation, not solely the violator's attitude.
 - f. Greet the violator in a courteous manner.
 - g. Inform the violator of the reason for the stop, the traffic law that has been violated and the intended enforcement action.
 - h. Obtain the violator's driver's license, vehicle registration and proof of insurance.
 - i. Obtain other identification if the driver has no driver's license.
 - j. Allow the driver to reasonably discuss the violation.
 - k. Complete the required forms if issuing a citation.
 - l. Make sure the violator knows when and where to appear if a court appearance is required. Explain alternatives to court appearance, if appropriate.
 - m. Violators will be advised of their various bonding options.
 - n. Be alert for signs of impairment or emotional stress exhibited by driver.
 - o. If necessary, assist the violator in re-entering the traffic flow.

By order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-G**



EFFECTIVE DATE: May 1, 2019 (revised-two grammatical changes)

SUBJECT: **TRAFFIC ENFORCEMENT: A/O TICKET PROCEDURE
FOR MINOR TRAFFIC OFFENSES**

1. Certain minor traffic offenses when committed in the Town of Cicero may, at the officer's discretion, be responded to by issuing an "A/O" ticket. These offenses are listed in Chapter 94-94-221 of the Code of Ordinances of the Town of Cicero.
 - a. 625 ILCS 5/11-1406 Obstruction of drivers view or driving mechanism.
 - b. 625 ILCS 5/11-1407 Opening and closing vehicle door in traffic.
 - c. 625 ILCS 5/11-1410 Coasting a vehicle on a downgrade.
 - d. 625 ILCS 5/11-1411 Following a fire apparatus.
 - e. 625 ILCS 5/11-1419.01 Failure to display a valid motor fuel single trip permit.
 - f. 625 ILCS 5/12-101 Driving a vehicle that is unsafe or improperly equipped.
 - g. 625 ILCS 5/12-201 Failure to operate a daytime light on a motorcycle.
 - h. 625 ILCS 5/12-204 Failure to display lamp or flag from projecting load.
 - i. 625 ILCS 5/12-205 Failure to display safety lights as required.
 - j. 625 ILCS 5/12-401 Improper tire on vehicle.
 - k. 625 ILCS 5/12-502 Mirrors.
 - l. 625 ILCS 5/12-503 Obstructed windshield
 - m. 625 ILCS 5/12-601 Vehicle must have working horn or warning device.
 - n. 625 ILCS 5/12-602 Vehicle required to have proper muffler or exhaust system.
 - o. 625 ILCS 5/12-603 Vehicles required to have seatbelts.
 - p. 625 ILCS 5/12-702 Certain vehicles to carry flares and/or warning devices.
 - q. 625 ILCS 5/12-710 Second division vehicles must have splash guards.
2. These arrests are on view, therefore the "A/O" ticket will be filled out completely including the person's driver's license number, which will be placed under the address information.
3. A copy of the Notice of Ordinance Violation will be handed to the violator at the time he/she is issued the "A/O" ticket and is self-explanatory.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-F**



EFFECTIVE DATE: May 1, 2019 (re-issued-no changes)

SUBJECT: TRAFFIC ENFORCEMENT: STRATEGIES AND TACTICS FOR TRAFFIC LAW ENFORCEMENT

1. Strategies and tactics for traffic law enforcement will be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic. This may involve one or more of the following types of traffic patrol:
 - a. Line patrol - patrol between two specific points on a given street.
 - b. Area patrol - moving patrol within a defined area.
 - c. Stationary traffic observation.
 - 1) Visible stationary traffic observation.
 - 2) Stationary traffic observation.
2. Officers may use countermeasures that are effective for specific enforcement problems. These measures will include, but not be limited to:
 - a. Marked and unmarked patrol vehicles will be used for traffic law enforcement. Unmarked vehicles used in traffic enforcement will be fully equipped, including emergency lights and siren.
 - b. Semi-marked/unmarked vehicles may be used in the same manner as marked vehicles; however, the officer operating the vehicle will remain cognizant of the fact that the motorist may not recognize the vehicle as a police vehicle.
 - c. Other specialty-type vehicles may be used as approved by the shift commander. These include, but are not limited to:
 - 1) Bicycle patrol.
 - 2) Radar Units.
 - 3) On-foot observation.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-E**



EFFECTIVE DATE: May 1, 2019 (Re-issued-No Changes)

**SUBJECT: TRAFFIC ENFORCEMENT:
UNIFORM TRAFFIC LAW ENFORCEMENT**

1. The Cicero Police Department will aggressively and equitably enforce all traffic laws and ordinances, with the primary objective of such enforcement being the promotion of traffic safety and the resultant reduction in traffic crashes. All uniformed police personnel are responsible for the traffic law enforcement function.
2. Officers are expected to exercise discretion, based upon their training and experience, in carrying out traffic enforcement procedures.
3. Driving Under the Influence Countermeasures
 - a. The department will take aggressive action in the enforcement of DUI laws.
 - b. Procedures for handling intoxicated drivers will be in accordance with the Illinois Vehicle Code (625 ILCS 5/11-501) and applicable town ordinances.
 - c. The identification of persons suspected of driving under the influence of alcohol or drugs is an important component of the patrol function. To this end officers are responsible for DUI patrol enforcement.
 - 1) Officers will maintain familiarity with those areas frequently traveled by alcohol-impaired drivers and with the locations of alcohol-related traffic crashes.
 - 2) Officers will be familiar with the signs of alcohol-impaired driving and utilize this information to establish probable cause for conducting a traffic stop.
 - 3) Drivers suspected of being impaired will be given the standard series of field tests recognized as having validity in establishing probable cause for a DUI-related arrest.
 - a) Walk and turn
 - b) One leg stand
 - c) Horizontal Gaze Nystagmus.
 - d) Any tests deemed applicable to the individual
 - e) All officers of the patrol division will be trained in these test procedures and will adhere to the guidelines established by the U.S. Department of Transportation and the National Highway Traffic Safety Administration in their use.
4. Driving while license suspended or revoked
 - a. Under the Illinois Vehicle Code, 625 ILCS 5/6-303, driving while license is suspended is a class A misdemeanor.
 - b. Offenders will be issued a uniform traffic citation and will be processed accordingly in accordance with the provisions of these directives.
 - c. If the operator's license is suspended or revoked for violation of the mandatory insurance law, the vehicle will be towed.

GENERAL ORDER: 61-01-01-E
TRAFFIC ENFORCEMENT
TRAFFIC LAW ENFORCEMENT

- d. If the operator's license is suspended or revoked for violation and no insurance, the vehicle will be towed.

5. Speed violations

- a. Any person exceeding the limit will normally be issued a traffic citation unless circumstances indicate another action is more appropriate.

6. Hazardous violations

- a. Hazardous violations are defined as those violations that pose a direct hazard to the safe and efficient flow of traffic.
- b. In addition, these violations contribute substantially to crashes.
- c. For the purpose of this procedure, hazardous violations fall into the following categories:

- 1) Unsafe behavior - driver actions in direct violation of Illinois Vehicle Code moving violation statutes, i.e., excessive speed, extremely close tailgating, erratic lane changes, violating traffic control devices, signs and other crash related violations.
 - 2) Unsafe conditions - vehicles that are improperly equipped, i.e., no headlights, worn tires, overweight trucks and any other violation that renders a vehicle unsafe.
- d. Officers will take immediate enforcement action based on sound judgment upon viewing or detecting hazardous violation.

7. All Terrain and off-highway vehicle enforcement

- a. Off-road recreational vehicles include snowmobiles, dirt bikes, mini-bikes, and all-terrain vehicles.
- b. Officers will take appropriate enforcement action for violations committed by operators of off-road vehicles that are observed or reported.
- c. Any off-road recreational vehicle driven upon public roadways is subject to traffic laws as specified in the Illinois Vehicle Code or equivalent town ordinance:
 - 1) Section 5/11-1426, Operation of all-terrain vehicles and off-highway motorcycles on streets, roads and highways.
 - 2) Section 5/11-1427, illegal driving or operation.
 - 3) Sections 5/601-1 through 5/611-1, Snowmobile registration and safety act.

8. Equipment violation

- a. Equipment violations of the Illinois Vehicle Code may be appropriately handled by an officer, in the interest of corrective action, through the issuance of a traffic citation, Administrative Ordinance, or verbal or written warnings.
 - 1) When a vehicle is found to be in violation of several equipment requirements, a citation should usually be issued for the most serious violation.
 - 2) This action will be taken even when each violation independently is worthy of only a warning.

9. Violations by public or commercial carriers

- a. Public/commercial carriers who violate traffic laws will be treated in the same manner as the general public.

- b. Uniform enforcement policies and procedures outlined in those traffic related procedures are applicable.
- c. When the violation is going to result in formal enforcement action, e.g.: a traffic citation or out of service order, then it is important to consider the safety of any passengers and/or valuable or perishable cargo.
 - 1) If there are no passengers or valuable or perishable cargo, then take bond as required. The securing of the vehicle, if necessary, will be handled the same as any other vehicle.
 - 2) The following guidelines will be applied in taking formal enforcement action when there are passengers and/or valuable or perishable cargo:
 - a) Non-continuing violations (speeding, stop sign, defective equipment, etc.) - take the appropriate bond at the police department. Have the driver bring his vehicle to the police department to post bond.
 - b) Continuing violations (DUI, no valid drivers license, out-of-service order, etc.) - notify and advise a supervisor of the situation. The supervisor will decide the appropriate action to be taken to insure the safety of the passengers and/or cargo, the violator's vehicle, and other users of the highway.
 - c) When Size, Weight and Load Permits are involved, 625 ILCS 5/15-100, et. seq. will be the standard for policy and procedure. Other non-hazardous violations

10. Other non-hazardous violations:

- a. Enforcement of non-hazardous violations will be governed by officer discretion.
- b. Voluntary compliance is the goal of enforcement action for minor violations.

11. Multiple violations

- a. When multiple hazardous violations are committed by the same person, the officer should consider each violation separately when deciding what enforcement action should be taken.

12. Newly-enacted statutes and/or town ordinances

- a. It is Cicero Police Department policy to enforce a new or revised law or ordinance the date it becomes effective, in lieu of special orders to the contrary.

13. Violation resulting in traffic crashes

- a. Officers are expected to take enforcement action whenever their traffic crash investigation or reporting activities produce probable cause to believe that a violation of the law or ordinance has occurred.
- b. Officer's specific enforcement actions arising from traffic crashes will be consistent with the nature of the alleged violation and with this department's directives concerning traffic law enforcement. In taking any enforcement action, the officer must establish all elements of the violation.
- c. Elements that the officer has not personally witnessed must be established through investigation. The investigation may include:
 - 1) Statements made to the officer by the alleged violator.
 - 2) Statements of witnesses.
 - 3) Crash scene reconstruction.
 - 4) Physical evidence.

- d. In traffic crashes involving life-threatening injuries or fatalities the officer will contact the State's Attorneys Office before placing any charges.
14. Pedestrian and bicycle violations
- a. Officers will take appropriate enforcement action when and where pedestrian and bicycle violations are observed.
 - b. The enforcement action will be commensurate with the pedestrian and bicycle crash experience, and at times and places as determined through analysis of crash reports.
 - c. The enforcement of traffic laws pertaining to pedestrians and bicyclists necessitates broad discretion from individual officers. To provide guidance in this discretion the following procedures are established:
- 1) Prior to any substantial increase in the enforcement of pedestrian or bicycle traffic, sufficient publicity and community awareness programs will be implemented;
 - 2) Officers will concentrate their efforts on pedestrian and bicycle violations in those areas where crashes have been frequent and severe;
 - 3) In those areas where traffic flow is minimal and crashes involving pedestrians and bicycles are low, officers should exercise discretion in the application of the law.

By Order of:



Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-D**



EFFECTIVE DATE: May 1, 2019 (Re-issued-No Changes)

**SUBJECT: TRAFFIC ENFORCEMENT:
COURT APPEARANCE INFORMATION**

1. TRAFFIC ENFORCEMENT: COURT APPEARANCE INFORMATION:

a. Officers issuing traffic citations will insure that the citation is filled out correctly and completely.

1) One citation not requiring court appearances:

- a) Give the violator the defendant's copy and the court communication copy.
- b) Advise violator of their THREE CHOICES and give them the court diversionary envelope while advising them that they must mail in their choice within seven (7) days.
- c) The Clerk's office will assign a court date, if requested by violator

2) Multiple violations or mandated appearances:

a) Mandated appearances include:

- 1) Accidents
- 2) Insurance
- 3) No Driver's License or suspended/revoked
- 4) DUI

b) Give the violator their copies of the ticket, advise them these are mandated court appearances, and advise them of their court date, time and room location, while also recording same on the citation (explain bonding procedures).

3) When issuing Administrative Ordinance tickets also give violator a copy of the violation fine schedule and instruction sheet when applicable and explain options.

4) When issuing parking tickets, also include the violation fine schedule with a payment envelope.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-C**

EFFECTIVE DATE: May 1, 2019 (reissued-no changes)



**SUBJECT: TRAFFIC ENFORCEMENT: TRAFFIC LAW VIOLATORS
THAT REQUIRE SPECIAL PROCESSING**

1. Non-residents:

- a. When a non-resident of the state commits a traffic violation and is going to be cited for it, the following will apply:
 - 1) If the violator is from a member state of the non-resident violator compact, he or she can sign the citation in lieu of posting a cash bond or bond certificate. Officers will follow the procedures set forth in Section 6-306.4, Illinois Vehicle Code (procedures for non-Illinois residents).
 - 2) If the violator is not from a member state of the compact, the violator will post the appropriate form of bond, with the exception of a non-Illinois driver's license. Cash bond or a valid bond certificate will be accepted in these cases.

2. Juvenile Violators:

- a. When a juvenile is charged with a traffic violation that would be considered a minor violation, the juvenile will be handled the same as an adult.
- b. If the juvenile does not have any other form of bond, the officer will issue an individual (I-bond).
- c. In the case of a major violation, such as no valid driver's license, driving under the influence of alcohol, misdemeanor violations and felony violations, the juvenile will be taken into custody and brought to the police department headquarters, the parent/guardian notified. If the juvenile does not have any other form of bond, an individual (I-Bond) will be issued.
- d. The officer will complete the appropriate juvenile contact report and bond the juvenile out to a parent or legal guardian.
- e. The juvenile will be bonded to a parent or legal guardian.

3. Congressional immunity:

- a. Members of Congress may not be detained for the issuance of a citation while they are in transit to or from the Congress of the United States.
 - 1) If a member of Congress is stopped for a traffic violation, they should be identified and immediately released.
 - 2) The officer may then obtain a summons for the member of Congress for the violation and make arrangements to serve the summons at a time when the member of Congress is not in transit to or from Congress, or on official business.

4. Diplomatic immunity:

- a. Diplomatic immunity is granted by the United States government under provisions of the Vienna Convention on diplomatic relations. Generally, these provisions apply to two (2) classes of immunity:
 - 1) Diplomats and members of their families enjoy full immunity.
 - 2) Employees of diplomatic missions and members of their families enjoy immunity with respect to acts performed in the course of their official duties.
- b. While the burden is upon the diplomat to claim immunity by presenting valid credentials, diplomatic status may also be verified through the State Department Consular Officers, telephone (202) 632-0706; Diplomatic Officers, telephone (202) 632-0291; Employee of Consular of diplomatic Officer, telephone (202) 632-0605; nights and weekends, (202) 632-2412.
- c. If a Consular Officer is stopped while under the influence of alcohol or drugs, the police officer has the following options:
 - 1) Take the Consular Officer to the station or to a location where he can recover enough to enable him to drive safely.
 - 2) Take him to a telephone so he can phone a relative, friend, or taxi.
 - 3) Call a taxi for him.
 - 4) Take him home.
- d. Unless a Consular Officer is considered a serious danger to himself or others, he should not be physically restrained or subjected to a sobriety test.
- e. The officer should impress upon the Consular Officer that it is the Police Department's primary responsibility to care for his safety and the safety of others.
- f. Although family members of Consular Officers cannot claim immunity, they should receive courtesy and respect.
- g. If a family member has broken a law, a complaint can be sought at a later time.
- h. If the family member is a juvenile, the person should be released to his parents.
- i. Report all serious incidents involving Diplomatic and Consular Officers and their families to the United States Department of State, Office of Protocol.

5. Other individuals and public officials may be privileged from arrest in accordance with 720 ILCS 5/107-7.

- a. Senators and Representatives of the Illinois General Assembly, when going to and returning from the same (except for felony or breach of the peace arrests).
- b. Judges, attorneys, clerks, sheriffs and other court officers are privileged from arrest while attending court and while going to and returning from court.

6. Military Personnel:

- a. National Guard members are privileged from arrest going to and returning from attendance at musters and elections (except for felony or breach of the peace arrests) (720 ILCS 5/107-7).
- b. When military personnel are detained for being AWOL or a deserter, the arresting officer will contact the appropriate deserter information point (DIP).

- 1) United States Navy - call 800/423-7633 or send a directed message to ORI/USN000000, Washington, D.C.
 - 2) United States Marine Corps - call 703/696-2031 or send inquiries to ORI/USMC00000, Arlington, VA.
 - 3) United States Air Force - Randolph Air Force Base, Texas, call collect to 210/652-3752.
 - 4) United States Army - Fort Benjamin Harrison, Indiana, call collect to 317/542-3711, 3712, 3713, or send a message to ORI/INUSA0200 or INUSA0202.
 - 5) United States Coast Guard - Command Center, Washington, D.C., call collect to 202/267-2100.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-A**



EFFECTIVE DATE: May 1, 2019

SUBJECT: **TRAFFIC ENFORCEMENT PLANNING**

1. TRAFFIC ENFORCEMENT PLANNING:

- a. The overall goals of the department's traffic enforcement efforts are the reduction of traffic crashes and the voluntary adherence to traffic laws by the general public.
- b. Traffic enforcement planning is based on the following factors:
 - 1) Traffic volume
 - a) There is a relationship between traffic volume and the demand for police traffic services.
 - b) The "average daily traffic volume" is a factor considered in enforcement planning.
 - c) State, county and town "average daily traffic volume" counts are available for the major roadways in Cicero. These statistics can be broken down to hourly volumes by day of the week to aid in planning.
 - 2) Observations by police field personnel and other Cicero employees, along with citizen complaints, can assist in determining the types and number of violations for use in planning.
 - 3) Other survey methods, including radar surveys, can assist in planning patrol and enforcement activities.
- c. Analysis of traffic crashes
 - 1) The Records Division maintains records on the times and locations of all reported traffic crashes within the town of Cicero.
 - 2) This data is analyzed to determine causative factors and hazardous locations with special attention to the types of crashes and their time of occurrence.
 - 3) Consideration is given to assigning patrol and/or traffic officers to those locations during those time periods when the need for police services is greatest.
- d. Analysis of traffic law enforcement actions
 - 1) The Records Division maintains records on traffic enforcement actions within the town of Cicero. This data is analyzed periodically to determine the type, frequency and location of violations.
 - 2) Information from traffic violators can also be utilized for planning purposes.
 - 3) Officers should be alert to traffic engineering problems that contribute to offenses or crashes. Officers noting such conditions will advise the shift supervisor who will inform the appropriate city, county or state agency of the problem. Examples of such problems are:

- a) Improperly placed, inadequate or lack of traffic control devices to alert drivers of a precautionary procedure.
 - b) Malfunctioning or improperly timed traffic signals.
 - c) Ineffective road signs and markings.
 - d) Poorly maintained portions of village roadways.
 - e) Visual obstructions, natural or artificial, which contribute to violations.
- e. Techniques and procedures
- 1) Techniques and procedures for traffic enforcement should be consistent with the nature of the violation and its potential for interfering with the free flow of traffic. These tactics may include:
 - a) Area patrol.
 - b) Visible stationary traffic observation.
 - c) Stationary traffic observation.
 - d) Use of equipment.
 - 2) Officers should use equipment which will be effective for the specific enforcement problem involved:
 - a) Easily identifiable marked police vehicles.
 - b) Unmarked police vehicles.
 - c) Stationary traffic observation.
 - d) Traffic data analysis operations.
- f. Traffic analysis
- 1) The Deputy Superintendent of the Specialty Division (Traffic) will have primary responsibility for the:
 - a) Analysis of traffic crashes experience.
 - b) Analysis of traffic law enforcement actions.
 - c) Development of traffic enforcement countermeasures.
 - d) Annual evaluation of traffic enforcement activities and program success.
 - e) Review and revision of traffic enforcement objectives.
 - 2) Traffic analysis of traffic crash experience should take into consideration a number of factors, including:
 - a) The types of vehicles involved.
 - b) Volume of traffic.
 - c) Environmental factors.
 - d) Types of violations.
 - e) Temporal factors,
 - 1. Time of day.
 - 2. Day of week.
 - 3. Hourly distribution of crashes.
 - 4. Locations.

g. Selective traffic enforcement based on traffic analysis:

In order to reduce crashes, shift commanders and field supervisors will use crash data to assist both patrol and traffic officers in targeting enforcement efforts. Periodically, special details may be assigned.

h. Annually, the **Deputy Superintendent of Traffic (Specialty Division)** will prepare a report evaluating the department's traffic enforcement efforts. This evaluation report will:

- 1) Examine program effectiveness.
- 2) Compare traffic enforcement efforts and results against goals and objectives established from the previous year's evaluation.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-I**



EFFECTIVE DATE: May 1, 2019 (re-issued-no changes)

SUBJECT: **TRAFFIC ENFORCEMENT: SPEED MEASURING EQUIPMENT**

1. The Cicero Police Department will use speed enforcement tools in a manner designed to create an appropriate deterrent that will reduce speeding violations, improve the general quality of speeding arrests and reduce crashes caused by excessive speeds. The methods used to determine speed will be radar and pacing.
 - a. Radar
 - 1) Radar equipment used by the department meets all standards established by the National Highway Traffic Safety Administration (NHTSA).
 - 2) Prior to using any radar unit the officer(s) will be trained in proper use of equipment.
 - 3) In selecting a location to operate radar, officers should position their patrol vehicles so as not to impede traffic or cause a traffic hazard.
 - 4) Officers must make sure that the radar unit being used is functioning properly by testing it before and after any enforcement contacts.
 - 5) Check the internal circuitry through the use of the internal test function of the unit.
 - 6) Check the readout lights through use of the light test function of the unit.
 - 7) Check the calibration of the unit externally through the use of tuning forks.
 - a) If any of these tests show that a radar unit is not working properly, or if it is damaged or malfunctions, the unit will not be used.
 - b) The officer will return the unit to the shift commander with a written explanation of the problem.
 - 8) Proper care of the radar unit.
 - a) Each radar unit will, at all times, be operated and handled with care.
 - b) The unit should not be left on when not in use. If left on for a long period of time it may:
 1. Cause wear and tear on the unit's internal parts.
 2. May give the location of the patrol officer away to traffic violators and criminals.
 3. The unit or component of the unit will not be removed from the patrol vehicle it is assigned to without approval from the shift commander. Two exceptions to this are:
 - A. Deadlined unit removed for repair that will be placed in the shift commander's office.
 - B. Deadlined vehicle having to go in for repair to a maintenance garage.

4. When not in use, all radar units will be kept in their mounts or carrying bags. At no time will the units be placed or left on the car floor.
5. Any detection of damage or misuse will be reported to the shift commander and noted on an equipment repair slip.

9) Maintenance/records

- a) Each radar unit comes with an operating manual. The manual to a specific unit will be kept on file so that personnel can become familiar with such unit.
- b) The Department of Administration will keep records as to dates the radar units are checked for calibration.
- c) The Department of Administration will keep a record of all maintenance performed on each radar unit and its radar equipment.
- d) The equipment standards will be equivalent to the Model Standards promulgated by the National Highway Traffic Safety Administration (NHTSA).

b. Pacing

- 1) All patrol vehicles will have a calibrated speedometer when pacing a vehicle.
- 2) When pacing, the patrol officer will keep an equal distance from the violator for a minimum distance of two blocks to make an accurate determination of the violators' speed.
- 3) When a citation is issued, officers will indicate on the citation if the violation was documented by pacing or by radar.

By Order of:


Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-B**



EFFECTIVE DATE: May 1, 2019 (reissued-no content changes)

SUBJECT: TRAFFIC ENFORCEMENT: ENFORCEMENT ACTION

1. TRAFFIC ENFORCEMENT: ENFORCEMENT ACTION

- a. The role of the officer is to observe and prevent violations of traffic laws and to take appropriate enforcement action when violations are observed.
- b. Enforcement policies cannot and should not supplant the officer's discretion, based on professional judgment, training and experience.
- c. A qualitative as well as quantitative enforcement emphasis is integral to the success of the traffic enforcement program of the Cicero Police Department.
- d. Officers will take appropriate enforcement action for each violation witnessed or reported to them.
- e. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner, and may encompass the following: a verbal warning, a traffic citation, or actual physical arrest.
- f. Officers have the discretionary authority as to which form of enforcement is to be taken by them. These include but are not limited to the following:

2. DEFINITIONS:

- a. ***Verbal warning:*** Used by the officer when it is obvious that the violation was unintentional and that the violator will now comply with the law due to the officer's warning.
- b. ***Administrative Ordinance "AO" citation:*** Used for minor equipment violations and some registration violations and other designated violations.
- c. ***Traffic citation:*** Used in the case of hazardous traffic violations, flagrant violations, and serious equipment violations. A citation can also be used for a minor traffic violation where the officer believes the violation was intentional or where the officer believes that a verbal warning will not ensure the violator's compliance with the law.
- d. ***Physical arrest:*** This form of enforcement action is to be used in the case of major hazard, including traffic violations, all felonies, and Class A Misdemeanors. These violations include but are not limited to the following:
 - 1) All violations of Chapter 4, Illinois Vehicle Code, Anti-Theft Law.
 - 2) Section 625 ILCS 5/3-116(c), Illinois Vehicle Code, Certificate of Title.
 - 3) Section 625 ILCS 5/11-204(a), Illinois Vehicle Code, Fleeing and Eluding.
 - 4) Section 625 ILCS 5/11-204.1(a), Illinois Vehicle Code, Aggravated Fleeing and Eluding.
 - 5) Section 625 ILCS 5/11-401(b), Illinois Vehicle Code, Leaving the Scene and Failure to Report a Traffic Crash.
 - 6) Section 625 ILCS 5/11-501, Illinois Vehicle Code, Driving Under the Influence.
 - 7) Section 625 ILCS 5/6-303, Illinois Vehicle Code, Driving While Suspended or Revoked Section 625 ILCS 5/6-101, Illinois Vehicle Code, No Valid Driver's License or expired over one year.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-O**

EFFECTIVE DATE: May 1, 2019 (Re-issued/No changes)



SUBJECT: VEHICLE STOPS: HIGH RISK AND FELONY VEHICLE STOPS

1. POLICY

Cicero Police Department personnel make traffic stops on a routine basis, but there is nothing "routine" about a Traffic Stop, as no two are exactly alike. Considering that about one in five Police Officers killed in the line of duty is killed while performing traffic stops or while involved in a pursuit. The manner in which these stops are made can ensure the safety of both the Officer and the motorist. Risk assessment of the vehicle occupants, vehicle type and the surrounding area are key elements when selecting the type of traffic stop to conduct.

2. DEFINITIONS

A. UNKNOWN RISK STOP: A traffic stop conducted on a traffic violator where no high-risk qualifiers are present.

B. HIGH RISK STOP: A stop that is conducted on a vehicle wherein one or more of the following factors are present;

- 1) Multiple occupants in vehicle
- 2) Obstruction of Officer's view into the vehicle, such as:
 - a) Tinted windows
 - b) Van
 - c) Truck
- 3) Disturbance in Vehicle
- 4) Suspicious Vehicle
- 5) Motorcycle
- 6) D.U.I.
- 7) Convertible with top down
- 8) Abnormal activity in Vehicle

C. FELONY STOP: A stop on a vehicle known or suspected to contain felony suspect(s) or vehicle that is suspected to have been used in the commission of a felony. This may also include a stolen vehicle.

3. PROCEDURES:

A. High Risk Stop

- 1) When conducting a High Risk Stop, if one or more of the qualifiers are present, personnel should not approach the vehicle as on an unknown risk stop. An alternative would be to remain behind the driver's door of the Patrol car and to ask the driver of the vehicle to exit the vehicle.

- 2) Once the driver has exited the vehicle, he or she will then be directed back behind and to the right or left rear of the Patrol car. In this location, off the roadway, the Officer can observe the subject, the Patrol vehicle and the suspect vehicle.
- 3) If a citation is to be written, the subject should be sent back to their vehicle where they are to remain while the citation is written. Officer discretion will dictate whether or not high-risk tactics are utilized from this point on. The Officer can elect to approach the vehicle or may opt to have the subject return to the right or left rear of the Patrol car for delivery of the citation(s); whichever keeps the subject and officer out of harm's way.

B. Felony Stop

- 1) When conducting a Felony Stop, a minimum of two Patrol cars will be utilized with a minimum of four Officers needed to properly carry out the Felony Stop procedure.
- 2) Whenever possible, the driver of the Patrol vehicle initiating the stop will attempt to position his/her vehicle behind and to the left of the suspect vehicle.
- 3) The driver of the second Patrol car will position his/her vehicle behind and to the right of the suspect vehicle. This position provides an excellent cover position for Police personnel while allowing a good field of fire upon the suspect vehicle if necessary. (see attached addendum).
- 4) With the driver of Patrol car #1 on the left side of car #1 and the driver of Patrol car #2 on the right side of car #2 both sides of the suspect vehicle are covered.
- 5) The third and fourth Officers should position themselves behind Patrol car #1, with an area of responsibility of the rear of the suspect vehicle, wherein interlocking fields of fire on the suspect vehicle can be further realized.
- 6) All communication with the suspects will be initiated by Officer #1 whenever possible. Suspects will be ordered to place their hands in a position where they are visible to Police personnel.
- 7) The driver of the suspect vehicle will be ordered to shut off the ignition and to throw the keys out the driver's door window.
- 8) Suspects will be ordered out of the car one at a time starting with the driver, then the remaining front seat passengers then the rear seat passengers, left to right.
- 9) Suspects will be directed back between car #1 and #2 to a position behind car #1 where he/she will be ordered to the ground and cuffed in the prone position. The prone speed-cuffing technique will be utilized. Once cuffed, the subject will be searched for weapons.
- 10) This sequence will be performed for each of the remaining occupants visible in the vehicle.
- 11) Once the interior of the vehicle appears to be empty, Officer #1 will attempt to call out any additional occupants.
- 12) If this yields no results, one Officer will then search the vehicle. The vehicle's right side, then left side will be searched via "quick peek", leaving the trunk for last.
- 13) The trunk will be thrown with the Officer throwing the trunk lid moving quickly out of the line of fire upon doing so.

GO 61-01-01-O
VEHICLE STOPS:
HIGH RISK AND FELONY

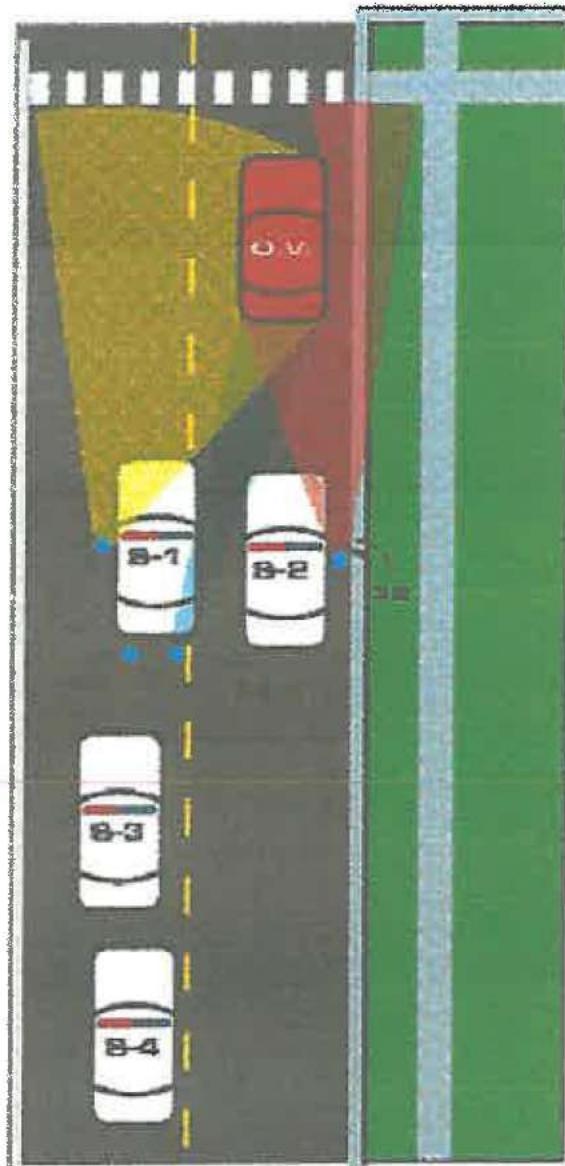
- 14) Once the trunk is cleared, initially with a "quick peek" technique, followed by a thorough search, the vehicle is then considered clear.

C. Conclusion of Stop

- 1) If probable cause exists for an arrest, proper enforcement action will be taken.
- 2) If no probable cause for an arrest exists the officer initiating the stop will explain to the occupants the reason for the stop, the reason for the police actions/tactics, employees etc. The subjects will then be immediately released.

FELONY STOP

Police Vehicle Positioning



By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-N (revised)



EFFECTIVE DATE: May 1, 2019

SUBJECT: TRAFFIC ENFORCEMENT: TRAFFIC STOP PROCEDURES

1. Since no two traffic stops are exactly alike, the following guidelines are recommended to provide for officer safety when stopping traffic law violators. Officers are expected to exercise discretion based upon their training and experience. Officers will remain aware of officer safety factors at all times.
2. Recommended procedures for officers initiating a traffic stop are:
 - a. Location should be chosen carefully.
 - 1) Every effort should be made to effect a stop in a location that provides ample space and sufficient lighting.
 - 2) When possible, avoid making stops in traffic-congested areas, on overpasses or in underpasses, and at intersections, where the stop will contribute to congestion problems.
 - 3) If possible officers will relocate off of busy streets.
 - b. Officers will notify the communications center of the location of the stop and the license plate number and description (color, make and model) of the violator's vehicle prior to making contact with the violator, when feasible. The notice will take the form of: LOCATION, REGISTRATION, APPROXIMATE YEAR, COLOR, and MAKE/MODEL. Example: 3200 South Cicero, IL Registration xx-xxxx, MID-80'S RED CHEVROLET CAMARO and number of occupants. Dispatch will then repeat the location and registration.
 - c. The communications center will run a LEADS inquiry on the suspect vehicle registration number.
 - d. If the LEADS response indicates a problem (hit), such as a reported stolen vehicle, gang member, wanted on warrant, etc., the communications center will advise the officer and will dispatch back-up assistance.
 - e. If the LEADS hit information becomes available after the stop is initiated, the dispatcher will advise "311 Red, 311 Green or the equivalent." The officer will respond either "STAND BY" or "GO AHEAD." If the officer responds "STAND BY," he will isolate himself as quickly as possible or take other appropriate action and advise the communications center when he is ready to receive the information.
 - f. The communications center will dispatch a back-up unit as soon as LEADS hit information is available.
 - g. The officer may, in the interest of officer and citizen safety, initiate the stop as a HIGH RISK STOP (See General Order Addenda 61-01-01-O, High Risk/Felony Stops).
 - h. Activate the emergency lights to signal the violator to stop. The horn or siren may be used if necessary.
 - i. Position the patrol vehicle behind the violator's vehicle and offset two to three feet to the left.
 - j. Observe the occupants of the stopped vehicle briefly before exiting the patrol vehicle.

- k. Use high beam headlights and/or the spotlight at night to illuminate the interior of the vehicle and protect the officer. Care must be utilized when using these lights so that other drivers sharing the highway are not "blinded" by these lights.
- l. Consider weapon readiness on every stop.
- m. While the officer will normally approach the stopped vehicle from the driver's side, the officer may, for safety reasons, approach from the passenger side of the vehicle.
- n. Officers will request the violator to remain in the stopped vehicle.
- o. Officers will not permit the violator to enter the police vehicle, unless a custodial arrest is being made.
- p. While approaching the violator's vehicle, the officer should be observant for anything that does not appear normal. The officer will be observant of any movements from inside the vehicle.
- q. The officer should observe the trunk lid, and assure himself that it is closed and locked.
- r. While speaking to the violator, the officer should stand as close as possible to the vehicle and to the rear of the driver.
- s. Whenever possible, the officer should check the violator's driver's license and wanted status through the communications center.
- t. If an officer reasonably believes that his or citizens' safety is in danger, or that passengers are engaging in criminal activity, he may run a computer check on passenger(s)' identification.
- u. While writing a citation, the officer should observe the violator as much as possible to ensure the status of the stop has not changed.
- v. When returning to the violator's vehicle to issue the citation, the officer must again be alert for any suspicious movements or actions inside the vehicle.
- w. Allow the stopped vehicle to re-enter traffic before leaving and deactivating the emergency lights.
- x. **THE OFFICER WILL ALWAYS ADVISE COMMUNICATIONS OF THE DISPOSITION OF THE STOP AND FILL IN THE TRAFFIC STOP STUDY (Racial Profiling) INFORMATION (for as long as required by ILCS) for each traffic stop.**
- y. The officer will then advise communications that he is back in service (or other status).
- z. If a stop occurs in an alley dispatch will automatically dispatch another unit to assist.
- aa. If a stop occurs outside the Cicero Town limits dispatch will automatically dispatch another unit.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-M**



EFFECTIVE DATE: May 1, 2019 (Re-issued/No Changes)

SUBJECT: TRAFFIC ENFORCEMENT: ROADSIDE SAFETY CHECKS

1. PCLICY:

- a. In accordance with the authority granted by 20 ILCS 2610/16, the Cicero Police Department will enforce the provisions of the Illinois Vehicle Code. Roadside safety checks will be used specifically to enforce:
 - 1) 625 ILCS 5/12-101, "Unsafe Equipment"
 - 2) 625 ILCS 5/6-101, "No Valid Operators License"
 - 3) 625 ILCS 5/11-501, "Driving Under the Influence of Intoxicating Liquor or Drugs".
 - 4) Selective and/or equivalent Town Ordinance, as designated in the operational safety plan.
 - 5) Mandatory Insurance.
 - 6) Occupant Protections Acts.

2. PROCEDURES:

- a. In conjunction with the authority granted by statute and case law, the enforcement of Illinois driver's license, equipment and DUI laws will be exercised in good faith.
- b. Any procedure used by officers in roadside safety checks should be measured against the following considerations and priorities:
 - 1) Enhancement of officer and motorist safety.
 - 2) Avoidance of undue inconvenience to the public.
 - 3) The deterrent effect created by the roadside safety check.
- c. Pre-detail Requirements/Operational Safety Plan
 - 1) The Deputy Superintendent, or his designee, will specify in writing when and where the check will be conducted. The location should have a history of being a high violation/accident risk area.
 - 2) When the time, date and location of the check are specified, the appropriate personnel will be notified for possible investigative support.
 - 3) Close cooperation will be arranged between the checking operation and the communications center to assure rapid reply in those cases where a radio check is considered necessary.
 - 4) Check to determine that Secretary of State computer files will be accessible and there should be no anticipated delay in response time.
 - 5) The selection sequence of the vehicles to be stopped (i.e., every vehicle, every fifth, tenth or fifteenth vehicle) will be prescribed and uniformly applied.

- 6) Assigned officers do not have the authority to change the operational plan. Officer discretion will not be used in adjusting the plan with the exception of the detail supervisor who will document the reason(s) for any adjustments.
- 7) Details will be publicized by the public information officer to enhance deterrence. The specific location of the detail will be given at the discretion of the Superintendent.
- 8) Do not interfere with commuter rush hour traffic.

d. Detail Requirements

- 1) The location to be used as a roadside safety check site will fulfill certain minimum requirements:
 - a) The safety and visibility to oncoming motorists,
 - b) Ample room for police and subject vehicles,
 - c) Secondary screening area,
 - d) Freedom from business and residential driveways, alleys and intersecting streets or highways,
 - e) Well drained, all-weather roadway and parking areas,
 - f) Freedom from obvious hazards in the highway,
 - g) Adequate advance warning signs and sufficient lighting to ensure motorist and officer safety,
 - h) Reduced opportunity for avoiding or escaping the check site.
- 2) The detail supervisor and all other personnel and equipment will be in the proper place and ready to go before the first subject vehicle is stopped.
 - a) The detail supervisor will conduct a briefing with all officers prior to the start of the detail.
 - b) All officers on the detail will wear illuminated or reflective vests to increase visibility and enhance officer safety
- 3) At the scene of a roadside safety check, traffic will be directed by using appropriate procedures.
 - a) Roadside safety checks will only be conducted when manpower is available to reasonably ensure an efficient operation with officer and motorist safety.
 - b) Uniformed officers and official vehicles will be in sufficient quantity and visibility to show the presence of legal authority.
- 4) A field supervisor will be present on the scene to guide operations. Should it be necessary for the field supervisor to leave the scene, an acting supervisor will be appointed.
- 5) Next to alertness, the most important personal quality required of officers at roadside safety checks is courtesy.
- 6) Check procedure
 - a) The checking procedure will be thorough, causing minimum delay to motorists.
 1. A driver's license that appears valid on its face will be considered as *prima facie* proof that the driver is in compliance with the Illinois driver licensing law.
 2. A check of Secretary of State driver's license files will not be made unless the officer has a significant reason or grounds to believe that a violation has been or is being committed.

3. If the officer has reasonable suspicion to believe that a driver is in violation of the law, the driver will be directed to a secondary screening area and appropriate enforcement action taken.
 4. Any case arising from use of the authority afforded by the statutes will be judged on its own merit. If the officer detects a violation or acquires probable cause to believe an offense has been committed or observes contraband in plain sight, enforcement action will be taken.
 5. The officer will listen for speech difficulties and look for any signs that might indicate intoxication.
 6. The officer or an assisting officer should check the vehicle for any equipment violations.
 7. Do not allow traffic to accumulate. Traffic congestion defeats the purpose of the checking operation.
- b) Any police department assisting the department in a roadside safety check will be expected to abide by this directive. Where differences in procedure exist, they will be resolved prior to the check.

e. Post-detail Requirements

At the conclusion of the detail, the supervisor in charge will complete a general report form and submit it through the chain of command to the superintendent of police, and the planning and research unit for statistical tabulation.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-L**



EFFECTIVE DATE: May 1, 2019 (Re-issued/No changes)

SUBJECT: TRAFFIC ENFORCEMENT: PARKING ENFORCEMENT

1. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the town.
2. Street parking is restricted in various areas to ensure fair access to parking and to expedite the flow of traffic during peak hours, as well as to facilitate street sweeping.
3. Special restrictions apply to weather emergencies and the type or classification of vehicles.
4. Officers will enforce parking violations with discretion, taking into account the seriousness of the violation.
5. Special attention should be given to the following areas:
 - a. Handicapped parking violations
 - b. Fire hydrant parking violations
 - c. Business areas and fire lanes during peak hours
 - d. Primary snow route violations
6. When vehicles are parked in such a manner as to necessitate their immediate removal, officers will make a reasonable attempt to locate the owner. If unsuccessful, the vehicle will be towed in accordance with the department tow procedures.
7. Parking regulations may be enforced in private parking areas provided there is a contractual agreement in accordance with the Illinois Vehicle Code.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 61-01-01-K**



EFFECTIVE DATE: May 1, 2019 (re-issued-No Changes)

**SUBJECT: TRAFFIC ENFORCEMENT: REFERRAL OF DRIVERS
FOR RE-EXAMINATION**

1. Officers will complete the Medical Reporting and Re-examination Request (a form supplied by the Illinois Secretary of State) when the officer observes or investigates a crash or incident and determines:
 - a. The crash or incident was the result of a possible/potential driver blackout, seizure or attack of unconsciousness (not if the driver fell asleep),
 - b. The crash or incident was the result of another medical condition (as determined through observing medicines in the possession of the driver or through the driver admitting the condition), including a mental, auditory or vision condition,
 - c. The driver has demonstrated that he/she apparently lacks the ability to safely operate a motor vehicle or to understand traffic laws.
 - d. The driver has displayed a lack of attention or performed a dangerous driving act.
2. Specific instructions for completing the Medical Reporting and Re-examination Request are on the reverse of the form.

By Order of:

Superintendent of Police