



GENERAL ORDER

<u>SUBJECT</u>	NUMBER
Domestic Violence	400.01
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	8/22/01
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
55.1.1-55.1.8, 55.2.1-55.2.6	15
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	400.01 Dated 5/1/95
	<u>OTHER REFERENCE</u>
	N/A
	John W. Stenson
	Police Chief

I. PURPOSE

To establish Peoria Police Department policy and procedures for responding to domestic violence calls, in compliance with the *Illinois Domestic Violence Act of 1986*, 725 ILCS 5/112A-27, and 750 ILCS 60/103 (Families).

II. POLICY

The Peoria Police Department is committed to reducing the incidents and severity of domestic violence. It is the policy of the department that officers shall:

- A. Treat all acts of domestic violence as criminal conduct. Domestic violence shall be treated in the same manner as all other requests for police assistance in cases where there has been physical violence, another form of violence, or the threat thereof.
- B. Utilize the arrest powers granted by the state legislature when there is probable cause, and under circumstances described hereafter under "arrest."
- C. Provide immediate effective assistance and protection to victims of domestic violence and take appropriate action against offenders.
- D. Investigate and gather evidence in domestic violence cases in such a way as to enable prosecutions to proceed in appropriate cases even in the absence of victim participation.

III. DEFINITIONS OF DOMESTIC VIOLENCE

- A. Definitions (725 ILCS 5/112-3.2)

For the purpose of this general order, the following terms as listed by their Illinois Compiled Statutes citations apply to domestic violence, as well as other criminal charges:

1. *Abuse:* Physical abuse, harassment, intimidation of a dependent, interference with personal liberty, or willful deprivation. Abuse does not include reasonable direction of a minor child by a parent or person in loco parentis.
2. *Family or household members:* Spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship.
3. *Harassment:* Knowing conduct which is not necessary to accomplish a purpose which is reasonable under the circumstances, would cause a reasonable person emotional distress, and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct shall be presumed to cause emotional distress:
 - a. Creating a disturbance at petitioner's place of employment or school
 - b. Repeatedly telephoning petitioner's place of employment, home, or residence
 - c. Repeatedly following petitioner about in a public place or places
 - d. Repeatedly keeping petitioner under surveillance by remaining present outside his home, school, place of employment, vehicle, or other place occupied by petitioner, or by peering in petitioner's windows
 - e. Improperly concealing a minor child from petitioner, repeatedly threatening to improperly remove a child of petitioner's from the jurisdiction or from the physical care of petitioner, repeatedly threatening to conceal a minor from petitioner, or making a single such threat following an actual or attempted improper removal or concealment, unless respondent was fleeing from an incident or pattern of domestic violence
 - f. Threatening physical force, confinement, or restraint on one or more occasions
4. *Interference with personal liberty:* Committing or threatening physical abuse, harassment, intimidation, or willful deprivation so as to compel another to engage in

conduct from which he has a right to abstain or to refrain from conduct in which he has a right to engage.

5. *Intimidation of a dependent:* Subjecting a person who is dependent because of age, health, or disability to participation in, or the witnessing of physical force against another or physical confinement or restraint of another which constitutes physical abuse regardless of whether the abused person is a family or household member.
6. *Order of protection:* An emergency order, interim order, or plenary order which includes any or all of the remedies authorized by 725 ILCS 5/112A-14.
7. *Petitioner:* May mean not only any named petitioner for the order of protection and any named victim of abuse on whose behalf the petition is brought, but any other person protected by Section 112/A-14 of this code.
8. *Respondent:* The person to whom an order of protection is directed.
9. *Physical abuse:*
 - a. Sexual abuse
 - b. Reckless use of physical force, confinement, or restraint
 - c. Repeated and unnecessary sleep deprivation
 - d. Reckless conduct which creates an immediate risk of physical harm
10. *Willful deprivation:* Willfully denying a person who, because of age, health, or disability, requires medication, medical care, shelter, food, a therapeutic device, or other physical assistance, and thereby exposing that person to the risk of physical, mental, or emotional harm.
11. *Domestic violence:* Attempting to cause or causing abuse of a family or household member or high-risk adult with disabilities, or attempting to cause or causing neglect or exploitation of a high-risk adult with disabilities which threatens the adult's health and safety, as defined in Section 103 of the Illinois Domestic Violence Act (IDVA) of 1986, as amended.
12. *High-risk adult with disabilities:* A person aged 18 or over whose physical or mental disability impairs his ability to seek or obtain protection from abuse, neglect, or exploitation.

B. Domestic battery (720 ILCS 5/12-3.2)

1. A person commits domestic battery if he intentionally or knowingly without legal justification by any means:
 - a. Causes bodily harm to any family or household member
 - b. Makes physical contact of an insulting or provoking nature with any family or household member
2. Domestic battery is a Class A misdemeanor. In addition to any other sentencing alternatives, for any second conviction of violating this section within 5 years of a previous conviction for violating the section, the offender shall be mandatorily sentenced to a minimum of 48 consecutive hours of imprisonment. The imprisonment shall not be subject to suspension, nor shall the person be eligible for probation in order to reduce the sentence.

C. Aggravated domestic battery (720 ILCS 5/12-3.3)

1. A person who in committing a domestic battery intentionally or knowingly causes great bodily harm or permanent disability or disfigurement, commits aggravated domestic battery.
2. Aggravated domestic battery is a Class 2 felony. Any order of probation or conditional discharge entered following a conviction for an offense under this section must include, in addition to any other condition of probation or conditional discharge, a condition that the offender serve a mandatory term of imprisonment of not less than 60 consecutive days.

A person convicted of a second or subsequent violation of this section must be sentenced to a mandatory term of imprisonment of not less than 3 years and not more than 7 years, or an extended term of imprisonment of not less than 7 years and not more than 14 years.

D. Interfering with the reporting of domestic violence (720 ILCS 5/12-6.3)

1. A person commits the offense of interfering with the reporting of domestic violence when, after having committed an act of domestic violence, he prevents or attempts to prevent the victim of or a witness to the act of domestic violence, from calling a 911 emergency telephone system, obtaining medical assistance, or making a report to any law enforcement official.

For the purpose of this section the following terms shall have the indicated meanings:

- a. Domestic violence shall have the meaning ascribed to it in Section 112A-3 of the Code of Criminal Procedure of 1963.
 - b. Family or household member shall have the meaning ascribed to it in Section 112A-3 of the Code of Criminal Procedure of 1963.
2. Interfering with the reporting of domestic violence is a Class A misdemeanor.
- E. Stalking (720 ILCS 5/112-7.3)

A person commits stalking when he knowingly and without lawful justification on at least two separate occasions follows another person or places the person under surveillance or any combination thereof, and/or:

- 1. At any time transmits a threat to that person of immediate or future bodily harm, sexual assault, confinement, or restraint
 - 2. Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint
- F. Aggravated stalking (720 ILCS 5/112-7.4)

A person commits aggravated stalking when he, in conjunction with committing the offense of stalking, also does any of the following:

- 1. Causes bodily harm to the victim
- 2. Confines or restrains the victim
- 3. Violates a temporary restraining order, an order of protection, or an injunction prohibiting the behavior description in Subsection (b)(1) of Section 214 of the IDVA of 1986

IV. ORDER OF PROTECTION

A. Definition

An order of protection is a statutory remedy which is designed to give family or household members relief under statutory provisions (725 ILCS 5/112A et seq., 750 ILCS 60/101 et seq.). Violations of an order may be enforceable with or without civil or criminal contempt of court proceedings in criminal court. Illinois law does not provide for peace bonds, nor are restraining orders available in most domestic relations situations.

B. Availability

An order of protection will be issued independently in a civil action, as part of a divorce proceeding, or in conjunction with a criminal action or delinquency action.

C. Remedies

The remedies available to a petitioner for an order of protection include, but are not limited to:

1. Prohibition of abuse, neglect, or exploitation
2. Exclusive possession of residence
3. Prohibiting respondent from entering or remaining present at petitioner's school, place of employment, or other specified places at times when petitioner is present
4. Counseling
5. Temporary legal custody or determination of visitation with a minor child
6. Prohibiting respondent from removing a minor child from the state or concealing the child within the state
7. Ordering the respondent to appear in court for instruction regarding the care and custody of a minor child
8. Granting a petitioner exclusive possession of personal property
9. Forbidding respondent from taking, transferring, encumbering, damaging, concealing, or otherwise disposing of real or personal property
10. Ordering respondent to pay support for petitioner or any child in petitioner's custody
11. Ordering respondent to pay petitioner for losses suffered as a direct result of the abuse
12. Entering such injunctive relief as may be necessary or appropriate to prevent further abuse
13. Prohibiting the respondent from entering or remaining in the residence or household while the petitioner is under the influence of alcohol or drugs and constitutes a threat to the safety and well-being of the petitioner or the petitioner's children

D. Service of process

1. *Summons*: Any action for an order of protection is a distinct cause of action and requires that a separate summons be issued and served.
2. *Expedited service*: The summons shall be served by the sheriff or other law enforcement officer at the earliest time and shall take precedence over other summonses, except those of similar emergency nature.

E. Entry in Law Enforcement Agencies Data Systems (LEADS)

The Peoria County Sheriff shall be responsible for entering all orders of protection into LEADS on the same day the order is issued by the court, whether or not the order has been served.

F. Duties of law enforcement officers

It is the duty of a law enforcement officer to take all reasonable steps to prevent further abuse. Action shall include, but not be limited to, advising the victim of the availability of an order of protection or enforcement of a valid order of protection.

G. Violations

It is a crime for a respondent to violate the conditions imposed by an order of protection. Jurisdiction exists where the act of violating the order occurs. An arrest can be made in any county where a violation occurs. The order of protection need not be issued in the county where the violation occurs to be valid. If an order of protection is in effect, and an officer has probable cause to believe a violation has occurred, an arrest shall be made:

1. The victim should not be required to sign a complaint.
2. The offense of violation of an order of protection should be issued even if other charges are pending.
3. A report of a violation of an order of protection should be treated like any other offense of domestic violence and investigated and reported as provided in Sections VIII and IX.
4. An order of protection is valid regardless of how the offender entered the victim's residence.

Persons protected by an order of protection do not have the power to waive the injunction against the violator. Only a court can void an order of protection.

V. **RESPONSE PROCEDURES**

A. Communications

1. Upon receipt of a call involving domestic violence, ECC will obtain adequate response information, including:
 - a. Caller's identity
 - b. Exact location
 - c. Injury
 - d. Weapons description
 - e. Identity of the victim and perpetrator
 - f. Whether the perpetrator is still at the scene
 - g. Any other pertinent information
2. The names and addresses should be cross-referenced, if possible, to determine any previously reported incidents from which any potential danger involved should be determined, and relayed to the responding unit.
3. ECC should make periodic checks on any officer(s) at the scene.
4. Since domestic violence often presents a situation which should be handled as a top priority, the closest available police unit should be assigned, where possible.
5. ECC should receive training in recognizing and preserving those 911 tapes in domestic violence calls which may be admissible under the excited utterance or spontaneous declaration exception to the hearsay rule. It is recognized that such tapes can be very useful in prosecutions, particularly those prosecutions that are proceeding without victim participation.

B. Officer response

1. Officers will respond to and investigate complaints of persons who are victims of domestic violence in a safe and expeditious manner. All such calls should be regarded as potentially high-risk calls for police officers and victims, and should if possible, utilize a backup unit.

2. LEADS should be consulted to determine whether an order of protection has been issued or if the perpetrator has an outstanding warrant.
3. Officers should advise ECC of the status of the call as soon as possible after arrival and stay in contact.

VI. OFFICER'S RESPONSIBILITIES AT THE SCENE

- A. The IDVA of 1986, as amended, requires officers to assist the victim, to arrest the abuser where probable cause exists, and to report the incident and collect evidence. Officers are expected to handle domestic violence in a manner similar to any other crime.
- B. Initial response

When an officer responds to a domestic violence call and both victim and perpetrator are present at the household or location of the incident, the police officer responding shall:

1. Separate the parties and ensure the safety of persons present.
2. Conduct a preliminary investigation, including taking a detailed written and signed statement from the victim. Statements should also be taken from any other adult witnesses or children present. It is important that statements address the entire incident.

C. Assistance to the victim

If the officer determines that a person has been abused by a family or household member, the officer will take all reasonable steps to prevent further abuse, including but not limited to the following:

1. Arresting the offending party, where appropriate.
2. Accompanying the victim into his residence to remove necessary personal items:
 - a. Generally, personal belongings consist of personal clothing, medication, and any other personal property for the victim and minor children that would not be construed to be part of communal property.
 - b. Officers accompanying victims shall not however, assist in a forcible entry into the residence, nor shall the officers assist in physically removing any property of the victim.
3. Furnishing the victim with information in his primary language, when possible, which informs the victim of his rights under the IDVA of 1986 and available

services, and providing the victim with the name and badge number of the officer and the arresting agency's phone number.

4. Providing the victim, when possible, with at least one referral to a local service agency or, if the victim is 60 years of age or older, a referral to a network of services for seniors with a copy of the report forwarded to CID for assignment to officers trained in elderly abuse, or if the victim is hearing impaired, a referral to a sign language interpreter, or if the victim cannot communicate in English, a referral to a community program with translation services, or if the victim is a high-risk adult with disabilities, a referral to an agency which provides services for persons with disabilities.
5. Advising the victim to seek medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property). If an arrest has been made or it otherwise appears that criminal prosecution is available, the officer should take the responsibility of photographing any injury or damage and otherwise preserving evidence. Medical care may be necessary even though injuries are not immediately apparent (internal, etc.).
6. Advising the victim of evidence which has been collected by the officer, and of the importance of preserving evidence, the types of evidence which could be collected at a later time, and how they can be used and by whom.
7. Transporting or arranging for the transportation of the victim to a medical facility for the treatment of injuries, or a nearby shelter or place of safety, or after close of court business hours, providing or arranging for transportation for the victim to the nearest available circuit judge or associate judge, so the victim may file a petition for an emergency order of protection. A copy of the report shall be forwarded to the victim advocate.
8. When a victim of abuse chooses to leave the scene of the offense, it shall be presumed that it is in the best interest of any minors or dependents in the victim's care to remain with the victim or a person designated by the victim, rather than to remain with the abusing party. If a victim is physically unable to care for minor children but alert and competent to make decisions, a victim's directive for temporary custody of the children to another person should normally be honored. If the officer believes that the safety of the children cannot be assured by placing them either with the victim, the victim's designee, or the suspect, the Department of Children and Family Services (DCFS) should be contacted and the children should be treated as neglected.

VII. EVIDENCE COLLECTION

- A. The officer should interview the victim and the offender separately so the victim can speak freely without being intimidated by the presence of the offender.
- B. The officer shall attempt to interview the offender and prepare a written report.
- C. The officer should process the crime scene and collect evidence as in any other case involving physical harm to a victim. Where possible, evidence collection should include color photographs of injuries sustained, as well as photographs of the premises which serve to corroborate the purported incident and include any weapons or other articles which can be used to corroborate the occurrence of violence (e.g. broken glass, torn clothing, blood-stained articles, or damaged personal possessions of the victim).
- D. If the officer has not determined whether an order of protection has been issued, he shall verify the existence of an order of protection either by telephone or radio communications with the LEADS operator or by referring to the copy of such order provided by the victim or other individual present.
- E. The officer shall complete a written report of his observations of the victim, abuser, visible injuries, the presence of weapons, the victim's statement as to the frequency and severity of prior instances of abuse by the same family or household member, and all other circumstances and facts pertinent to the incident, including whether or not children were present.
- F. The officer's written report should include any excited utterances by any person, any statements of the defendant, even those intended to be exculpatory, and a written or taped statement of the victim, if possible. Officers should review and preserve 911 tapes in appropriate cases.

VIII. ARREST

- A. In cases involving domestic violence, an officer shall make an arrest without a warrant when probable cause exists under the following circumstances:
 - 1. When a felony has been committed.
 - 2. When a misdemeanor/felony has been committed and the victim has visible signs of injury (see exception in Section IV of "definitions", for minor child), or when any weapon has been used to inflict injury or to intimidate or threaten the victim.
 - 3. When an offense is committed in the presence of the officer.

4. When an officer has confirmed that a valid order of protection is in effect, that the offender has been served or has knowledge of the order, and a condition of the order which subjects the respondent to arrest and prosecution upon violation has been violated by the offender. Officers must determine that the offender has been served with a copy of the order of protection or has actual knowledge of it. If the offender denies knowledge of the order of protection and his denial is credible, the officer should provide the offender with a copy of the order, verbally advise him of the contents, and note in the report that a copy of the order, if available, was given and explained to the offender. The officer should check the victim's copy of the order of protection or verify provisions of the order by radio or telephone communication with the LEADS operator.
 5. When an officer has determined the automatic 72-hour, no-contact provision of a bond is in effect.
- B. In the circumstances described in Paragraph A, an arrest should be made, even though the victim does not want the offender arrested or if the victim has not signed a complaint statement regarding the events which occurred. In all other cases, it is within the officer's sound discretion to effect an arrest where probable cause exists to believe that an offender has committed a domestic violence offense.
1. If another crime has been committed during the violation of the order of protection, that crime should also be charged as an additional felony or misdemeanor complaint.
 2. No officer shall decline to arrest an offender because:
 - a. The parties live together
 - b. The parties have sought civil remedies
 - c. The victim has been previously unwilling to participate in the complaint or arrest process
 - d. Verbal assurances are given that the violence will cease
 - e. The parties are of the same sex
 - f. Either or both the parties are under the influence of drugs and/or alcohol
- C. If a domestic violence situation results in an arrest for violation of an order of protection or other criminal conduct, the suspect should normally not be released on a notice to appear without posting appropriate bail.

- D. If an arrest is not made, the report shall be forwarded to the state's attorney for review and the victim/parties should be advised of it. The victim should also be advised:
 - 1. A complaint need not be signed at the time of an incident for further action by the state's attorney
 - 2. Of the right to request that a criminal proceeding be initiated where appropriate, including specific times and places for meeting with the state's attorney's office, a warrant officer, or other official, in accordance with local procedures
 - 3. Of the importance of preserving evidence, the types of evidence which could be collected at a later time, and how they can be used and by whom
- E. If the offender has left the scene, the officer should attempt to locate him.
- F. All possible charges, including nondomestic violence charges, should be listed on the arrest report.

IX. INCIDENT REPORTING AND DOCUMENTATION

- A. Whenever an officer receives a domestic violence complaint, a report must be prepared, whether or not an arrest is made. If no arrest is made when the suspect is present, the report will clearly show sufficient reasons for not making an arrest.
- B. Every officer investigating a domestic violence incident shall prepare a written report which includes the following:
 - 1. Observations of the victim, abuser, visible injuries, and the presence of weapons
 - 2. The victim's statement as to the frequency and severity of prior incidents by the same person
 - 3. The number of prior requests of police assistance
 - 4. That the victim was advised of his rights under the domestic violence statute and was issued an Illinois domestic violence form
 - 5. Statements indicating whether children were present and witnessed the incident
 - 6. Interviews and statement from all other persons present at the time of the incident
 - 7. All other circumstances and facts pertinent to the incident
 - 8. Disposition of the allegation

If minor children are present and if the officer reasonably believes they have been abused or neglected, the incident shall be reported to the Illinois DCFS (1-800-25ABUSE), and Juvenile shall follow up.

- C. If the officer has reason to suspect that a family or household member aged 60 or older is abused, neglected, or exploited, the officer shall make a report to the Peoria local chapter of SeniorStrength at 309-637-3905. After business hours the number automatically switches over to the crisis line (691-4111), which is staffed continuously. Regardless of an arrest being made, the officer should clearly document circumstances of the incident in the report, forwarding a copy to CID for follow-up by an officer trained in elder abuse.
- D. All reports shall be reviewed by a patrol sergeant for any necessary follow-up.
- E. When an officer responds to a domestic violence complaint, an inquiry should be instituted through LEADS to determine if there is an order of protection in effect. LEADS should provide all the information contained in the protection order. If no order of protection is in effect, the victim shall be informed of his rights under the IDVA.

X. **VICTIM SERVICES**

- A. Law enforcement agencies should have written networking agreements with local service providers.
- B. Local services may include, but are not limited to:
 - 1. Hospital emergency rooms
 - 2. Local domestic violence programs, i.e. the Center for Prevention of Abuse
 - 3. Elder abuse programs
 - 4. Community mental health agencies
 - 5. Local sexual assault crisis centers
 - 6. Youth service providers
 - 7. Homeless shelters
- C. Law enforcement agencies should provide written and verbal referrals to the victim for local services. Law enforcement agencies should work with local service providers to develop written information for police to distribute to victims of domestic violence.

XI. TRAINING

All law enforcement personnel should receive training through the Police Training Institute at Illinois Central College or from some other source regarding the implementation and application of this protocol to domestic violence cases.

XII. LIMITED LAW ENFORCEMENT LIABILITY

Section 112A-25 of the IDVA of 1986 (725 ILCS 5/112A-25) limits an officer's and the Peoria Police Department's liability: "Any act of omission or commission by a law enforcement officer acting in good faith in rendering emergency assistance or otherwise enforcing this article shall not impose civil liability upon the law enforcement officer or his supervisor or employer unless the act is a result of willful or wanton misconduct."

Officers should keep in mind that failure to act can carry liability issues.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Body Armor	400.02
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
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	9/6/01; 3/20/02
	<u>OTHER REFERENCE</u>
	N/A
	Jerry E. Mitchell
	Police Chief

I. POLICY

It is the policy of this department to maximize officer safety through the use of body armor, in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

II. PROCEDURES

A. Issuance of Body Armor

1. All body armor must comply with the current minimum protective standards prescribed by the National Institute of Justice.
2. All commissioned officers shall be issued body armor. (41.3.5)
3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.
4. If an officer's body armor is damaged, becomes worn, or is otherwise unserviceable, the officer shall contact the Training Unit. If the officer's body armor is taken out of service for repair or replacement, he will be temporarily issued replacement body armor until the repair or replacement can be completed.
5. The Training Unit shall maintain a supply of used body armor for temporary replacement in a variety of sizes for both males and females.
6. If immediate replacement is required outside the training unit's normal office hours, the officer should contact the desk sergeant, who will fit the officer with replacement body armor and log the exchange. It will then be the officer's responsibility to contact the training unit to arrange for the repair or replacement of his body armor.

B. Use of Body Armor (41.3.6)

1. Officers assigned to uniformed operations shall wear the issued body armor while engaged in field activity. In addition, all other officers (CID, SID, CSU, etc.) shall wear their vests when involved in field activity for more than 50% of the daily schedule. Field activity is defined as street activity or responding to calls for service or investigation, as well as pre-planned, high-risk operations.
2. An officer not meeting the above criteria shall have his body armor immediately accessible while on duty. This is to include an officer assigned inside duties or an officer working a light duty assignment. Immediately accessible is defined as in his work vehicle, or if assigned inside the building, in his locker.
3. This order shall apply when working off duty as well. Failure to comply may result in the revocation of off-duty employment.

C. Inspection of Body Armor

1. Supervisors shall be responsible for ensuring that body armor is worn and compliance is met as required by this order.
2. Periodic random inspection of department body armor shall be done by the training unit.

D. Care and Maintenance of Body Armor

1. Each officer is responsible for the proper storage of body armor, in accordance with manufacturer instructions, and daily inspection for signs of damage and general cleanliness. Any damage shall be reported to the Training Unit.

E. Training Unit

The training unit is responsible for maintaining the following information:

1. Technological advances in the body armor industry that may necessitate a change in body armor, as well as a description of weapons and ammunition currently in use, and whether or not issued body armor can withstand their impact.
2. Records of body armor distribution.

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GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Pursuits	400.03
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	<u>OTHER REFERENCE</u>
	N/A
	<u>Loren Marion III</u>
	Chief of Police

I. POLICY

Vehicle pursuits have been ruled by the courts as a use of deadly force, and both the agency and officers may be held liable for damages and/or injuries. The decision to initiate and/or continue a pursuit requires weighing the public safety need to immediately apprehend the violator against the degree of risk to which peace officers and others are exposed as the result of a pursuit. Peace officers are reminded they are under no legal obligation to initiate a pursuit, and in many circumstances the safety of the public will dictate that no pursuit be initiated, and/or it be discontinued.

II. DEFINITIONS

- A. *Pursuit*: An active attempt by a peace officer in an authorized emergency vehicle to apprehend an actual or suspected law violator who is attempting to avoid apprehension through evasive tactics via use of a motor vehicle.
- B. *Marked Police Vehicle*: Any police vehicle that is identifiable by color scheme, has red and/or blue lights permanently mounted on or within the vehicle, is equipped with a siren, and has the department seal and/or police lettering.
- C. *Semi-Marked Police Vehicle*: A police vehicle that is not identifiably marked by a distinctive color scheme, has a red light or blue light mounted on or within the vehicle, has a siren, and might not have partial police markings, i.e. detective/juvenile cars.
- D. *Unmarked Police Vehicle*: A police vehicle that has no distinctive identifiable exterior marking, and may not have portable emergency warning lights.

E. *Pursuit Vehicles:*

1. *Primary Unit:* The police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect).
2. *Secondary Unit:* Any police vehicle that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

III. PURSUIT PROCEDURES

A. Initiation of Pursuit

Any peace officer in an authorized vehicle may initiate a pursuit when all the following criteria are met:

1. The suspect is attempting to evade apprehension,
2. The suspect if allowed to escape presents a danger to human life, or he has caused serious injury by use of a deadly weapon, or he is armed with a weapon, etc., AND
3. The officer has reasonable grounds to believe the suspect has committed a forcible felony, which includes treason, first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement, or any other felony which involves the use or threat of physical force or violence against an individual.

Officers in unmarked squad cars are prohibited from being involved in high-speed pursuits unless a life-threatening situation exists.

No pursuits will be conducted in a police vehicle that contains a civilian. During any pursuit, the use of the red lights and siren are, both, required at all times.

B. Termination of Pursuit

Pursuing peace officers should terminate pursuits when:

1. The danger to the public or the pursuing peace officer outweighs the necessity for immediate apprehension of the violator. Consideration shall be given to:

- a. Speed of the pursuit
 - b. Area of the pursuit
 - c. Weather and road conditions
 - d. Presence of pedestrians and other traffic
 - e. Reason for pursuit of the fleeing vehicle
 - f. The distance between the pursuing peace officer and the violator is so great that further pursuit is futile
 - g. The peace officer loses visual contact with the violator for an extended period of time
 - h. The violator is identified and the failure to apprehend poses no immediate threat of death or serious injury to another person
 - i. There are malfunctions with the police equipment or police vehicle that would make continued operation of the pursuing vehicle hazardous
2. Pursuing peace officer need not wait for supervisor order to terminate pursuit. If all parameters of the pursuit policy are not met the initiating officer shall self-terminate pursuit.
 3. Pursuing peace officers shall terminate pursuits when ordered to do so by a supervisor.

C. Communications

1. Upon the initiation of a pursuit, the pursuing officer shall immediately, or as soon as is reasonably practicable, notify communications personnel of the following:
 - a. There is a pursuit in progress (so they can clear the air)
 - b. Location and direction of travel
 - c. Vehicle information (i.e. make, color, license number)
 - d. Reason for the pursuit
 - e. Number of occupants
 - f. When he will be leaving the jurisdiction

2. The primary unit will provide frequent updates as to the location, direction of travel, and other pertinent information. The primary unit is responsible for the conduct of the pursuit unless otherwise directed by a supervisor.
3. The pursuing peace officer shall keep windows rolled up and operate the siren manually when possible so that communications personnel can hear transmissions clearly.
4. Communications personnel shall:
 - a. Give priority to the primary unit.
 - b. Notify other units of the pursuit, including the location, direction of travel, and vehicle descriptions; and keep the air clear.
 - c. Notify supervisors (police and ECC).
 - d. Receive and record all incoming information on the pursuit.
 - e. Keep the supervisors apprised of the progress of the pursuit.
 - f. Request the pursuing officer's status if he fails to make frequent contact.
 - g. Notify neighboring jurisdictions of a pursuit approaching their boundaries.
 - h. Perform relevant records and motor vehicle checks.
 - i. Coordinate and dispatch backup assistance.
 - j. Handle pursuit communications on PREP 1 unless:
 - 1) The pursuit has or may extend into other jurisdictions (ISPERN 1 shall be used).
 - 2) The supervisor directs a switch to ISPERN (when using ISPERN, the primary unit shall conform to ISPERN guidelines).
 - k. Handle the radio traffic not associated with the pursuit on PREP 2 or any other frequency designated by a supervisor.

D. Pursuit Tactics

1. The use of forcible stop techniques to terminate a pursuit is permitted only when all the following conditions have been met:
 - a. There is sufficient legal justification for the use of deadly force.
 - b. Authorization has been obtained from a supervisor, if feasible.
 - c. The participating peace officers have been properly trained in the application of the selected technique.
 - d. Peace officers involved in a pursuit are not proceeding in a direction opposite to the flow of traffic on a divided highway without the authorization of a supervisor, if feasible.
2. Peace officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any vehicle contact action except as a last resort to prevent imminent death or serious bodily injury to an officer or another person, where deadly force would otherwise be legally justified.
3. No more than two police vehicles (a primary unit and a secondary unit) shall become actively involved in a pursuit unless otherwise specifically directed by a supervisor.
4. A motorcycle officer may initiate a pursuit providing the proper justification exists, but will relinquish primary unit status immediately upon the participation of a marked police vehicle. Upon relinquishing primary unit status, motorcycles shall terminate active involvement in a pursuit unless they are needed to fulfill secondary unit responsibilities or are otherwise directed by a supervisor.
5. Semi-marked units may initiate a pursuit providing the proper justification exists, but will relinquish primary unit status immediately upon the participation of a marked police car. Upon relinquishing primary status, semi-marked units shall terminate active involvement in a pursuit unless they are needed to fulfill secondary unit responsibilities or are otherwise directed by a supervisor.
6. Throughout the course of a pursuit, pursuing peace officers shall not attempt to overtake, pull alongside, or pass the violator's moving vehicle without the specific authorization of a supervisor. Peace officers shall not pass other units involved in a pursuit unless the passing peace officer receives specific permission from the primary unit.

7. Police units that are on a street parallel to a pursuit may not join or interfere with a pursuit unless specifically directed by a supervisor.
8. All units in a pursuit, whether the primary or secondary unit, should be spaced sufficiently to allow adequate distance to successfully execute evasive maneuvers in the event that other vehicles may slow, stop, turn, or otherwise create a collision hazard.
9. Before approaching an intersection controlled by traffic signals or signs, or any other location at which there is an increased likelihood of a collision, the driver of any pursuit vehicle shall reduce the vehicle's speed and ensure the way is clear before proceeding to avoid a collision with another vehicle or pedestrian.
10. Primary unit responsibilities
 - a. Once the primary unit has made the determination to pursue, it shall be his responsibility to direct radio traffic.
 - b. Upon the initiation of a pursuit, the pursuing peace officer shall immediately activate the vehicle's emergency warning lights, audible device, and headlights.
11. Secondary unit responsibilities
 - a. A secondary unit shall notify ECC and a supervisor that he has joined the pursuit. Until such time that a supervisor assumes responsibility, only one secondary unit shall become involved in an ongoing pursuit.
 - b. When assigned secondary unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.
 - c. The secondary unit shall not attempt to overtake the primary unit unless requested to do so by the primary unit or instructed by a supervisor.
 - d. The secondary unit shall serve as a backup to the primary unit and will respond to directions from the primary unit unless directed otherwise by a supervisor.
12. The supervisor shall:
 - a. Upon notification that a pursuit is in progress, assume responsibility for the monitoring and control of the pursuit as it progresses.

- b. Immediately determine whether the pursuit was initiated in accordance with provisions of this policy and permit the pursuit to be continued only if said policy has been fully complied with to the best of the supervisor's knowledge.
- c. Verify the following:
 - 1) The offense meets the department's criteria for pursuits.
 - 2) No more than the required or necessary number of units are involved in the pursuit.
 - 3) Proper radio procedures are followed.
 - 4) All necessary agencies are notified.
- d. Continuously review the incoming information to determine whether the pursuit should be continued or terminated.
- e. Control and coordinate the pursuit as follows:
 - 1) Direct pursuit or support units into or out of the pursuit
 - 2) Assign a secondary unit to the pursuit
 - 3) Re-designate a primary, secondary, or other support unit as necessary
 - 4) Approve, disapprove, and coordinate pursuit tactics
 - 5) Approve or disapprove a pursuit into other jurisdictions
 - 6) Ensure compliance with interjurisdictional pursuit agreements, if applicable
- f. Approve and assign additional backup or support units to assist the primary and secondary units based upon an analysis of:
 - 1) The nature of the offense for which the pursuit was initiated
 - 2) The number of suspects and any known propensity for violence
 - 3) The number of peace officers in the pursuit vehicles
 - 4) Any damage or injuries to the assigned primary or secondary units or peace officers

- 5) The number of peace officers necessary to safely make an arrest at the conclusion of the pursuit
 - 6) Any other clear and articulable facts that would justify the increased hazards caused by adding more than the primary and secondary units to a pursuit
 - g. Ensure that all participating agencies are notified when a pursuit is terminated.
 - h. Ensure that this policy is followed by all peace officers throughout the pursuit.
 - i. Respond to the termination point of all pursuits.
13. Other unit responsibilities
- Unless otherwise directed, police units other than the primary unit and the first secondary unit shall not become involved in an ongoing pursuit. Such police units are expected to monitor radio transmissions and position themselves to be of possible assistance.
14. Pursuits entering another department's jurisdiction
- a. The primary unit shall notify Communications the pursuit is leaving the jurisdiction.
 - b. The supervisor shall decide to continue or terminate the pursuit based upon the existing circumstances.
 - c. Communications shall notify the involved jurisdiction.
 - e. Peace officers involved in interjurisdictional pursuits are required to comply with their department's policy and interjurisdictional agreements. Only pursuit tactics that are permitted by their own agency may be utilized, regardless of what is requested by the other agency.
15. Pursuits entering City of Peoria
- a. Peace officers shall refrain from entering pursuits unless assistance from the pursuing agency is requested and approved by a supervisor.

E. Report Process

1. All officers involved in a pursuit shall request a case number be assigned for a pursuit within the city limits.

2. All officers involved in a pursuit that requires the officer to communicate on the ISPERN frequency are required to obtain an ISPERN number at the time of the pursuit, and place this number in the crime report.
3. All lieutenants shall review any pursuit incident under their command as soon as practicable, and create a Pursuit Report in the Personnel Management module. Within the report, the lieutenant shall analyze the incident scope and circumstances, review any supporting documentation or evidence such as in-car or body-worn camera footage, CAD screens, and ECC dispatch audio,(and add them as attachments). He will forward his findings through his chain of command within the module for approval.
4. On an annual basis, the patrol captain shall prepare a documented analysis of all pursuit reports for the prior year. This review and analysis is conducted to reveal patterns or trends that may indicate training needs and/or policy modifications.

F. Driver Training

All Peoria police officers shall receive defensive driving/tactics training.

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GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Ride-Alongs	400.04
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	March 27, 2009
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
N/A	2
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	GO 184-80; 6/30/00
	<u>OTHER REFERENCE</u>
	N/A
	Steven M. Settingsgaard
	Police Chief

I. POLICY

To avoid situations of potential civil liability for individual officers and the Department, all persons except law enforcement officers and City employees in the course of their official duties, are required to sign a release form before accompanying a Peoria police officer on his tour of duty. This does not apply to authorized escort or transportation of persons to a specified destination.

II. RELEASE FORM

The release form must be completed and signed by any person who is to accompany an officer on his tour of duty, with the following exceptions:

- A. City employees engaged in the discharge of their duties
- B. Police officers of other jurisdictions in the discharge of their duties when assisting or cooperating with Peoria police officers
- C. ESDA officers when performing emergency services at the request of the Police Chief or as part of regularly scheduled training.
- D. The Peoria County State's Attorney or any Assistant State's Attorney in discharge of his duties, with specific authorization of the Police Chief.
- E. Interns who have been formally approved and have signed a release form that is kept in the file by the Administrator of the Internship Program.
- F. Members of the City Council or the Fire and Police Commission, with specific authorization of the Police Chief

III. PROCEDURES

- A. All requests for police ride-alongs will be made through the chain of command to the shift lieutenant. Shift lieutenant approval (or approval by a higher rank) must be obtained **before** a ride along occurs. Individuals under 18 years of age are not allowed to participate in ride-alongs without prior written approval of the Chief of Police.
 - B. Upon approval of the ride-along, the shift lieutenant shall initial the form and file it in the patrol lieutenants' office. The lieutenant shall forward a copy of any ride-along form and any related documents to the Community Services Officer for statistical purposes.
 - C. The shift lieutenant may assign the ride-along to any officer or detail he deems most suitable. Ride-alongs shall not be permitted to ride with the same officer more than once, unless they are completing an official internship with the Department. The shift lieutenant may terminate the ride-along at any time he feels it is warranted by the conduct of the person riding, the situation on the street or under any other circumstance he feels warrants such action.
 - D. Because ride-alongs (as distinguished from training and educational programs) are for the purpose of letting citizens become acquainted (not familiar or extensively knowledgeable) with police work, police officers, and police problems, repeated ride-alongs should not be approved by the shift lieutenant.
 - E. Officers shall not take ride-alongs inside public or private premises when on official police calls unless specifically authorized by the shift lieutenant.
 - F. At the conclusion of the ride-along, the officer with whom the person was riding shall report to the shift lieutenant any unusual occurrences of a serious nature which might give rise to potential liabilities. Such matters shall be noted on the release form and submitted through the chain of command to the Chief's office.
- IV. Nothing herein (Collective Bargaining Agreement notwithstanding) shall preclude the Chief or his designee from authorizing exceptions to this Order as necessary for the benefit of the Department, on a case by case basis

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GENERAL ORDER

<u>NUMBER</u>	400.05
<u>EFFECTIVE DATE</u>	November 13, 2017
Roadblocks and Forcible Stops	
<u>NUMBER OF PAGES</u>	3
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	6/5/00; 400.39
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
41.2.3	GOs 400.03; 401.04
<u>AUTHORITY</u>	Jerry E. Mitchell Police Chief

I. POLICY

Stopping a criminal suspect vehicle presents obvious dangers, and various strategies must be considered before their implementation. Roadblocks, stop sticks, and other forcible stopping techniques may be used to seal an area in which a criminal is believed to be, or to stop a vehicle that is being pursued by police. A supervisor's approval is necessary to implement any of these techniques in a pursuit situation (see General Order 400.03 Pursuits).

II. DEFINITIONS

- A. Stop Stick Device: Any department purchased device equipped with hollow spikes designed to deflate tires in a controlled manner.

III. FORCIBLE STOPS FOR PURSUIT

A. Roadblocks

In a pursuit situation roadblocks shall not be authorized unless the standards for use of deadly force are met (see General Order 401.04).

1. Positioning vehicles for the roadblock

After the supervisor has given approval for the implementation of a roadblock, the roadblock should be positioned so that the subject vehicle has adequate room to stop and in a place that is highly visible not only to the violator but other motorists. The roadblock should be set up so it is possible for the fleeing vehicle to get through the roadblock to limit the potential for a collision. An effective roadblock of this type can be successfully accomplished by using two vehicles parked at angles in the roadway and staggered slightly so that the pursued vehicle must slow drastically to weave between the two vehicles.

2. Only marked vehicles may be used for roadblocks and they should have all their emergency lights activated. Officers should not remain in vehicles being used for a roadblock.
3. All pursuing vehicles must be notified of the location of the roadblock and care should be taken to notify assisting vehicles from other departments not on the department's frequency.
4. Rolling Roadblocks

Rolling roadblocks are specifically prohibited for use by officers of the department without approval of a lieutenant or higher ranking command officer.

B. Forcible Stop: Stop Sticks

Peoria Police Officers may use a stop stick device when a wanted or dangerous person may enter a vehicle and leave an area of containment, to prevent an intoxicated driver from fleeing the scene, or other potentially dangerous situations to prevent or significantly slow a vehicle that may leave the scene of an incident.

1. No officer will be permitted to deploy a stop stick device until he has been trained in the proper use of the device.
2. A stop stick device shall not be deployed until authorization has been received from a sergeant or above.
3. Prior to deploying the stop stick device upon a moving vehicle, the deploying officer will advise the ECC of the location of the deployment, and is responsible for removing the device from the roadway once the suspect vehicle has passed. He shall communicate to ECC that the device has been removed. A stop stick device will not be deployed to stop vehicles with less than four tires, vehicles carrying hazardous materials, or buses carrying passengers, unless the continued movement of the vehicle would result in an increased hazard to others.
4. A stop stick device works best when used on paved surfaces.
5. An officer deploying the device shall use any available barriers, such as guardrails, abutments, bridges, overpasses, or vehicles, to provide protection during deployment.
6. A deployment location should have a good sight distance for the deploying officer.
7. A stop stick device should not be deployed around curves, along roads with steep shoulders, blind turns, or on bridges.

8. Deploying officers shall file appropriate police report any time a stop stick device is deployed, stating the circumstances and any damage that occurred.
9. The stop stick shall be returned to the truck mounted rack in the squad cars.
10. If the device was damaged, the officer shall contact a supervisor for replacement, and complete the Stop Stick Reporting Form to send to the technical services lieutenant. The technical services lieutenant will send the form and the damaged device to Stop Stick, Ltd for replacement.

IV. OTHER USES FOR ROADBLOCKS

A. Sealing Areas

1. A single vehicle can be used in a roadblock when the primary objective is to identify persons leaving an area. In this instance the officer's vehicle may be parked on the shoulder or side of the roadway, with emergency lights activated, and with sufficient illumination that approaching motorists are able to distinguish that the officer wants them to stop. Time permitting, flares should be used on roadblocks implemented after dark.
2. Officers should use extreme caution when approaching a vehicle. They should not cross in front of it, and they should approach from the driver's side if at all possible.

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GENERAL ORDER

<u>NUMBER</u>	400.09
<u>EFFECTIVE DATE</u>	February 28, 2018
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Crime Scene Preservation and Investigation Procedures	14
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	GOs 400.09 Dated 2/16/94, 301-86, 310-81, 259-77; 11/25/98; 2/11/17
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
42.2.1, 42.2.2, 42.2.3	N/A
<u>AUTHORITY</u>	Loren Marion III Interim Chief of Police

I. POLICY

Department policy is to limit access to crime scenes to only the persons essential to the immediate investigation.

II. PROCEDURE

A. Available Equipment and Supplies

CSU and Traffic personnel are available on a 24 hour basis to process crime scenes and serious injury traffic collisions. These personnel have the equipment and supplies needed to do the following:

1. Recovery of latent fingerprints
2. Photography and videography
3. Sketch/diagram of the scene
4. Collection and preservation of physical evidence

B. Agency Responsibilities

1. Criminal Investigations Division

CID investigators will be called out for major crimes, including:

- Homicide or attempted homicide with serious injury
- Suicide, suspicious death, or unknown cause of death
- Aggravated sexual assault with serious injury
- Robbery or attempted robbery with serious injury
- Fatal industrial accident

- High loss armed robbery
- High loss burglary
- Other incidents as deemed necessary by the shift commander

a. CID Investigator Call-Out Procedure

The shift commander shall authorize the call out of CID. The desk sergeant make the notifications.

2. Crime Scene Unit (CSU)

CSU personnel have been equipped and trained to collect, preserve, and photograph evidence at major crime scenes. The CSU will be called out for:

- Homicide or attempted homicide with serious injury
- Suicide, suspicious death, or unknown cause of death
- Aggravated sexual assault with serious injury
- Robbery or attempted robbery with serious injury
- Fatal industrial accident
- High loss armed robbery
- High loss burglary
- Other incidents as deemed necessary by the shift commander

a. CSU Call-Out Procedure

The shift commander shall authorize the call out of CSU. The desk sergeant shall make the notifications.

3. Crime Scene Authority

The Officer in Charge (OIC) is responsible for the crime scene. This authority starts with the first responding officer, and is assumed by the investigator upon his arrival to the scene.

4. Evidence Collection Responsibility

On-scene CSU personnel will have the responsibility of collecting, preserving, and photographing items of evidence. In such cases where CSU personnel are not responding or are not available, this responsibility falls on the OIC.

5. Coroner's Office

The coroner shall be notified in circumstances that have resulted in the death of an individual. The Coroner's Office will conduct an investigation, which typically includes:

- Identity of the deceased
- Time of death
- Cause of death
- Notification of next of kin

6. State's Attorney's Office

The State's Attorney shall be notified on the following cases:

- Murder
- Reckless homicide
- Police firearm discharge
- Police injury by firearm

The on-call assistant state's attorney shall be notified for all matters above and for matters requiring special notice to or special inquiry of the State's Attorney's Office.

C. Preliminary Response Procedures

1. Warrantless searches of crime scenes

Warrantless searches of the crime scene will be performed only under the following circumstances:

- a. To determine if the suspect is still on the scene.
- b. To determine if victims are on the scene and in need of assistance.
- c. At other times when it can be reasonably assumed that an emergency exists which may threaten life or limb.

Plain-view evidence discovered during the course of such a search may be seized; however, it is incumbent upon the officer to justify the reasonableness of his actions.

For all other circumstances and to gather further evidence, a warrant must be considered.

2. Approaching the crime scene

First responding officers are responsible for investigating the following, when possible:

- a. Suspicious persons and/or vehicles leaving the area.
- b. Darkened side yards and alleyways.
- c. Occupied parked vehicles.
- d. Other unusual circumstances which may indicate the presence of the perpetrator or evidence of the crime.

If circumstances do not permit the immediate investigation of suspicious persons or vehicles, officers shall document descriptive data in their report, such as license plate numbers, descriptions, etc.

3. Apprehending a suspect on the scene

The first responding officer may be unable to apprehend a suspect on the scene, and should weigh the need for immediate pursuit against other mitigating factors. Circumstances which would not justify an immediate pursuit include but are not limited to:

- a. A severely injured victim requiring immediate medical attention.
- b. A suspect whose identity is known to the victim or officer, and whose immediate apprehension would jeopardize the integrity of the crime scene.
- c. Times when the risks to the officer or the public clearly exceed the benefits gained from the immediate apprehension.

4. Rendering medical aid to the victim

Protecting and preserving human life takes precedence over other duties. The officer's first responsibility is to the victim, even though it may give the suspect a chance to escape or destroy valuable evidence at the scene. Upon determining that the victim needs emergency medical treatment the officer will:

- a. Notify ECC that an ambulance is needed.
- b. Render necessary emergency first aid at the scene.

- c. Commence lifesaving measures if necessary, and continue such measures for as long as possible or until death is pronounced by competent authority.
- d. Direct medical personnel into the area in such a manner so as not to alter or destroy items of evidentiary value, if possible.
- e. Note actions taken by medical personnel, including objects moved, areas traversed, and evidentiary items altered or destroyed (footprints, bloodstains, drag marks, bullet holes in clothing, etc.).0
- f. If the victim is to be transported by ambulance, an officer will, according to the severity of the crime and the injuries involved, accompany the victim and note statements or declarations made.

5. Dying declarations

If the victim, witness, or suspect is still alive but death appears imminent, officers should attempt to elicit a statement. This statement may later prove invaluable in firmly establishing whether or not a crime occurred or in investigating the circumstances surrounding the crime. A dying declaration is extremely important because it is one of the few types of hearsay evidence which may be introduced at the trial. The elements of a dying declaration are substantially as follows:

- a. The victim must believe that he is going to die and that there is no hope of recovery. It is not essential that the declarant be informed by the doctor or by the officers that there is no hope of recovery, only that his actions and speech indicate that belief.
- b. The dying statement must refer to the manner and circumstances that brought about his present condition and ultimate death.
- c. The declarant must die.
- d. The statement may be used only in a criminal trial for establishing the felonious causing of the declarant's death.

It is recommended that the declaration be written and signed by the victim, but this is not an essential requirement. No oath has to be administered, nor is it necessary that witnesses be present. The use of tape recorders or any other department approved or provided recording devices are an acceptable method of recording a subject's dying declaration and should be utilized whenever possible.

6. Dead on Arrival cases

The below listed procedures will be followed when handling those persons who are dead on arrival at a hospital as a result of a crime or suspected foul play:

- a. The body will be kept in the emergency room until an officer arrives.
- b. Emergency room personnel should not be allowed to wash blood, dirt, or material off the individual.
- c. If the coroner has not been notified, the officer assigned to the case will have dispatch make the notification. If possible, emergency room personnel should be on hand to give additional information.
- d. Upon arrival at the emergency room, the coroner will assume custody of the body. Prior to the body's removal, the officer assigned will consult with the coroner and verify that such custody has been assumed.
- e. Evidence collection at the autopsy will be performed by the pathologist. Clothing and other items of evidence removed from the body by the pathologist will be given to the crime scene officer and sealed in the appropriate container for further processing.
- f. Peoria Police personnel will request a copy of photographic evidence collected during the autopsy by the Coroner's Office.

7. Pronouncing dead in the emergency room

The below listed procedures will be followed when handling those individuals who are alive when admitted to the emergency room and whose subsequent death is suspected as the result of a crime:

- a. The officer shall notify his supervisor of the death, and have dispatch notify the Coroner's Office.
- b. A person who has been pronounced deceased in the ER, under suspicious circumstances, shall be treated as a crime scene. No further manipulation or contamination of the body will be allowed until the arrival of the Coroner.
- c. The officer will take custody of clothing or evidence removed from the victim by emergency room personnel, and it shall be separated and properly bagged.

8. Deceased person on the scene

A paramedic or EMT may be allowed to check the body for signs of life, however the declaration of death may only be rendered by the coroner or his representative. The officer in charge shall control access to the crime scene and the body to maintain the scene.

9. Notification procedures

When death is suspected as the result of a crime, the first officer on the scene shall immediately notify the first line supervisor.

D. Crime Scene Procedures

1. Crime scene log

- a. Patrol division supervisors shall maintain a supply of crime scene sign-in log forms in their squad cars to be used at major crime scenes.
- b. Patrol supervisors shall, as soon as practical, determine the area to be secured (think big) and designate an officer to protect the crime scene and complete the crime scene sign-in log. This will be considered the inner perimeter. An outer perimeter may be established for personnel not needed or desired in the inner perimeter.
- c. Whenever possible, the log entry shall be completed by the party entering the inner perimeter crime scene. When this is not practical however, the entry shall be made by the patrol officer charged with securing the scene.
- d. Log entries shall include the individual's name and agency (example: PPD, PFD, Coroner's Office, etc.), the date and time when entering/leaving the scene, and the individual's reason for entering the scene (example: CID/investigating, CSU/processing the scene, supervisor, etc.). The individual shall sign the log when possible.
- e. Upon release of the crime scene, the patrol officer shall enter the original crime scene log into evidence. A copy of the log shall be made and submitted for electronic attachment to the report writing system. The officer shall complete a police report, detailing his duties and activities while at the scene and note the entry of the log into evidence.

2. Preserving the crime scene

The major task of officers preserving the crime scene is to prevent anyone from:

- a. Touching items or surfaces that are likely to yield latent fingerprints.
- b. Moving items or disturbing the bodies of deceased persons.
- c. Walking about unnecessarily (extreme care must be taken to avoid walking in areas that are likely to contain blood, body fluids, or foot or tire impressions).
- d. Depositing any foreign material into the crime scene (cigarette butts, saliva, chewing gum, coffee cups, etc.).

3. Protecting the crime scene

Immediate protection measures include:

- a. Identifying and separating witnesses and/or suspects, and ensuring they do not talk to each other or leave the area.
- b. Restricting critical exits and apertures.
- c. Controlling spectators around areas expected to have high potential for physical evidence.
- d. Covering critical evidence areas that would be affected by smoke, rain, snow, or direct sunlight.
- e. Disallowing the use of telephones or bathrooms.

The crime scene perimeter is to be maintained, regardless of rank. No person shall enter the perimeter if the scene has not been processed. The Officer in Charge may clear access as needed.

4. Searching the crime scene

To ensure that the collection of physical evidence is conducted in an organized and efficient manner, a preliminary assessment of the crime scene will be conducted to discover the existence of items which have evidentiary value, and then to determine the priority and method of collection. The preliminary assessment involves but is not limited to the following tasks:

- a. Identification of areas to be searched

Searches are not confined to the immediate area of the crime, but also include the approach and exit (flight areas). The nature of the

crime and eyewitness statements should be considered when identifying the search areas.

- b. Identification of areas to be photographed and sketched.
- c. Determination of an appropriate search method.

Methods of search vary, but some system is required and will be decided upon prior to conducting a search. Examples of search methods include but are not limited to, clockwise, counterclockwise, or the division of a scene into specific areas.

- d. Determination of a logical starting area.

Under normal circumstances, it is preferable to conduct a search of outside areas first due to the difficulty in protecting a larger area. Consideration will be given to the nature of the crime scene, the search method, and the number of personnel available.

5. Recording the crime scene

- a. Documentation/Report

An effort must be made to observe details, particularly those that are transient. Initial responding officer shall write a report including the following details:

- Time of call
- Time of arrival
- Persons on the scene at the time of arrival
- Names, addresses, and phone numbers of victims, suspects, witnesses
- Other initial observations of the scene

In all cases where an officer has entered the inner perimeter of a crime scene, he must complete a written report detailing his actions at the scene and reason for being at the scene.

- b. Photographic/video recording

Normally a search will not commence until a crime scene is photographed. Crime scene photographs provide a record of facts, and allow a viewer to obtain a clearer understanding of the crime scene. Photographs may be taken by the first responding commissioned officer, however for those cases in which CSU is called, they may be required to capture their own photo/video of the scene. When appropriate, the following photographs will be taken:

1) General view

Photographs which depict the terrain adjoining the crime scene and/or the adjoining neighborhood, and show the scene of the crime and its surroundings. The general view photograph is used to orient the court and/or jurors to the locality in question.

2) Medium view

Photographs which are taken from a distance of 10 to 20 feet from the area being photographed. These photographs should show specific objects and contain sufficient details to associate it with general view photographs.

3) Close-up view

Photographs which are taken from an approximate distance of one to five feet, and show individual items and/or small sections of larger areas. These photographs should include when possible, some identifiable object or characteristic found in the medium view photographs.

4) 3D Scanning

Once the crime scene has been secured and evidence marked, a 3D scan may be used to accurately document the position and relative distance to evidence and other fixed points of reference. The preferred method of utilizing the 3D scanner is to complete any scans prior to scene processing. There may be circumstances where this is not feasible.

A 3D scan shall be used in all homicide cases when circumstances permit the use of the scanner. The 3D scanner may be used at other crime scenes as determined by the OIC and/or a supervisor (General Order 400.99 Crime Scene Diagram).

c. Measuring devices

The use of measuring devices such as rulers and yardsticks is a common practice in crime scene photography, and used to demonstrate relative size and relationships. The use of such devices may cause admissibility problems in court, and therefore a minimum of two photographs will be taken of each scene--one without the measuring device and one with it.

d. Documentation of photographs/videos

Crime scene photographs, as with any evidence, will be correctly and completely identified and documented, and uploaded as attachments to ADSi.

E. Evidence Collection and Submission Procedures

1. In determining the order in which evidence is to be collected, priority should be given to those items of a fragile nature which might be destroyed or lost if not collected initially (fingerprints, footprints, tire marks, etc.).
2. Any officer collecting evidence at a crime scene shall document the method and procedure used to collect the evidence in a supplemental report. When possible, one officer or two officers working together will perform the actual collection and recording of evidence.
3. Evidence from a body
 - a. Personal belongings on or about the body such as a billfold, suicide note, etc., are the property of the Coroner's Office. There will be a joint on-the-scene inventory of all items which are taken from the scene by the Coroner and the investigators. Photocopies of all papers, cards, photos, etc., taken from the scene by the Coroner will be sent to CID. Photocopies of all papers, cards, photos, etc., taken from the scene by the investigator will be sent to the Coroner.
 - b. All suicide and other notes and any other evidence which should be processed immediately before being handled by anyone will be turned over to the CSU, who will give the coroner's office photocopies
 - c. Any authorized officer attending an autopsy shall take possession of any evidence collected and provided to the officer by the coroner or pathologist at the time of the autopsy. The officer shall package all evidence according to standard and accepted packaging procedures. Any evidence requiring further analysis shall be provided to CSU personnel for transportation to an accredited forensic laboratory. The results from the state crime lab will be sent to the police department, to the sergeant in charge of crimes against persons, who will be responsible for disseminating the information immediately to the Coroner, the State's Attorney's Office, and the CSU.
 - d. If the doctor performing the autopsy is to be quoted, the statement will only be taken from the doctor's written report to the coroner, not from informal oral statements made during the autopsy.

- e. Officers attending a postmortem examination shall request a copy of all photographs taken by the medical examiner and/or coroner. The photographs shall be added to the electronic case file upon receipt.

If photographs are not taken or where physical evidence is not recovered from the scene of a serious crime against person or property, the investigator assigned shall prepare a report giving the reasons why.

4. Evidence submission to the lab (83.2.1, 83.3.2a)

Peoria Police personnel responsible for collecting and preserving evidence, and submitting evidence to the Morton Crime Lab may be:

- a. Crime Scene Unit
- b. Traffic Unit
- c. Special Investigations Unit
- d. Criminal Investigations Unit

All personnel shall adhere to Illinois State Police policy regarding the packaging of evidence to the designated accredited crime lab (Morton, or accredited private lab). Guidelines for the submission, tagging, packaging, and storage of evidence are outlined in General Order 500.01 Property and Evidence Control.

5. Transfer of custody

- a. If any evidence is transferred from one officer to another prior to it being logged in the Property and Evidence Room, both officers shall document the transfer in their report, including a description of the evidence transferred, the date, time, and location.
- b. Evidence being transferred to another agency shall adhere to the release procedures outlined in General Order 500.01 Property and Evidence Control.

The transfer shall also be documented in ADSi by the P/E Technician to track the chain of custody. (83.3.2c).

- c. Upon delivery of the evidence to the Morton Crime Lab, the officer shall receive an Evidence Receipt confirming delivery. This shall be scanned into ADSi as an attachment, along with a supplementary report documenting the transaction. (83.3.2d)

6. Results (83.3.2e)

The Peoria Police Department shall only submit evidence to accredited labs, which issue the results of any evidence testing in writing to the department. The receiving officer shall write a supplemental report documenting the

receipt of the results. The report from the lab shall be scanned into ADSi as an attachment to the appropriate report number.

7. Report Writing

Any officer who collects evidence from a crime scene shall document in a report what evidence was collected, how it was collected, date and time of collection, and when it was entered into the P/E Room.

8. Training

1. All commissioned Peoria Police Officers may collect crime scene evidence except such items that require specialized training and experience. This will include:
 - a. latent impressions
 - b. evidence requiring casting
 - c. biological evidence (excluding BUCCAL swabs)
 - d. hazardous materials
 - e. advanced photography
 - f. 3D Scanning
 - g. Explosives
2. Officers assigned to the Crime Scene Unit will collect and process latent impressions, impressions requiring casting, biological evidence and advanced photography.
3. Officers who have completed training on the use and preparation of data for the 3D scanner may operate the 3D scanner.
4. EOD shall be immediately notified upon the discovery of explosives and all safety protocols shall be immediately enacted.
5. The Peoria Fire Department shall be immediately notified upon the discovery of a hazardous material and all safety protocols shall immediately be enacted. Safety protocols for both hazardous material and explosives supersede crime scene maintenance.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.

PEORIA POLICE DEPARTMENT CRIME SCENE SIGN-IN LOG

Crime Scene Location _____ Case # _____

Prepared By _____ Date _____

Name	Agency/Department	Time In	Time Out	Reason for Entry	Signature

ALL PERSONS ENTERING THE CRIME SCENE MUST SIGN THIS LOG

PAGE _____ OF _____



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Infectious Materials and Exposure Control Procedures	400.10
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
All Personnel	January 18, 2010
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
N/A	10
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	400.10 dated 8/15/94, 8/3/95; 5/24/07
	<u>OTHER REFERENCE</u>
	GO 400.72; OSHA Section 29 CFR 1910.103(b)
	Steven M. Settingsgaard Chief of Police

I. POLICY

It shall be the policy of the Peoria Police Department to comply with regulations of the Federal Occupational Safety and Health Act (OSHA) relating to occupational exposure to blood or other potentially infectious materials, and to inform personnel of appropriate precautionary measures to be taken in circumstances where members may be exposed to infectious materials.

II. DEFINITIONS

All definitions found in Section 29 CFR 1910.1030(b) of OSHA entitled Bloodborne Pathogens shall apply when referred to herein.

III. EXPOSURE CONTROL PLAN

- A. The following personnel of the Peoria Police Department can be exposed to blood or other infectious materials:
 1. All commissioned police personnel
 2. Property/Evidence Technicians
 3. Special Investigations Division Administrative Specialist
 4. Information Office Technicians
- B. Precautions
 1. Universal precautions as defined under 1910.1030(b) shall be taken by all personnel of the Department to prevent contact with blood or other potentially infectious materials.
 2. Department personnel shall treat all blood and other potentially infectious materials as defined in the OSHA regulations as potentially infectious, and follow all precautionary measures outlined in this Order at all times.

3. Whenever any personnel's skin comes into contact with blood or other potentially infectious material, personnel shall immediately, or as soon as practicable, wash his hands with soap and warm water, or flush mucous membranes with water following the contact.
4. Whenever personnel of the Department, while at the Police Department is exposed to any blood or potentially infectious material, he, as soon as practicable, shall be required to wash his hands in running warm water with a nonabrasive soap, and then dry his hands with a clean cloth, paper towel, or hand blower device.
5. Personnel that are in the field and not in the Police Department exposed to blood or other potentially infectious material shall use antiseptic hand cleaners or towelettes when hand-washing facilities are not available. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and warm running water as soon as practicable.
6. Personnel wearing protective gloves or other personal equipment, as soon as possible after removal of same, shall wash their hands using soap and warm running water.
7. Personnel alerted to the fact that there is a potential for being exposed to either chemical or biological contamination **shall** ensure that they have their Department issued protective mask and WMD kit available for their immediate use.

C. Personal protective equipment

1. The Department shall provide personal protective equipment personnel. This equipment will not permit, under normal conditions and if properly worn, blood or other potentially infectious materials to pass through or reach the personnel work clothes, street clothes, undergarments, skin, eyes, mouth, or mucous membranes.
2. Personal protective equipment shall be available at the following locations:
 - a. All marked and unmarked police vehicles
 - b. All work stations of personnel who may be exposed to blood or other potentially infectious materials
 - c. All supervisory personnel
3. Personal protective equipment shall consist of the following:
 - a. A bloodborne pathogen protection kit consisting of 2 pairs of disposable single use gloves, 1 eye shield/face mask, 1 full-size disposable apron, 2 antiseptic wipes, and 1 red plastic disposal bag.
 - b. CPR pocket masks.

- c. Department issued WMD kit consisting of:
 1. Black duffel bag
 2. Chemical/biological protective suit (either Lanx or Saratoga) individually sized.
 3. Tyvek suit
 4. Yellow booties for wear with the Tyvek suit
 5. Spare protective mask filter (CBRNE certified)
 6. Two-quart canteen with NBC-1 cap
 7. Buttback for weapon and miscellaneous items
 8. Plastic duty belt
 9. Protective gloves with inserts
 10. Protective overboots
 11. Small roll of duct tape
 12. Lime-green traffic vest
4. Personal protective equipment shall be worn by Department personnel as follows:
 - a. Disposable gloves shall be worn whenever personnel can be reasonably expected to have contact with blood, other potentially infectious materials, mucous membranes, or non-intact skin, and also whenever personnel handles or touches contaminated items or surfaces.
 - b. Face masks, safety glasses, and aprons shall be worn by Department personnel whenever splashes, spray, spatter, or droplets of blood or other materials may be generated and eye, nose, or mouth contamination can be reasonably expected.
 - c. CPR masks shall be used by personnel whenever they perform cardio-pulmonary resuscitation (CPR).
5. Crime Scene Unit and other personnel shall wear caps or hoods and shoe covers in instances where gross contamination can be reasonably expected (examples would be autopsy, selected crime scenes, etc.).
6. Supervisory personnel shall ensure that subordinates use appropriate personal protective equipment as required by this General Order.
7. Personal protective equipment provided shall be of the disposable type and not laundered or reused.
8. Personal protective equipment shall be removed prior to leaving the location of the incident where protective equipment use was required.
 - a. During incidents that require the use of items that are included in the WMD kit, personnel shall not remove any of these items until proper and complete decontamination procedures have been completed.

9. All personal protective equipment, once used, shall be disposed of by personnel who used the equipment as follows:

- a. The personal protective items shall be placed in the biohazard labeled bag in the ambulance at the crime or accident scene, or in the biohazard labeled bag provided with each kit.
- b. Personnel shall place the biohazard labeled bag in the biohazard disposal placed in the police buildings, if the used personal protective items were not discarded at the scene.
- c. The Department shall dispose of all biohazard labeled materials on a daily basis, in accordance with current legal requirements and regulations.

D. Housekeeping-general

1. Personnel of the Department shall ensure all work-site areas to which they are assigned are maintained in clean and sanitary conditions.
2. All working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as practicable after coming into contact with blood or other potentially infectious material. Disinfectant shall be of a tuberculocidal type.
3. Any surface where blood or other potentially infectious material has been spilled shall whenever practicable, be cleaned and decontaminated immediately after the spill or overt contamination incident. Vehicle interiors and large contaminated areas within the police facilities are to be cleaned through established contractual services, in compliance with all applicable regulations. The contracted cleaning service shall be notified by the Desk Sergeant whenever a contamination incident occurs within a Police facility. Whenever a police vehicle interior is to be decontaminated, the following steps shall be taken:
 - a. The vehicle operator shall drive or, if the vehicle is not driveable, shall have the vehicle towed to the Department and parked in one of the designated 30 minute parking spaces at the rear of the garage for contaminated vehicles.
 - b. The operator shall place a contaminated vehicle placard on the dashboard of the vehicle, lock the vehicle, and place the keys and give the completed Notice of Contamination form to the Information Sergeant. The placards and the Notice of Contamination forms are available from the Information or Patrol Sergeant.
 - c. The operator shall notify the Information Office Sergeant that his vehicle requires decontamination who shall notify the contracted cleaning service responsible for decontaminating police vehicles.
 - d. The cleaning service shall complete decontamination within eight hours of notification. Under emergency circumstances, the cleaning service shall complete decontamination as soon as possible.

- e. At the completion of decontamination, the cleaning service shall complete the Notice of Contamination form and forward it to the Public Works Department and the Risk/Safety Manager. The cleaning service shall also notify the Information Office Sergeant that the vehicle is ready to return to service. The Information Office Sergeant shall then notify the appropriate supervisor.
4. Receptacles used for disposing of blood or other potentially infectious material shall be inspected for contamination on a daily basis, and cleaned and decontaminated immediately once visibly contaminated. Receptacles shall be located at the Sally Port of Police Headquarters, the rear of the Richwoods Substation, and the Crime Scene Unit facility.
5. Contaminated needles and sharps shall be disposed of without shearing or breaking. These items shall be disposed of in puncture resistant, biohazard labeled containers having leak-proof sides and bottoms, which shall be available at the Property/Evidence Room and the Crime Scene Unit facility.
6. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, State of Illinois, and any other county or local regulation.

E. Laundry

1. Contaminated laundry shall include, but not necessarily be limited to, uniforms and clothing items worn on duty, including undergarments, socks, shoes, and outerwear, whether supplied by the Department or personally owned, which have been exposed to blood or other potentially infectious material, while personnel was performing official duties.
2. Contaminated laundry shall be contained in the location where used, and handled as little as possible, with a minimum of agitation, and bagged or containerized at the location where it was used and not sorted or rinsed in the location of use.
3. Containers and bags used for storing contaminated laundry shall be constructed of materials which prevent soaking through or leakage of fluids to the exterior.
4. Any personnel handling contaminated laundry shall wear disposable protective gloves. When circumstances indicate the possibility of spillage or splashing of blood or other potentially infectious material, the appropriate additional personal protective clothing shall be worn:
 - a. In the case of personnel uniforms or clothing items being exposed to blood or other potentially infectious material, personnel shall change clothes as soon as practicable at the Police facility and place the items in a biohazard labeled bag. The sealed bag shall then be placed in one of the laundry bags located in the men's and women's locker rooms of the Police Headquarters building, the rest

- room at the Richwoods Substation, or the Crime Scene Unit facility. Upon the contaminated clothing being placed in a laundry bag, the personnel's supervisor shall see that the designated commercial laundry responsible for picking up and decontaminating the clothing is notified immediately.
- b. In no case shall personnel launder any clothing items which have been exposed to blood or other potentially infectious material at his home, a commercial Laundromat or cleaners, or at the Police facility.
 - c. All contaminated laundry shall be cleaned and decontaminated by the Department, at Department expense, by a designated commercial laundry. Shoes and duty gear made of leather or vinyl can be decontaminated by personnel during working hours at the Crime Scene Unit facility by wiping the items clean with an appropriate disinfectant solution. Appropriate personal protective equipment shall be worn by personnel during the decontamination process.

IV. TRAINING

- A. All personnel of the Department performing duties likely to involve occupational exposure to blood or other potentially infectious material shall receive training within 90 days of the issuance of this procedure.
- B. The training shall be provided by the City of Peoria and shall consist of the following:
 - 1. A copy of the OSHA standards on bloodborne pathogens provided to each personnel
 - 2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
 - 3. An explanation of the modes of transmission of bloodborne pathogens.
 - 4. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
 - 5. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
 - 6. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
 - 7. An explanation of the basis for selection of personal protective equipment.
 - 8. Information on the Hepatitis B Vaccine, including information on its efficacy, safety, method of administration, and benefits of being vaccinated, and that the vaccine will be offered free of charge.

9. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
 10. Information on the post-exposure evaluation and follow-up that the Department/City is required to provide for personnel following an exposure incident.
 11. An explanation of the biohazard signs and color coding methods used to mark blood or other potentially infectious materials.
 12. An opportunity for interactive questions and answers with the persons conducting the training session.
- C. Newly hired Department personnel shall receive mandatory training on the OSHA bloodborne pathogen standards and this Order during his initial orientation.
- D. The training shall be conducted by one or more of the Department's American Red Cross certified HIV/AIDS instructors and the City's Risk/Safety Manager.
- E. The Training Unit shall review this General Order each year and if changes are to be made, will issue an updated version. Additional training shall be provided to Department personnel when changes such as modification of tasks or procedures or the institution of new tasks or procedures affects personnel occupational exposure. The training may be limited to addressing the new exposures created.
- F. Training shall be provided to all personnel on recognition of response to potential incidents of chemical / biological / nuclear fallout exposure. This training shall include the donning and wearing of all personal protective equipment, operation in a contaminated environment, and proper decontamination procedures.

V. RECORD KEEPING

- A. The City's Risk/Safety Manager shall establish and maintain an accurate record for each personnel with occupational exposure to include the following:
1. Name and social security number.
 2. A copy of all Hepatitis B Vaccination records of personnel, including the dates of vaccinations and any medical records relative to the personnel's ability to receive vaccinations.
 3. The healthcare professional's written opinion on whether personnel has received Hepatitis B Vaccinations or any medical records relative to personnel ability to receive vaccinations.
 4. Declination forms from personnel who do not wish to be vaccinated.
 5. A copy of the information provided to the healthcare professional, as specified in Section VII (I) of this Order.

6. A copy of post-exposure information supplied to the Department by the healthcare professional, as specified in Section VII (L) of this General Order.
- B. All medical records as specified in this Order shall be kept confidential, and are not to be disclosed or reported without personnel's express written consent to any person within or outside the Department except as required by this Order or as may be required by law.
- C. Training Records

Information on the required training outlined in this procedure shall be maintained by the Training Unit:
 1. Dates of the training sessions.
 2. Contents or a summary of the sessions.
 3. Names and job titles of all personnel attending the training.
 4. Names and qualifications of personnel conducting the training.
 5. Dates and results of testing, by the use of the Porta-Count 8020, shall be kept in each personnel training file.

VI. VACCINATIONS

- A. Hepatitis B Vaccinations shall be made available to all Departmental personnel, free of charge, and shall be administered by the City Physician.
- B. Personnel may receive the vaccinations or decline them.
- C. Any personnel declining to be vaccinated shall do so in the manner prescribed by OSHA (see the attachment to the City's Exposure Control Plan).
- D. If personnel initially declines the Hepatitis B Vaccination but at a later date decides to accept the vaccination, the Department shall make available a Hepatitis B Vaccination at that time.
- E. If a booster dose of Hepatitis B Vaccine is recommended at a later date, the Department shall make the vaccination opportunity available to all personnel requiring booster doses.

VII. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Any personnel that has an exposure incident shall immediately notify his supervisor and shall seek medical treatment, following the policy described below:

- A. The affected personnel shall complete the Peoria Hospitals Exposure Notification Communicable Disease Incident form (attached):
 1. Personnel shall **be specific** when completing the section "type of exposure" and indicate **how** he was exposed. Again, personnel shall be specific.
 2. The form is in duplicate. The original white copy goes to the hospital to which the patient is being transported. The yellow copy is taken by personnel directly to the City Physician's office that day if the incident occurs during office working hours, or

else the following morning, for medical attention and further instructions from the doctor.

If the exposure incident occurs on the weekend or at a time when the City Physician is unavailable, personnel are to seek immediate medical attention in the emergency room of the hospital listed as the preferred provider when practicable.

Once emergency treatment is rendered, personnel are still responsible for getting the yellow copy of the exposure form to the City Physician's office as expeditiously as possible during the next available office hours.

3. Upon receipt of the form by the City Physician, the doctor's office will be notified of all test results performed at Methodist and if necessary, the doctor's office will coordinate further testing for personnel.
- B. An exposure incident shall be fully documented on a special report form, an incident evaluation that explains the routes of exposure and the description of the protective gear used. The special report shall be forwarded to personnel's immediate supervisor, who shall review it and forward the report to the Support Services Captain for review.
- C. If personnel have an exposure incident, the Department shall make immediately available a confidential medical evaluation and follow-up to include at least the following elements:
 1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
 2. Identification and documentation of the source individual, unless the Department can establish that identification is unfeasible or prohibited by law.
- D. The source individual's blood shall be tested as soon as feasible either by consent or pursuant to the Illinois AIDS Confidentiality Act (ILL 111 1/2, 7307) by using the Exposure Notification/Communicable Disease Incident form (see the attachment to the City's Exposure Control Plan).
- E. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- F. Results of the source individual's testing shall be made available to the exposed Department personnel, and personnel shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- G. Collection of blood from Department personnel who may have been exposed to HBV or HIV shall be in accordance with all state and federal regulations pertaining to same.
- H. Post-exposure prophylaxis, counseling, and an evaluation of reported illnesses may also be recommended by the treating healthcare professional for any Department personnel.

- I. The Department shall ensure that the treating healthcare professional is given a copy of the OSHA standard on bloodborne pathogens (Appendix A of the City's Exposure Control Plan) in all cases where the healthcare professional is evaluating personnel after an exposure incident. In addition, the healthcare professional shall receive the following:
 - 1. A description of the exposed personnel duties as they relate to the exposure incident.
 - 2. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - 3. Results of the source individual's blood testing, if available.
 - 4. All medical records relevant to the appropriate treatment of personnel, including vaccination status, which the Department is responsible for maintaining.
- J. The Department shall ensure personnel are provided with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
- K. The healthcare professional's written opinion for Hepatitis B Vaccination shall be limited to whether Hepatitis B Vaccination is indicated for personnel, and if personnel have received such vaccination. This section only applies to those cases where personnel were vaccinated for Hepatitis B prior to the implementation of this procedure, or in the event any personnel at any time elect to be vaccinated other than as provided by the Department.
- L. In the case of a post-exposure incident, the healthcare professional to the Department shall ensure:
 - 1. Personnel have been informed of the results of the evaluation.
 - 2. Personnel have been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- M. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

VIII. Nothing herein shall preclude the Chief or designee from authorizing exceptions to this Order, as necessary on a case by case basis.

This directive provides general guidelines to personnel regarding improper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Department, and then only in an employment related proceeding.



GENERAL ORDER

<u>SUBJECT</u> Special Response Team (SRT)	<u>NUMBER</u> 400.11
<u>DISTRIBUTION</u> Commissioned Personnel	<u>EFFECTIVE DATE</u> 6/16/00
<u>CALEA REFERENCE</u> 47.1.1, 47.1.2, 47.1.3, 47.1.4, 47.1.9, 47.1.11	<u>SUPERSEDES</u> 400.11 Dated 3/15/95
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u> N/A
	John W. Stenson Police Chief

I. POLICY

- A. It is the intent of the Peoria Police Department to provide highly trained and skilled officers functioning as a well-managed team to bring about a successful conclusion to critical incidents. The presence of such a team has been shown to substantially reduce the risk of injury or loss of life to citizens, police officers, and suspects during these critical incidents.
- B. The primary responsibility of the SRT will be the resolution of difficult police situations outside the realm of the ordinary patrol response, through the use of developed skills, tactics, and specialized equipment/capabilities. The following situations shall be defined as critical incidents, making activation of the SRT appropriate.
 1. *Hostage Situation:* The holding of any person against his will by an armed or potentially armed suspect.
 2. *Barricade Situation:* A standoff created by an armed or possibly armed suspect at a location, possibly fortified, who refuses to comply with police demands to surrender.
 3. *Sniper Situation:* The firing upon citizens and/or police by an armed suspect, stationary or mobile.
 4. *High Risk Apprehension:* The arrest of an armed or possibly armed suspect(s) where the likelihood of armed resistance is high.
 5. *High Risk Warrant Service:* The execution of a search/arrest warrant where the likelihood of armed resistance is high.
 6. *Special Assignments/Personal Protection:* Any assignment approved by the police chief, assistant police chief, or division commander, such as the security of VIPs, witnesses, suspects, or others, based on a threat level assessment.

C. In order to accomplish these missions, the SRT commander:

1. Shall establish a standard operating procedures manual governing the selection, training, deployment, and operational philosophy of the team. The manual shall delineate the control of the team and be reviewed and updated annually for the chief to approve. The manual shall be for internal use only.
2. Shall maintain a minimum standard of ten training hours per month, and a forty-hour SRT basic refresher training session per year.
3. Will be authorized to use special weapons during an incident to reduce the risk of death or injury to all involved during an incident. These special weapons will be utilized only as training protocol allows. The special weapons and their purposes will be listed in the standard operating procedures manual.

II. PURPOSE

- A. Recognizing tactical operations are hazardous situations, the successful management and resolution of an incident often involves the need for decisions that may affect the safety of the persons involved. Based on this, all operational and tactical decision making will be made based on the department's established priority of life:
- Hostages
 - Innocent persons/citizens
 - Police officers
 - Offenders
- B. Whenever possible the safety of the offender will be a consideration. However the life of the offender will not take precedence over the life of hostages, innocent persons/civilians, or police officers, regardless of the state of negotiations or any other activity designed to take the offender into custody.
- C. The dynamics of an incident relinquish control to the offender, who usually knows what he is going to do. The SRT will attempt to use tactics and contingency planning to have options in place to achieve a successful tactical resolution. High-risk police tactics have an increased potential of causing injury. Such tactics include but are not limited to:
- Use of a distraction device
 - Chemical munitions
 - Dynamic entry/assault
 - Explosive entry
 - Point of compromise authority
 - Extended range impact munitions
 - Open air assault

- Mobile option
- D. The use of high-risk police tactics should be preceded with the approval of the SRT commander except in emergency circumstances. Only those officers trained in high-risk police tactics prior to an operation will be allowed to employ them. The training, certification, deployment, and use of these tactics are dictated in the SRT standard operating procedures manual.
- E. The use of high-risk police tactics will be done with regard for the safety of all persons involved in the situation, considering the potential for injury to the involved persons if the tactics were not employed. High-risk police tactics should be used when they will likely assist in resolving a potentially dangerous police situation, with a reduced potential of death or great bodily harm for those involved. The decision will be based on the department's priority of life of those involved. The decision to deploy such tactics, and the later determination of the appropriateness of the decision, will be based only on the information known prior to the operation

III. ACTIVATING THE SRT

- A. A shift commander or above is authorized to activate the SRT for a critical incident. The SRT lieutenant shall contact the shift commander or his designee for a briefing on the critical incident. The SRT lieutenant will contact the ECC supervisor and relay necessary instructions for responding SRT members. These instructions shall include the location of the staging area, safe routes and areas for the team to utilize while responding, and any information relevant for the incident.
- B. Due to the nature of a hostage incident, any officer on the scene is authorized to request the SRT. This officer should attempt to determine:
 - Does the suspect in fact have a hostage?
 - Does the suspect indicate or state he will kill the hostage?
 - Can the fact the suspect is armed or has the potential for killing the hostage be reasonably verified?
- C. The police chief, assistant police chief, and operations captain shall be notified immediately upon activation of the SRT by the desk sergeant. SRT activation to a critical incident will take precedence over all other nonemergency assignments.
- D. Any division commander may request the assistance of the SRT in planning and conducting a special operation, such as a warrant service. All request for assistance shall be made through the SRT lieutenant or his designee.

IV. COMMAND RESPONSIBILITIES

The Peoria Police Department utilizes the incident command system. The ranking on-scene officer performs the role of incident commander. The SRT commander or his designee shall have

operational command over tactical deployment/resolution. The SRT commander or designee will make all tactical decisions.

A. A uniformed supervisor will respond to the scene and verify a critical incident is in progress.

1. The supervisor will establish an inner perimeter to contain the offender. The focus of this action will be to control the scene and avoid unnecessary confrontation with the offender. The supervisor will attempt to contain the scene and start a coordinated effort of containment, negotiations, and if necessary, tactical responses. If an evacuation of an area or residence is necessary and can be safely accomplished with personnel on-scene, the supervisor will do so.
2. The supervisor will establish an outer perimeter, stopping all traffic from entering the area between the two perimeters.
3. All information on suspects, victims, injuries, the location, safe routes to the scene, and similar intelligence will be provided to the ranking uniformed officer on-scene (incident commander). The supervisor will provide the location and deployment of officers manning the inner and outer perimeter to the incident commander.

B. The incident commander establishes and operates from a command post, managing the overall incident.

1. The public information officer (PIO) reports directly to the incident commander at the command post. The incident commander is responsible for keeping higher ranking members of the department apprised of the situation, but does not relinquish command of the situation.
2. If an incident commander needs to be relieved for any reason, only a ranking or senior officer may do so. Prior to being relieved, the current incident commander must provide a complete up-to-the-minute briefing on the incident to his replacement. The new incident commander will notify all officers involved via the radio channel designated for the incident that he is now the OIC.
3. The incident commander must understand the need to delegate many of the functions under the control of the command post, such as:

- Assigning tactical decisions to the tactical operations center commander
- Ensuring an inner and outer perimeter has been established by the initial patrol units
- Cordonning the area and isolating it from pedestrian and vehicular traffic
- Establishing a command post with phones in a strategic location
- Determining the areas vulnerable to the suspect's field of fire
- Evacuating the injured and adjacent buildings or rooms if necessary

- Obtaining fire and EMS support
 - Designating a specific and safe location for the PIO to brief the media
 - Keeping an operations log for reference
 - Requesting the appropriate number of support officers
 - Designating a radio frequency for the operation
- C. The tactical operations commander will be the SRT lieutenant or his designee, and will work out of a separate tactical operations center.
1. The tactical operations commander is responsible for all tactical issues, such as deployment, decision making, and the tactical resolution of the incident.
 2. All support functions including investigations, traffic, EMS, and relief personnel shall be available to the tactical operations commander.
 3. The tactical operations center will ensure an appropriate liaison with the command post throughout the incident.

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GENERAL ORDER

<u>NUMBER</u>	400.12
<u>EFFECTIVE DATE</u>	July 30, 2018
<u>NUMBER OF PAGES</u>	5

<u>SUBJECT</u>	Public Information
<u>DISTRIBUTION</u>	Commissioned Personnel
<u>CALEA REFERENCE</u>	54.1.3
<u>AUTHORITY</u>	Loren Marion III Interim Chief of Police
<u>SUPERSEDES</u>	GO 400.12 Dated 12/1/94; 5/15/00; 3/26/18
<u>OTHER REFERENCE</u>	N/A

I. POLICY

The Peoria Police Department recognizes the public's right to have access to public records and the news media's right to report on matters of public interest. The Peoria Police Department will release all information in a manner that does not jeopardize an individual's rights or interfere with the investigation or judicial process. In all investigations, release of information must be justified by legal considerations and strategic aspects of the case.

II. PROCEDURES

A. Police Reports/Freedom of Information Requests

The police department will provide a daily list of reports to the news media, from which they can request redacted copies. If requested, the Information Technicians will make the redacted report available--arrest reports will be limited to the front cover page of the original report, no narrative or personal identifying information will be released on arrest reports. Reports regarding juveniles, sexual assaults, victims, suspects, will not be released.

A copy of those police reports and the daily arrest sheet will be placed in a file folder marked for that day of the week. They will remain in the files and will be accessible for review for a period of seven days. These documents shall not be photocopied, videotaped, or removed from the police facility. The week-old reports will then be shredded and replaced with that day's reports. After seven days reports will be available through the freedom of information process and routed through the records unit administrator.

B. Information Generally Released to the Media

Information will be released to the news media without partiality. No member shall delay the release of information to favor any particular news media representative or agency. The following information is generally released to the media:

1. Date, time, and location of incident.
2. Time the Peoria Police Department was notified of the incident and response taken.
3. Type of crime committed, injuries, weapon used (gun, knife), etc.
4. Arrested person information that can normally be released:
 - a. Name, age, address.
 - b. Nature of charge.
 - c. Circumstances surrounding the arrest, including time, place, weapon used, if resisted, if pursued.
 - d. When requested by the news media, photographs of the arrested shall be released within 72 hours of the arrest, if available.
 - e. Identity of the arresting officer.
 - f. Information on a motor vehicle accident when the investigation is completed, or when the investigation will not be impeded by questioning the investigating officer.

Requests for more detailed information shall be referred to the on-duty CID supervisor, desk sergeant, or on-scene or on-duty shift supervisors.

C. Information Generally Not Released to the Media

1. Name or photograph of a juvenile (under the age of 18).
2. Identity of a victim. Information related to deceased victims is released by the Peoria County Coroner's Office.
3. Active criminal intelligence information.
4. Any information revealing the identity of a confidential informant.
5. Specific information that may jeopardize an investigation, the apprehension of a suspect, or the prosecution of an offender. To help identify a perpetrator, the department shall not release certain information that only the perpetrator would know.

6. Any information revealing the identity of undercover personnel.
7. Information or opinions about evidence prior to trial, including results of fingerprint, polygraph, ballistics, DUI, DNA, or other laboratory examinations, the performance or results of any examination or test, the failure of a person to submit to an examination or test, or the nature of physical evidence expected to be presented.
8. Existence of statements, admissions, or confessions by an accused person, or his failure to do so.
9. Opinions concerning the character, mental or physical condition, guilt, or innocence of an arrested person.
10. Opinions concerning evidence or arguments in a case.
11. Reported bomb threats or specific information on the construction, content, or mechanism of an explosive or incendiary device.
12. Amount of money taken in a crime.
13. Names and addresses of witnesses.
14. Precise description of modus operandi or evidence.
15. The character, credibility, reputation, or criminal record of a suspect or witness, the identity of a witness, or the expected testimony of a witness.
16. Home addresses, telephone numbers, or photographs of law enforcement personnel require specific approval by the chief.

D. Crime Scenes

1. Public information or "situational briefings" will be provided as soon as practicable at the scene of a crime or police incident, by either the PIO, a lieutenant, captain, assistant chief, or the chief, as may be required or dictated by the severity of the incident. Follow-up information will be released by the PIO or the chief's designee.
2. At the scene of a police related incident, police have the obligation to preserve the integrity of the scene. Media representatives are restricted to the outer perimeter of the crime scene. Police personnel will not prohibit media from taking photographs, provided they are outside the secured area.

III. REQUESTS FOR GENERAL DEPARTMENT INFORMATION/UPDATES

A. Employee Guidelines

1. Employees shall not comment to the media on administrative, procedural or personnel issues. They shall direct all inquiries to the PIO or Chief's Office.
2. Employees who are asked for statistical information pertaining to crime, staffing, budget, or service, shall seek approval through their chain of command or direct the inquires to the Chief's Office.
3. Employees who believe it would be in the best interest of the department and of the community to provide information about department programs or projects shall seek approval through their chain of command.
4. No officer shall take part in any TV or radio program, talk show, interview or statement that involves this department's policy or procedure, or opinion of the Peoria Police Department without approval from their chain of command.

IV. PUBLIC INFORMATION OFFICER (PIO)

A. Responsibilities

1. The PIO is responsible for providing factual information to the media and for channeling/coordinating requests for such information between the media and department personnel.
2. The PIO shall be available for on-call responses to major crimes and incidents.
3. The PIO shall prepare and distribute department press releases in a timely manner, arrange for and assist at news conferences, and coordinate the release of information on victims, witnesses, and suspects.
4. The PIO shall seek the authorization of press releases through the chief of police or his designee.
5. The PIO is the designee of the chief to serve as the social media site administrator. Responsibilities include but are not limited to:
 - a. Maintaining and updating the social network website(s) as needed.
 - b. Reviewing the website(s) for accuracy and for any questionable or inappropriate material or comments.

- c. Addressing any concerns regarding any material or comments that have been posted to the website, as well as other citizen comments or messages.
- d. Reporting any problems or concerns through the chain of command or to the chief regarding use of the website and/or any postings and/or complaints.
- e. Provide feedback to command and/or department-wide regarding results of posts or other community comments.

B. Social Media Procedures

- 1. All requests for postings to the website shall be made to the PIO in person, via text, email, etc.
- 2. No material or comments of an offensive or profane nature will be allowed on the website and any material or comments deemed as such will be removed as soon as possible. All material or comment posted to the website should apply to the original posting or the intent of the original posting. Any questionable material or comments posted to the website shall be brought to the attention of the administrator as soon as possible and the administrator shall respond to the concern or refer the post to the Information Systems Director.
- 3. No information of a sensitive nature will be released without prior authorization.
- 4. If there is any question about any objectionable material, postings, or comments, the Chief of Police or his designee shall make the final determination.

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GENERAL ORDER

<u>NUMBER</u>	400.13
<u>EFFECTIVE DATE</u>	December 23, 2019
December 23, 2019	
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Chemical Munitions	7
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	GO 124-72; 400.13 2/16/01
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
N/A	N/A
<u>AUTHORITY</u>	Loren Marion III Chief of Police

I. POLICY

- A. The department will utilize chemical munitions in accordance with the product specifications and recommendations. This use should be in a manner to ensure safety and effectiveness. This order does not address the use of oleoresin capsicum (OC) aerosol, such as the issued Def-Tec Mk-VI.
- B. The use of chemical munitions is the preferred tactical option to any of the following:
 1. Abandoning a necessary position in the face of force
 2. A squad advancing on a determined and resistant group which would require hand-to-hand force
 3. The use of deadly force by police
- C. The officer in charge (OIC) (sergeant or above) must understand that the general public will not understand the difficulties of using chemical munitions—that innocent persons, residences, and vehicles in the neighborhood will be affected. This can easily cause the public to question why the chemical munition option was used. He must also understand that using chemical munitions may not provide the intended effect.

II. PROCEDURES

- A. Warning residents that chemical munitions are to be deployed (Mobile Field Force/Crowd Control).

1. The warning shall be given by using electronic amplification equipment such as a PA.
2. Residents should be advised to shut off air conditioners and ventilation fans, and close all doors and windows.
3. Residents should be advised not to allow persons to enter/exit the residence while the area is contaminated.
4. All vehicular traffic should be rerouted away from the area to be contaminated.
5. Escape routes should be planned for the crowd to leave the area.
6. Residents should be advised to contact Community Services for details on decontamination, if any problems are experienced.
7. Chemical munitions may be deployed without giving a warning to stop behavior which may cause death or great bodily harm, or to maintain a necessary position for the police to complete the mission.

B. Authorization

1. Authorization for the use of chemical munitions shall be ordered by a sergeant or above.
2. Only those officers identified by the chief's office who have passed the required training shall be authorized to deploy or use these munitions. This list of officers will be made available to the patrol captain, patrol lieutenants, ECC, and the desk sergeant.
3. In an emergency situation the OIC shall give instruction on the use and proper deployment of chemical munitions to on-scene officers, if no trained personnel are available and the munitions need to be deployed immediately.
4. The OIC shall cover the proper handling, activation, and placement of the munitions.

III. MOBILE FIELD FORCE—CROWD CONTROL

The primary reason for using chemical munitions in a crowd control incident is to disperse the crowd. The OIC must have the munitions deployed in such a manner as to compel the crowd to disperse through a provided withdrawal area. The OIC must have officers prepared to sweep the area during or after the chemical is deployed to ensure the crowd remains dispersed.

- A. The first line supervisors and command officers must realize the police may be unable to disperse a large dense crowd near their lines. Chemical munitions shall be used only to protect the officers from an attack. To move such a crowd, the rear or the sides of the crowd must be open to allow an area for the front member of the crowd to withdraw. The preferred munitions for dispersing such a crowd are the blast dispersion types, the multi-purpose grenade, a 37mm muzzle blast, or like short-ranged instantaneous devices. The chemical munitions are then deployed in such a manner as to drive the crowd toward the provided withdrawal area.

IV. TACTICAL INCIDENTS - BARRICADED SUSPECT(S)

- A. Barricaded suspects pose a significant threat to the safety of the neighborhood or area of occurrence and are a threat to the lives of citizens and officers. The refusal to submit to arrest and exit a barricade position is indication of irrational behavior and/or violent criminal intent. Officers called upon to respond to barricade events shall follow the procedures of containment, communications, evacuation, command and control, use of force, and use of chemical agents as enumerated in this policy.
- B. Definition - Barricaded Suspect(s)

A person(s) who uses any shelter, conveyance, structure or building as a barrier against law enforcement and refuses to exit and submit to custody or arrest. A person(s) who is known or believed to be armed and in a position of hiding and refuses to submit to custody or arrest.

- C. Definition - Chemical Agents

ORTHO CHLOROBENZALMALONONITRILE, CS

OLEORESIN CAPSICUM, OC

The above named are the most common chemical agents used by American law enforcement. These agents are most effective on individuals who are lucid with a normal pain threshold. CS is generally considered more effective than OC. Chemical agents can be applied to a target location by firing long range projectiles or hand thrown canisters, or by volume dispensers. These agents are known to be effective on the mentally disturbed and suicidal subjects, as well as on criminal suspects.

- D. Procedures

- 1. A barricaded suspect or subject incident shall be contained and a command structure that is appropriate for the time frame, the location, and the tactical problem presented by the suspect/subject shall be in place.

2. As soon as practical, a communications effort should be made directing the suspect to exit the location and submit to arrest or custody.
3. A tactical deployment that would include containment and based upon the terrain or environment, long rifle positions, arrest team, entry team, emergency entry team or mobile option team should be in place.
4. An evacuation of citizens from the affected area should be accomplished to prevent contamination of uninvolved persons.
5. If pyrotechnic chemical agents are to be used, the fire department shall be notified and requested to stand by near the scene of the incident.
6. Only police personnel who are trained and certified shall deploy chemical agents.
7. Prior to deployment of chemical agents, when practical, notification to police personnel present shall be given to avoid exposing unprotected personnel and citizens to the agents.
8. Chemical agents may be deployed when necessary, without approval of the Incident Commander.

E. Volume of Chemical Agents to Be Used

1. Only that amount of chemical agent that is reasonable shall be used.
2. Basic deployment of chemical agents dictates that its use is most effective when it is a surprise to the suspect(s)/subject(s). Therefore, no announcement of its use is required.
3. Announcing the use of chemical agents is not prohibited.
4. The obsolete formulas known as LC_t50 or *Lethal Concentration and Time*, and IC_t50 *Incapacitation Concentration and Time*, that are derived from the International Association of Chiefs of Police (IACP) Chemical Agents Manual shall not be used. The IACP declared the manual obsolete in 1991 and again in 1993. The application of the appropriate amount of chemical agent shall be monitored, determined, and controlled by the on-scene supervisor. Only a reasonable amount shall be used.
5. The amount of chemical agent to be used should be predicated upon:
 - a. The seriousness of the offense;
 - b. The threat to the community posed by the suspect/subject;

- c. The location: size, single level or multi-level, available windows or areas for insertion of chemical agents, wind and weather, and type of chemical agent being used;
 - d. The available positions and locations from which chemical agents can be deployed;
 - e. The available gas team members that can be used to deploy agents;
 - f. The potential for injury to persons inside the location such as hostages who are elderly or under the age of twelve years;
 - g. The reaction of the suspect/subject to the gas.
6. Deployment procedures shall fall into two categories: (1) Systematic Gas Out and (2) Total Gas Out
- a. Munitions shall be fired using trajectory to minimize injury to subjects inside the location;
 - b. When practical, the upper corners of windows will be used in conjunction with upward trajectory;
 - c. Chemical agents projectiles shall not be “direct fired” at a human target;
 - d. Verbal directions should be used with the insertion of chemical agents; i.e., “Exit the front door, unarmed, with your hands up, and you will not be harmed;”
 - e. Where practical, cover and/or concealment should be used when deploying chemical agents. Deploying officer(s) should also have a lethal cover officer assigned to them;
 - f. After the scene is secure and the suspect is in custody all deployed munitions and fragments shall be removed from the scene.

F. Decontamination

1. Persons exposed to chemical agents shall be provided with decontamination assistance in a reasonable time;
 - a. Flushing with cool clear water for at least ten minutes can relieve excessive skin contamination;
 - b. Arrestees and custodies shall be taken to a medical facility and given treatment when necessary. A medical facility can be an emergency room, ambulance, EMT provider or nurse in a custody facility. This

shall be accomplished in a reasonable length of time. Notice shall be given to medical providers prior to their arrival to ensure they can adequately prepare.

G. Reporting

The use of any chemical agent in any amount on a barricaded incident shall be reported to command staff as soon as practical. A written report prepared by the deploying officer(s) and supervisor shall document the following:

1. Chemical agents used, the type and number of devices used and deployment locations;
2. Photographs of the damage to the house (inside and out), deployment location(s), spent canisters/cases and "Notice To Occupants" forms in place;
3. "Notice To Occupants" form will be left on all exterior doors and inside the kitchen indicating the use of chemical munitions (attached);
4. The justification for use;
5. The names of officers who dispersed the chemical agents;
6. Any medical treatment and decontamination provided;
7. Any injuries;
8. Any additional personnel who may handle a contaminated individual (e.g. medical, jail, etc.) will be notified of their exposure. This notification shall also be documented in the incident report.

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Case Number_____

NOTICE TO OCCUPANTS

The Peoria Police Department deployed the following chemical munitions in the building located at _____ on_____

_____OC (Oleoresin Capsicum) _____CS (Ortho Chorobenzalmalononitrile)

The following are suggestions that may help in the decontamination process:

- 1) Ventilate the building to remove airborne particulates of the chemical used.
 - Open all doors
 - Fans can be used to increase ventilation
- 2) Use non-ionic, non-oil based detergents such as Tide or Ivory Liquid mixed with water to clean. Surfaces, which will not be damaged may be decontaminated with baking soda mixed with water
- 3) A HEPA (High-Efficiency Particulate Air) filtered industrial vacuum cleaner may be used to collect the residual powder. A standard household vacuum is not recommended, as it may stir up the powder.
- 4) Dry cleaning is suggested for decontaminating clothing and/or other fabrics. It is recommended that you let the cleaner know about the contamination.
- 5) Contaminated foods can absorb OC/CS and should be discarded. OC/CS penetrates many plastics and wrapped foods, so any foods wrapped in plastic or in plastic storage containers may be contaminated. This includes foods that are in the refrigerator. Canned foods may be usable after the outside of the can has been cleaned.
- 6) Each building requiring decontamination should be evaluated on a case-by-case basis, taking into consideration the chemicals deployed in the building and the occupant(s) medical condition(s), thereby, causing in some situations some or all of these suggested steps to be repeated multiple times.

GENERAL ORDER

NUMBER
400.14

SUBJECT SWORD Gang Member Files		NO.PAGES 3
DATE OF APPROVAL 1/10/95	DATE OF ISSUE 1/16/95	EFFECTIVE DATE 1/16/95
DISTRIBUTION All Personnel	AMENDS N/A	THIS ORDER SUPERSEDES N/A
CALEA REFERENCE N/A	STATUTE REFERENCE N/A	
GENERAL ORDER REFERENCE N/A	OTHER REFERENCE N/A	
AUTHORITY	Arthur J. Kelly III Superintendent of Police	

I. POLICY

Officers of the Peoria Police Department while investigating possible **criminal gang activity**, will determine as part of their investigation if there is probable cause to believe an individual's membership in a criminal street gang by viewing the listed criteria and documenting the information on the LEADS Entry Certification Form/Gang Member.

II. PURPOSE

With the signing of Public Act 87-932, a valuable tool was created for law enforcement in attempting to control the spread of violent street gang activity, thus greatly enhancing officer safety. It is the intention of the Peoria Police Department to participate in the effort with other Illinois police agencies to actively collect gang data and use the newly created data base called SWORD.

SWORD, the Statewide Organized Data Base Act, allows the Illinois State Police to collect information on an individual's street gang affiliation and thus make this information available to law enforcement agencies and prosecutors with the state of Illinois.

The LEADS gang member file is available to Illinois law enforcement agencies and access to the file provides the officer identity of known street gang members and their affiliations. Any LEADS inquiry which accesses the wanted person's file (including inquiries from ALERTS mobile data terminals) will automatically query gang files. This gives the street officer instant

information that will increase his ability to investigate gang related crime but most of all, provide officer safety and potentially life saving information.

With increasing gang related criminal activity, law enforcement agencies can directly enter known gang members and their affiliations into the LEADS gang files. The entering agency must follow strict criteria before a person can be listed as a gang member, and several terms must be defined.

III. DEFINITIONS

- A. Criminal Street Gang: Any ongoing organization or group of three or more persons, whether formal or informal, having as one of its substantial activities the commission of criminal gang activity and whose members individually or collectively engage in or have engaged in a pattern of criminal activities.
- B. Criminal Gang Activity: The commission, attempted commission, or solicitation in association with or with intent to promote criminal conduct by gang members of two or more acts, including but not limited to: gang activity, violent crime, drug offenses, robbery, and property crimes.

IV. IDENTIFICATION OF THE CRIMINAL STREET GANG

The identification of the street gang must be made on the basis of specific documented and reliable information such as:

- A. Analysis of crime pattern information
- B. Observations of law enforcement officers
- C. Witness interviews
- D. Interviews of admitted criminal street gang members
- E. Information received from informants who have proven to be reliable

V. PROCEDURE

If an officer's investigation into criminal gang activity (as defined above) shows that probable cause does exist to believe an individual's membership in a criminal street gang (as per the listed criteria), the officer shall complete the LEADS gang member form.

The form must be completed with the exception of the **LEADS number** and the **authorizing officer's signature**. The form should contain as much information as possible, along with the officer's signature at the end of the **miscellaneous** narrative section.

A copy of the officer's written police report shall be attached and submitted to the department's criminal intelligence officer. After receipt of the information it shall be reviewed by the criminal intelligence officer designated by this department empowered to authorize the information entered into LEADS. Upon verification of the statutory restrictions, duties, and responsibilities as described by this act, he shall approve the submitted form and have it entered into LEADS.

**ILLINOIS STATE POLICE
LEADS ENTRY CERTIFICATION FORM/GANG MEMBER**

Public Acts 87-932 and 87-1109 permit the entry of information into LEADS relating to members of a criminal street gang.

Criteria for establishing criminal street gang membership for LEADS entry.

Probable cause to establish membership in a criminal street gang must be substantiated by the reporting officer's experience and knowledge of the alleged offenders and corroborated by specific, documented, and reliable information such as:

! The individual's admission of membership.

! The wearing of distinctive emblems, tattoos, or similar markings indicative of a specific criminal street gang, but only when such emblems, tattoos, or similar markings would not reasonably be expected to be displayed by an individual except a member of that specific criminal street gang, and membership may not be established solely because an individual is wearing clothing available for sale to the general public.

! The use of signals or symbols distinctive of a specific criminal street gang.

! The identification of the individual as a member of a specific criminal street gang by an individual who: 1) has provided reliable information to the law enforcement agency in the past or whose information can be independently corroborated, and 2) alleges that the individual in question is a member of a specific criminal street gang.

CASE #: _____ LEADS #: _____

CAUTION (armed, suicidal, armed/suicidal): _____

NAME: _____

SEX: _____ RACE: _____ DATE OF BIRTH: _____

AGE: _____ HEIGHT: _____ WEIGHT: _____ HAIR: _____ EYES: _____

MISCELLANEOUS (weapons, gang affiliation, colors, vehicle information, cross-referencing, additional supporting or clarifying statements, etc.): _____

ENTRY RECORD AND CERTIFICATION

ENTRY DATA (NAME, PHYSICAL DESCRIPTORS, ETC.) - MUST BE COMPLETED.

I have read and fully understood the statutory restrictions, duties, and responsibilities as described in "Section I" above. As an authorized officer of a law enforcement agency empowered to make such entries, I hereby request and authorize this information to be entered into LEADS.

This agency accepts full responsibility for the entry, and agrees to remove it from the LEADS at such time as the subject no longer meets the criteria as set forth by statute.

Authorizing Officer Signature

Agency Name

486 (2/93)

ISP

5-



GENERAL ORDER

<u>NUMBER</u>	400.15
<u>EFFECTIVE DATE</u>	March 22, 2019
<u>SUBJECT</u>	Department Weapons
<u>NUMBER OF PAGES</u>	17
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u> GO 77-81, 232-76, 263-77, 283-77 (Sections), 420-89; 400.15 9/10/99; 2/28/18; 7/30/18
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u> N/A
<u>4.3.1, 4.3.2, 4.3.3, 4.3.4</u>	<u>AUTHORITY</u> Loren Marion III Chief of Police

I. PURPOSE

To provide officers with guidelines regarding the use, maintenance, safety, and qualification requirements of department authorized weapons.

II. POLICY

Officers shall adhere to the requirements established herein to ensure the safe handling and use of department approved weapons and ammunition.

III. DEFINITIONS

A. *Authorized Firearm*: Any make, model, or caliber of firearm that meets this department's designated requirements and specifications, and has been formally approved by the police chief or his designee for general or individual use by sworn law enforcement personnel.

This includes primary service handguns, off-duty handguns, and shoulder mounted weapons used for law enforcement purposes.

B. *Primary Service Handgun*: Any firearm authorized by this department to be carried by an officer as his primary sidearm during the performance of his duties.

C. *Secondary/Off-Duty Handgun*: Any authorized handgun other than the primary service handgun that is carried in an authorized concealed manner.

D. *Shoulder Mounted Weapon*: Any rifle or shotgun authorized by this department to be carried by an officer during the performance of his duties.

- E. *Firearms Qualification:* Periodic testing required of officers to determine their competency to carry authorized firearms.

IV. PROCEDURES

A. General Firearm

1. Any firearm carried by officers when on or off duty (except weapons used for recreational purposes) must be an authorized firearm (see Attachment A).
2. Only ammunition that has been issued and/or approved by the department generally or individually may be used in primary service handguns and shoulder mounted weapons (see Attachment B).
3. Only sworn officers who have successfully passed the firearms qualification courses prescribed by this agency are authorized to carry a firearm (see Attachment C for weapons qualification standards).
4. Officers may not change to a different action type pistol until they have demonstrated their proficiency in the function of the weapon and marksmanship.
5. The primary service handgun shall be carried in accordance with uniform and related requirements, and as otherwise specified by this policy.
6. Officers shall be issued new duty ammunition in the specified quantity for all authorized firearms during the officers' scheduled qualifications every other year.

Officers carrying off-duty handguns in calibers other than the primary service weapon calibers, are required to furnish their own factory ammunition for qualifications and carry.

7. Only sworn officers who have demonstrated proficiency in the use of agency-authorized weapons are approved to carry such weapons. In-service training for less lethal and weaponless control techniques shall occur annually. See Attachment D for authorized weapons.
8. When armed (whether on or off duty) an officer shall carry his badge and Department's identification card.
9. The chief firearms instructor shall maintain a written record of all agency approved firearms. This list shall include the specific weapon carried by each officer, including serial numbers, make and model, and the qualification date and score, and whether it passed inspection.

B. Primary Service Handgun

1. Officers shall carry an authorized primary service handgun at all times while on duty, with the following exceptions:
 - a. When engaged in the processing of prisoners in a holding facility.
 - b. When engaged in an interview of a prisoner in an interview room.
 - c. When the presence of such a weapon might jeopardize the outcome of a covert investigation.
 - d. When other circumstances prevail which, in the opinion of the police chief or his designee, render execution of this requirement impractical or undesirable.
2. Officers assigned to work plainclothes shall carry the weapon concealed from public view at all times, unless:
 - a. The officer is in the workplace and the officer's badge is prominently displayed next to the firearm.
 - b. The officer is engaged in law enforcement actions that may reasonably require quick access to the firearm, and the officer's badge is prominently displayed near the weapon.
3. Officers carrying a semi-automatic pistol as a primary service weapon will carry a minimum of one magazine in the weapon and two spare magazines while engaged in the performance of their duties.

C. Off-Duty Handgun

1. Officers are required to carry an authorized handgun while off duty within the city limits except under the following circumstances:
 - a. While under suspension.
 - b. While on disability pension.
 - c. While traveling within the city limits but en route to a location outside the city where carrying a concealed weapon would be impractical or illegal.
 - d. When ordered by the police chief or his designee.

2. While off duty, handguns shall be carried concealed from public view at all times.
3. While off duty, all officers carrying firearms shall adhere to all department orders concerning firearms except such orders that are clearly inapplicable to off-duty status.

D. Shoulder Mounted Weapons

1. Officers who have completed and maintained certification may carry an authorized shoulder mounted weapon in the performance of their duties.
2. Officers shall deploy shoulder mounted weapons as per the training instructions received during the certification course.
3. When not deployed, shoulder mounted weapons shall be carried in a mounted rack, if available, or in a case stored in the trunk/rear hatch of the squad car.

E. Display or Use of Firearms

1. An officer may draw his firearm in the performance of his duty only when the action is reasonably necessary based on his experience, training, and information known to him at the time prior to and during the incident.
2. An officer shall document in a written report and in the UOF module any incident involving the use of a firearm in the performance of his duty:
 - a. The firearm is aimed at an individual to cause that individual to cease actions which could be or is perceived to be life-threatening, or to detain that individual or force compliance to an order which results in an arrest.
 - b. The firearm is discharged.
3. An officer taking any action with his firearm in an off-duty capacity shall notify a supervisor as soon as possible.
4. Removing a firearm from its holster or other carrying device for other than authorized purposes, i.e. tactical use, training/qualification, inspection, or cleaning/maintenance, is prohibited.
5. No officer shall clean, repair, load, or unload a firearm at any place while on duty except in keeping with current department policy, i.e. range safety rules, station clearing barrel procedures.

6. An officer shall present a firearm for inspection when ordered by a superior officer or department firearms instructor.

F. Firearms Qualification

1. All officers authorized to carry firearms shall be required to qualify with those firearms as follows:
 - a. Duty pistol – Semi-annual
 - b. Secondary/Back up pistol – Annual
 - c. Off duty pistol – Annual
 - d. Shoulder mounted weapons - Annual
2. All officers shall be graded on a pass/fail basis for qualification.
3. All officers shall receive in-service training on the department's use of force policy at least annually.
4. Officers shall be allowed no more than two attempts to qualify during qualification using each authorized firearm. Officers who fail to qualify with any authorized primary service handgun on the first day shall be subject to the following requirements:
 - a. The officer's unit commander shall be notified and shall promptly arrange with the chief firearms instructor and the training unit supervisor for a period of formal remedial firearms training not to exceed 40 hours in duration. Such training does not preclude an officer from engaging in any additional practice or training sessions with an authorized firearms instructor.
 - b. The officer shall be given one additional attempt to qualify following remedial training. A written report shall be forwarded to the police chief and commander of the officer who fails to requalify. The report shall include the remedial training or corrective action that was taken to qualify the officer.
5. Failure to qualify with primary service handgun

Any officer who fails to qualify with his primary service handgun following remedial training or other corrective action shall be relieved of duty pending the outcome of an administrative hearing and/or a fitness-for-duty evaluation, as determined by the police chief or his designee.

6. Failure to qualify with off-duty/secondary firearms

Officers shall be given one extra opportunity, if time allows, to qualify with an off-duty/secondary weapon during the day in which they failed to qualify. Failure of the officer to qualify on that day shall disqualify the officer from carrying the firearm. The officer shall seek additional remedial training with a department firearms instructor. The officer shall be given one additional attempt to qualify following remedial training. If the officer fails to qualify during this attempt, the officer will not be authorized to carry the firearm.

7. Failure to qualify with shoulder mounted weapon

Any officer who fails to qualify with any shoulder mounted weapon that he has previously been certified to carry shall be given only one opportunity to qualify with that firearm. Failure of the officer to qualify on that day shall disqualify the officer from carrying the firearm. The officer shall seek additional remedial training with a department firearms instructor until the officer successfully qualifies with the firearm.

8. An officer must promptly qualify with the authorized firearms he carries following return to duty after a leave of absence of more than 180 days.

G. Special Response Team (SRT)

1. Officers assigned to the SRT may use additional weapons and munitions in the performance of duties other than authorized by this order, with the approval of the police chief or his designee.
2. An officer assigned to the SRT may be required to qualify using additional proficiency standards established by his unit commander and/or training officer. An officer assigned to carry additional weapons shall be guided by and subject to firearms training and qualification standards promulgated by his team commander.

H. Firearms Modifications

1. Officers may make modifications to any authorized firearm that enhance the defensive usage, i.e. installation of night sights, throating and polishing the feed ramp, funneling the magazine opening, etc.
2. All other modifications to authorized firearms must be approved by the chief firearms instructor or his designee.
3. Officers are prohibited from altering or in any way defeating the safety mechanisms built into authorized firearms.

4. Modifications to the sight system of a shoulder mounted weapon is limited to the red dot type aiming system and the following accessories:
 - a. Optics with variable magnification 1x and up to 6x power are authorized as long as the back-up iron sight system is still immediately accessible.
 - b. Magnifiers up to 6x power are authorized for use in conjunction with authorized red dot optic systems under the following specifications:
 - 1) Mounting system that allows the magnifier to be quickly moved clear of the optic (twist, flip, etc.).
 - 2) Mounting of the magnifier shall still allow full use of back-up iron sighting system.
 - c. Accessories may be added to aide in the deployment of the rifle that include but are not limited to: Ambidextrous safety lever, vertical grip, bipods, etc.
 - d. Any addition of non-factory components or parts directly related to the fire controls, gas system, or trigger must be authorized by the chief firearms instructor or his designee, and installed by a qualified armorer.
5. Authorized optics for use with shoulder mounted weapons:

- a. Aimpoint
- b. C-More
- c. Trijicon
- d. Leupold
- e. Elcan Specter
- f. Vortex

Additional manufactures and models may be authorized by the chief firearms instructor or his designee on a case by case basis.

I. Weapon Maintenance and Care

1. An officer is required to maintain any authorized firearm he carries in a clean serviceable condition at all times.

2. A firearms instructor will inspect each firearm during qualification at the range. Any firearm determined to be unreliable for duty use by a firearms instructor may be immediately pulled from police use.
 - a. If a firearm is determined to be unsafe for use, the firearms instructor shall notify the officer that the firearm may not be carried.
 - b. The firearms instructor shall ensure that the officer has a replacement weapon.
3. Whenever an officer has an authorized firearm repaired or modified, it shall be inspected and approved by the chief firearms instructor or his designee before carrying it.
4. The department will not assume any responsibility or obligation for repair or maintenance of personally owned firearms.
5. Cleaning, inspection, and repair of firearms shall be done only in a designated, secure area, under direct supervision of a department firearms instructor or his designee.

J. Firearms Safety

1. Officers shall exercise due caution in carrying and handling all firearms.
2. All authorized firearms shall be carried in a safe and secure manner, as authorized by this department. Primary service handguns will be carried in a holster which has a weapon retention system.
3. An officer shall report to his immediate supervisor any use of prescription drugs or other medication he reasonably believes would impair his ability or judgement to use a firearm.
4. Officers shall not store or leave a firearm in any place within the reach or easy access of a minor.
5. Firearms may be stored in the department armory.

K. Firearms Training

1. The chief firearms instructor and additional firearms instructors shall be appointed by and serve at the discretion of the police chief.
2. The chief firearms instructor or his designee:

- a. Shall be responsible for the development and administration of the firearms training program.
 - b. Shall be responsible for the adequate training of all officers in the safe handling and use of all firearms utilized by them for duty.
 - c. Shall be responsible for the conduct and safety of officers while on the firing range, and shall be in complete charge of the range area regardless of the rank of those officers in attendance.
 - d. Shall be responsible for the maintenance of department weapons and ammunition stored in the armory, and range supplies.
 - e. Shall take appropriate disciplinary action for all infractions of range rules or weapons use, or the inefficiency of officers in the use of their weapons.
3. While at the firearms range, officers shall conduct themselves in accordance with the current range rules and procedures. No officer shall violate any order regulating range use or any lawful order of the range instructor.
 4. The Training Unit shall ensure that a permanent and continuing record of each commissioned officer's firearms qualification scores and any other documentation pertaining to the officer's firearms proficiency.

V. ARMORY

The operations captain shall be solely responsible for authorizing commissioned personnel access to the armory. He shall keep a current list of authorized personnel.

A. Access

1. All firearms instructors and members of the SRT are authorized to have access.
2. Officers that are patrol rifle certified are authorized to get the armory key from the desk sergeant for the sole purposes of either checking out a department rifle or checking in a department rifle, in accordance with the Rifle Checkout Procedure Manual
3. The technical services lieutenant shall maintain control of the armory key in the logged key control area. Authorized personnel will log out the armory key with the desk sergeant, who will de-activate the alarm only when authorized personnel are entering and remaining within the armory area.

B. Responsibility

1. The chief firearms instructor shall maintain necessary records and conduct an annual inspection and inventory of department weapons and ammunition (duty, training, and reserve). The location and condition of all department weapons and the date and amount of purchase of reserve ammunition shall be recorded. He shall be aware of the shelf life expectancy of reserve ammunition and ensure that adequate funds are requested to replace outdated ammunition. Outdated ammunition shall be used in department training.
2. The SRT lieutenant shall be responsible for the purchase and inventory of all SRT weapons, ballistic equipment, ammunition (duty, training, and reserve), and related tactical equipment. He shall maintain necessary records and conduct an annual inspection and inventory of team weapons, ammunition, and related tactical equipment. The location and condition of team weapons, including the date and amount of ammunition purchased, shall be recorded. He shall be aware of the shelf life expectancy of reserve ammunition and ensure that adequate funds are requested to replace outdated ammunition.
3. The SRT lieutenant shall also be responsible for the purchase and inventory of all department chemical munitions. The location and condition, including the date and amount purchased, shall be recorded. He shall be aware of the shelf life expectancy of the chemical munitions and ensure that adequate funds are requested to replace outdated chemical munitions.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.

ATTACHMENT A: AUTHORIZED FIREARMS FOR DUTY USE

Any firearm, regardless of manufacturer or model, determined to be unreliable for duty use by the chief firearms instructor or his designate, will immediately be pulled from use. All primary service handguns and shoulder mounted weapons must be capable of functioning when using the authorized duty ammunition issued by the department.

PRIMARY SERVICE HANDGUNS—SEMI-AUTO PISTOLS

Any semi-auto pistol carried as a primary service weapon must be chambered in one of the following calibers: .45 ACP, .40 S&W, or 9 mm. The weapon must have a minimum barrel length of 3" and a minimum magazine capacity of 6 rounds. Primary Service Handguns should be equipped with functional night sights, or fiber optic sight.

Beretta Model 92 or 96 full size or compact models in traditional double action or double action only

Colt 1911 type service models, series 70 or newer (quality reproduction models of the Colt 1911 authorized on an individual basis)

Glock All service models in authorized calibers

Heckler & Koch All USP, P Series, and VP service models in authorized calibers

Para-Ordnance Models P-12, P-13, P-14, P-15, P-16

Sig-Sauer All service models in authorized calibers

Smith & Wesson 3 or 4 digit models in traditional double action or double action only, and M&P Service models in authorized calibers

Walther in PPQ in authorized calibers

FN Herstal FNS, FNX, FNP Models in authorized calibers

Springfield Armory XD models in authorized calibers

Additional manufacturers and models may be authorized by the chief firearms instructor or his designee on a case by case basis

OFF-DUTY AND SECONDARY HANDGUNS

All firearms carried as off-duty or secondary handguns must be capable of firing a minimum of 5 rounds without reloading. Revolvers must be double action models. Officers carrying off-duty handguns in calibers other than the primary service handgun calibers are required to furnish their own ammunition for qualification and carry.

All off-duty and secondary handguns shall be authorized by the chief firearms instructor or his designee on a case by case basis.

SHOTGUNS

A shotgun is to be 12-gauge, pump action or semi-auto, with an 18" to 26" barrel and shall be smooth bore. The weapon must have a minimum capacity of 5 rounds.

Authorized shotgun manufacturers:

- Remington
- Mossberg
- Benelli
- Winchester
- FN
- Browning
- Beretta

Additional manufactures and models may be authorized by the chief firearms instructor or his designee on a case by case basis

RIFLES

Rifles are to be center-fire, semi-automatic, and must be chambered in 5.56 caliber. Barrel length must be 16" to 24" with the following twist rates 1/7, 1/8, 1/9. Rifles must have a forward assist and dust cover as well as a trigger weight of 4.5 lbs. or greater. Rifles should be equipped with a functional light source and sling. Officers deploying rifles should be equipped with a minimum of 2 - 20 or 30 round magazines.

- Colt service models
- Armalite service models
- Bushmaster service models
- Bravo Company
- Larue
- Noveske
- Daniel Defense
- Rock River
- Spikes
- Lewis Machine and Tool (LMT)
- Wilson
- Adams Arms
- Sig Sauer
- HK – MR556
- LWRC
- Smith and Wesson

Additional manufactures and models may be authorized by the chief firearms instructor or his designee on a case by case basis

SRT

Members of the Special Response Team will be assigned a Colt M4/AR15 or other reputable rifle platforms chambered in 5.56x45mm that are provided by the department. Team members are authorized to carry other rifles that meet the same requirements listed in the RIFLES section of this G.O. Depending upon assignment within the team, members may also be assigned a Colt AR15 Special Purpose Rifle (HBAR) or other reputable rifle platform that is also chambered in 5.56x45mm or HK MP5s chambered in 9mm. Handguns carried by team members will meet the same requirements listed in the PRIMARY SERVICE HANDGUNS section of this G.O.

LESS LETHAL

SL-6

ATTACHMENT B: AUTHORIZED AMMUNITION FOR DUTY USE

HANDGUN CALIBERS

Federal .45 ACP 230 grain Tactical HST HP P45HST2

Federal .40 S&W 180 grain Tactical HST HP P40HST1

Federal 9mm Luger 124 grain Tactical HST HP P9HST1

Officers may carry factory .357 magnum hollow points in 125 to 140 grain loads after receiving authorization from the chief firearms instructor and successfully qualifying with the round. Qualification and duty ammunition will be provided by the officer.

SHOTGUN CALIBERS

Federal 12 gauge Rifled Slug HP 1 ounce F127RS

RIFLE CALIBERS

Federal .223 Remington 55 grain Hi-Shok Tactical Tru Soft Point

SRT

Federal .223 Remington 55 grain Hi-Shok Tactical Tru Soft Point

Federal .223 Remington 62 grain LE Tactical Bonded

Hornady .308 Winchester 168 grain ELD Match TAP Precision

Hornady .308 Winchester 165 grain GMX TAP Heavy Barrier

LESS LETHAL

Sage SL-6 KO1 Rounds

CTS 12ga Super-Sock Bean Bag Impact Rounds

37 mm/40 mm Impact Munitions

Other ammunition brands in authorized calibers may be authorized by the chief firearms instructor or his designee based on supply and operational needs.

ATTACHMENT C: FIREARM QUALIFICATION STANDARDS

Duty Pistol Qualification Course (50 rounds total)

1. 3 yard line: 2 rounds in 3 seconds, Strong hand only (3 times) - Total of 6 rounds
2. 3 yard line: 2 rounds in 4 seconds, Weak hand only (3 times) - Total of 6 round

Rest of qualifications are two handed hold

3. 5 yard line: 2 rounds in 2 seconds (3 times) – Total of 6 rounds
4. 7 yard line: 3 rounds, speed load and 3 rounds in 12 seconds (2 times) – Total of 12 rounds

Score targets (30 rounds)

5. 12 yard line: 3 rounds, speed load and 3 rounds in 15 seconds (2 times) – Total of 12 rounds
6. 25 yard line: move to cover and use barricade, 2 rounds, TAC load and 2 rounds in 25 seconds (2 times) – total of 8 rounds

Score targets (20 rounds)

Passing score is 40 hits out of 50 rounds

Off Duty / Backup Pistol Qualification Course (25 rounds total)

All two handed hold

1. 3 yard line: 3 rounds in 2 seconds and then 2 rounds in 2 seconds – Total of 5 rounds
2. 5 yard line: 3 rounds in 2 seconds and then 2 rounds in 2 seconds – Total of 5 rounds
3. 7 yard line: 3 rounds in 3 seconds and then 2 rounds in 3 seconds – Total of 5 rounds
4. 12 yard line: 3 rounds in 4 seconds and then 2 rounds in 4 seconds – Total of 5 rounds
5. 12 yard line: 5 rounds in 8 seconds – Total of 5 rounds

Score targets

Passing score is 22 hits out of 25 rounds

Patrol Rifle Qualification Course

1. 25 yard line (Standing): 6 rounds in 20 seconds (2 times) – Total of 12 rounds
2. 50 yard line (Kneeling): 6 rounds in 30 seconds (2 times) – Total of 12 rounds
3. 75 yard line (Prone): 6 rounds in 45 seconds (2 times) – Total of 12 rounds
4. 100 yard line (Prone): 6 rounds in 60 seconds (2 times) – Total of 12 rounds

Total Rounds Fired: 48 (NO MISSES ALLOWED)

Patrol Shotgun Qualification Course

1. 15 yard line (Standing / Low ready): 2 rounds in 5 seconds (2 times) – Total of 4 rounds
2. 15 yard line (Standing / High ready): 2 rounds in 5 seconds (2 times) – Total of 4 rounds
3. 25 yard line (Standing / Low ready / Unsupported): 3 rounds in 20 seconds (2 times) – Total of 6 rounds
4. 25 yard line (Standing / High ready / Unsupported to Kneeling with support optional): 3 rounds in 25 seconds (2 times) – Total of 6 rounds
5. 50 yard line (Standing / High ready to prone – supported): 5 rounds w/tac load in 60 seconds – Total of 5 rounds

Total Rounds Fired: 25 (NO MISSES ALLOWED)

ATTACHMENT D: DEPARTMENT APPROVED LESS THAN LETHAL WEAPONS

FIRST DEFENSE – DEFENSE TECHNOLOGY MK-6 OC SPRAY

Stream Deployment - .2% Oleoresin Capsicum – non-flammable non-toxic - .68 oz net weight

ASP

Steel Friction Loc Baton

CONDUCTED ELECTRICAL WEAPON (CEW)

Axon X26P XP 25' Taser Cartridge

NIGHT STICK

Optional, customized purchase. 26" cocobolo wood

GENERAL ORDER

NUMBER

400.16

EFFECTIVE DATE

July 20, 1995

SUBJECT

Investigation of Private Property Vehicle Crashes

NO PAGES

3

<u>DISTRIBUTION</u> All Personnel	<u>AMENDS</u> N/A	<u>THIS ORDER SUPERSEDES</u> N/A
<u>CALEA REFERENCE</u> 61.2.1	<u>STATUTE REFERENCE</u> 625 ILCS 5/11-406(a)	
<u>GENERAL ORDER REFERENCE</u> N/A	<u>OTHER REFERENCE</u> N/A	
<u>AUTHORITY</u>	Arthur J. Kelly III Superintendent of Police	

I. PURPOSE

To establish general guidelines for motor vehicle crashes that do not require a police officer to investigate or complete the Illinois Traffic Crash Report form.

II. DEFINITIONS

- A. *State Reportable Traffic Crash:* Any traffic crash resulting in the death or injury to any person, or property damage of any one person in excess of \$500 is sustained.
- B. *Illinois Traffic Crash Reports:*
 1. SR 1050 Illinois Traffic Crash Report form
 2. SR 1050A Illinois Traffic Crash Report/Additional Units form
 3. SR 1 Illinois Traffic Crash Report/Motorist Report form (attached)
- C. *Property Damage Crash:* A motor vehicle crash that results only in property damage.
- D. *Private Property Crash:* A motor vehicle crash that occurs on any privately owned street, alley, driveway, or parking area.

III. PROCEDURE

- A. Officers will be dispatched to the scene of all traffic crashes.
- B. The Illinois Traffic Crash Report form will not be completed by the investigating officer for private property vehicle crashes unless one or more of the following circumstances occur:
 - 1. There is a death of a person.
 - 2. There is personal injury.
 - 3. Suspected alcohol or drug abuse on the part of a driver or pedestrian is involved.
 - 4. Reckless driving is suspected.
 - 5. A city-owned vehicle or property is involved.
 - 6. A vehicle or vehicles had to be towed due to the crash.
 - 7. A hazardous materials spill or leak is involved.
 - 8. The damage results in a hazardous condition (i.e. a structure has been so weakened that further damage or a safety hazard may occur).
 - 9. It is a hit and run where evidence (physical or witness accounts) may reasonably lead to the identity of the offender.
 - 10. A school bus is involved.
 - 11. A supervisor determines a report should be completed.
- C. Officer responsibilities for traffic crashes that **do not** require an SR 1050 (Illinois Traffic Crash Report) and are not investigated by the responding officer are that:
 - 1. The officer will ensure that no hazard will be created by the parties or vehicles involved for other vehicles or pedestrian traffic.
 - 2. The officer will remain at the scene if it appears there may be hostilities between

the parties involved, or if further assistance may be necessary.

3. If all drivers involved are not present and the vehicle crash is not considered a hit and run, the officer will make a reasonable attempt to identify the driver/vehicle from information available from the driver present.
4. Each driver/pedestrian involved will be given an SR 1 (Motorist Report), with instructions on how to complete the form as follows:
 - a. The parties should gain the driver information about the other driver from a driver's license, and insurance information from an insurance company issued insurance card. No information should be accepted solely from one party without the other party seeing some printed source.
 - b. Each party should print the information on his own form so he knows that he will be able to read it and that all the information will be complete.
 - c. Only the information on the witness, other driver, other driver's vehicle insurance, and location need be completed before the parties depart. The rest of the form can be completed without both parties present or remaining at the scene.
 - d. The printed instructions located on the back of the SR 1 (Motorist Report) form are followed completely.
 - e. If upon an estimate of damage at a later date, any one person sustained an amount in excess of \$500 or it is found that someone involved in the vehicle crash was in fact injured, the SR 1 (Motorist Report) form must be sent to the state of Illinois, as stated in the instructions printed on the form.
 - f. Any further communication concerning the repair or losses involved in the crash should be directed to the respective insurance agents and not to the police department.
5. Upon completing his responsibilities, the officer shall return to service, using clearance code DA (David Adam), indicating that a driver assist was given and no police report was generated.



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Sex Offender Registration Act/Community Notification Act	400.17
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	2/16/01
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
N/A	8
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	N/A
	<u>OTHER REFERENCE</u>
	N/A
	<u>John W. Stenson</u>
	Police Chief

I. POLICY

It is the policy of the Peoria Police Department to comply with the duties and responsibilities set forth in the Sex Offender Registration Act and the Sex Offender and Child Murderer Community Notification Act, 730 ILCS 150 et seq. This policy will establish a department process for registration of sex offenders and child murderers and the dissemination of information regarding registered sex offenders and child murderers.

II. DEFINITIONS

- A. *Child Care Facilities:* Those facilities as defined in the Child Care Act (225 ILCS 10/2.05), not including licensed foster homes.
- B. *Discretionary Notification:* The law enforcement agency having jurisdiction may at its discretion, provide the name, address, date of birth, employment information, and offense of any sex offenders residing in its jurisdiction to any individual likely to encounter the offender.
- C. *Juvenile Sex Offender:* Any person who is adjudicated a juvenile delinquent as the result of commission of or attempt to commit a violation set forth in Section II, or any substantially similar federal or sister state or foreign country law.
- D. *Law Enforcement Agency Having Jurisdiction:* The chief of police in a municipality where the sex offender expects to reside or is temporarily domiciled for more than 10 days:
 1. Upon his discharge, parole, or release
 2. During the service of his sentence of probation or conditional discharge
 3. Sheriff of the county if the offender resides in an unincorporated area or in an area without a police department

4. Includes the location where out-of-state students attend school and where out-of-state employees are employed or otherwise required to register
- E. *Mandatory Notification:* Quarterly mailings by the law enforcement agency having jurisdiction of the current sex offender registration list, to schools and licensed day-care facilities, as provided by the state of Illinois.
- F. *Point of Contact:* An individual identified by an agency or other entity as the person responsible for accepting and issuing communications relating to the implementation of the provisions of this law.
- G. *Public Access:* Any individual or entity, upon request to the law enforcement agency having jurisdiction, shall be provided an opportunity by that agency to inspect a listing of all names, addresses, dates of birth, and offenses of registerable sex offenders within that jurisdiction.
- H. *Scheduled Notifications:* The first two weeks of February, May, August, and November.
- I. *Schools:* The school boards of public school districts and the principal or other appropriate administrative officer of each nonpublic school which has identified itself to the state board of education.
- J. *Sex Offender:* Any person who is:
 1. Charged and convicted with a sex offense, pursuant to Illinois law, or any substantially similar federal or sister state or foreign country law, as set forth in Section II (qualifying offenses)
 2. Certified as a sexually dangerous person, pursuant to the Illinois Sexually Dangerous Person Act, or any substantially similar federal or sister state or foreign country law
 3. Found to be a sexually violent person under the Sexually Violent Persons Commitment Act, or any substantially similar federal or sister state or foreign country law
- K. *Victim:* The individual subjected to the particular offense for which the perpetrator acquired the status of sex offender. This term includes the individual's parent or legal guardian.

III. **QUALIFYING SEX OFFENSES FOR REGISTRATION**

- A. 720 ILCS 5/:

- 11-6 Indecent solicitation of a child
 - 11-9.1 Sexual exploitation of a child
 - 11-15.1 Soliciting for a juvenile prostitute
 - 11-17.1 Keeping a place of juvenile prostitution
 - 11-18.1 Patronizing a juvenile prostitute
 - 11-19.1 Juvenile pimping
 - 11-19.2 Exploitation of a child
 - 11-20.1 Child pornography
 - 12-13 Criminal sexual assault
 - 12-14 Aggravated criminal sexual assault
 - 12-14.1 Predatory criminal sexual assault
 - 12-15 Criminal sexual abuse (when felony)
 - 12-16 Aggravated criminal sexual abuse
 - 12-33 Ritualized abuse of a child
- B. A felony conviction of the following when the victim is under 18 years of age and the defendant is not the parent:
- 10-1 Kidnapping
 - 10-2 Aggravated kidnapping
 - 10-3 Unlawful restraint
 - 10-3.1 Aggravated unlawful restraint
- C. 725 ILCS 205/1.01 et seq: Sexually Dangerous Persons Act
- D. 720 ILCS 5/9-1: First degree murder of a child under 18 years of age
- E. 725 ILCS 205/10-5 (1.9), 10-5(b)(10), 10-7: Aiding and abetting child abduction and child luring

IV. RESPONSIBILITES OF THE SEX OFFENDER

- A. The sex offender is required to:
1. Provide accurate information for the required forms
 2. Read and sign the forms to substantiate proof of understanding the requirements
 3. Provide positive identification and documentation that substantiates proof of residence at the registering address
 4. Provide employment information (business and address) to the agency having jurisdiction

- B. The sex offender is required to report and register in person to the agency having jurisdiction:
 - 1. Within 10 days when sentenced to probation, or upon release, parole, or discharge from prison or a mental hospital
 - 2. Every year on the anniversary of his initial registration, for a period of 10 years
 - 3. Within 10 days of any change of address, reporting the new address in writing to the agency having jurisdiction with whom they last registered
 - 4. Within 10 days of changing his address, registering in person with the new agency having jurisdiction (temporary absences of 10 days or more in a calendar year requires a sex offender to register his new address)
 - 5. Within 10 days of any change of employment, reporting his new employment in writing to the agency having jurisdiction with whom they last registered
- C. The sex offender is required to register for 10 years from the date of conviction if sentenced to probation, or 10 years from parole, discharge, or release if confined.
- D. Any sex offender with a finding or adjudication of being a sexually dangerous person or being a sexually violent person is required to report in person to the law enforcement agency having jurisdiction within 10 days for his initial registration and every 90 days thereafter, for the period of his natural life.
- E. Juvenile delinquent sex offenders are required to register annually. A parent, legal guardian, or other person appointed by the court shall accompany the juvenile sex offender to the agency having jurisdiction for the purpose of the registration.

V. DUTIES OF THE RECORDS TECHNICIAN

When a sex offender comes to the station to register, the records technician shall:

- A. Obtain positive identification and documentation from the sex offender.
- B. Determine if the registration is for the initial registration, change of address, annual registration, or a 90 day sexually dangerous person.
- C. Run a criminal history check in LEADS/NCIC to:
 - 1. Ensure the sex offender is required to register
 - 2. Determine the current status of the offender

3. Obtain information required to complete the form
 4. Determine if the victim was under 18 years of age
- D. Obtain an incident number from the information office.
- E. Complete a pre-filed noncrime police report, marking the appropriate box for the type of registration, using the offense code 9017 if the victim was under 18 years of age and 9018 if the victim was 18 years of age or older.
- F. Complete the sex offender registration form, placing the police incident number in the upper right portion of the form (for tracking).
- G. Ensure the offender reads and signs the sex offender registration form.
- H. Make four copies of the sex offender registration form, and three copies of the police incident report and criminal history check:
1. The original report, sex offender registration form, and criminal history are retained in Records for report processing.
 2. Copies of the report, sex offender registration form, and criminal history information are placed in the sex offender files in the license clerk's office.
 3. Copies of the report, sex offender registration form, and criminal history information are forwarded to CID.
 4. Copies of the report, sex offender registration form, and criminal history are forwarded to the LEADS coordinator for entry into LEADS.
 5. A copy of the sex offender form is given to the sex offender.
- I. Place the police case number on a paper in bold numbers.
- J. Take four photographs of the offender for new offenders. Use the paper with the case number for identification. Three photographs should be frontal views, and one photograph should be a side view:
1. One photograph remains in the sex offender file in Records.
 2. One photograph is forwarded to ISP by CID.
 3. One frontal photograph and the side view photograph are sent to CID for filing.

- K. The fee for registering is \$10 for original registration, and \$5 for annual renewal. The technician will register the sex offender even if he is not able to pay the registration fee.
- L. A commissioned officer should be called if ISP needs fingerprints of the sex offender for criminal identification.

VI. NONCOMPLIANT SEX OFFENDERS

- A. Any person required to register who violates any of the provisions of the Sex Offender Registration Act is guilty of a Class 4 felony. Violations include:
 - Violation of duty to register (730 ILCS 150/3)
 - Violation of change of address or employment (730 ILCS 150/3)
 - Violation of presence within school zone (720 ILCS 5/11-9.3)
 - Violation of public park zone (720 ILCS 5/11-9.4)
- B. The street crimes unit shall verify the address of a sex offender or a sexual predator required to register with the Peoria Police Department at least once per calendar year.
- C. ISP will provide a list of sex offenders that do not comply with the Sex Offender Registration Act. Records personnel will check local records to determine the most current address for each offender.
- D. The street crimes unit, patrol division, and CID will receive a copy of the noncompliant sex offenders list. The street crimes unit will have the primary responsibility for locating sex offenders that are in violation of the act.

VII. COMMUNITY NOTIFICATION ACT

- A. Mandatory notification
 - 1. ISP will provide a listing of all schools and child care facilities to the Peoria County Sheriff's Department at least two weeks before the beginning of scheduled notifications.
 - 2. The Peoria Police Department will coordinate mandatory scheduled notifications with the Peoria County Sheriff's Department:
 - a. The Peoria Police Department will administer the mandatory mailing in February and August.
 - b. The Peoria County Sheriff's Department will handle the mailings in May and November.
 - 3. The designated records technician will:

- a. Obtain a printout of registerable sex offenders in Peoria County from LEADS.
 - b. Mail a copy of the list of registerable sex offenders provided by ISP to each of the schools and child care agencies on the mailing list.
- B. Discretionary notification
 1. The designated records technician will mail a copy of the list of registerable sex offenders and child murderers in Peoria County to any agency or individual in our jurisdiction likely to encounter the offender.

The agency or individual must provide a written request to be included on the discretionary list.
 2. Discretionary mailings will be on a quarterly basis to correspond with the mandatory mailings.
- C. Public viewing
 1. The designated records technician will have a copy of the list designated by ISP for public viewing, available in the sex offender file.
 2. Any individual or entity, upon request to the Peoria Police Department, shall be provided an opportunity to inspect the listing of all names, addresses, dates of birth, and offenses of the registerable sex offenders within Peoria County.
 3. Any individual requesting to inspect the list must provide positive photo identification and submit a \$5 viewing fee.
 4. The requestor may view the photograph of any sex offender on the list.
 5. Copies of the list of registerable sex offenders or photographs will not be distributed to the public.
 6. Employment information may only be given when public safety is at risk.
- D. Access to sex offender registration records by law enforcement agencies
 1. The designated records technician will obtain a printout of registerable sex offenders and child murderers in Peoria County from LEADS every two weeks.

2. The designated records technician will forward the list of all sex offenders, including juveniles, to the street crimes unit, juvenile sergeant, CIO, and liquor investigator every other week.
3. The designated records technician will forward the list of all sex offenders, including juveniles, to other local law enforcement agencies in our area upon request every other week.

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GENERAL ORDER

<u>NUMBER</u>	400.18
<u>EFFECTIVE DATE</u>	January 12, 2018
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Police Building Emergency Operations Procedures	7
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	GO 400.18 Dated 8/1/96, 10/20/00, 5/24/07
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
74.1.2	OSHA CFR 1910.38 & 39
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

The Peoria Police Department has a responsibility for the safety of the public, personnel, and property, and for the sustaining of police services in the event of an emergency. In order to minimize injury, loss of life, and property damage, plans have been developed to identify and ensure that specific tasks and responsibilities for the emergency situation are assigned.

II. CONCEPT OF OPERATION

The division commanders are responsible for maintaining adequate department emergency procedures (including notification procedures), selecting appropriate protective actions, and implementing departmental emergency procedures. The division commander is responsible for creating a line of succession within his area of assignment to implement emergency procedures in his absence.

III. PROCEDURES

A. Fire

1. If a fire is detected and the smoke and heat sensors do not activate the fire alarm, sound the fire alarm by pulling one of the alarm pull boxes located by each exit door on every floor in the police building.
2. Notify the desk sergeant immediately of the emergency situation (8304).
3. It shall be the responsibility of the desk sergeant to see that the public areas of the building are checked.
4. Close all doors when leaving your assigned area.

5. If evacuation is necessary, it shall be via the marked fire exit routes.
6. Do not use the elevators; utilize stairways unless it is physically impossible.
7. As you exit the building, check for and assist citizens who may be unfamiliar with the alarm system and evacuation plan, or who may be unable to evacuate on their own.
8. Each area supervisor shall take a head count at the staging area and report the information to a commanding officer or his designee, who shall relay the information to the emergency response personnel at the scene.
9. Re-entry into the building shall be authorized by a representative from the Fire Department and relayed through the supervisor in charge to personnel at the staging area.
10. After alarm has been activated, personnel trained in the use of fire extinguishers may attempt to extinguish a fire in its initial stage only.

B. Weather

1. The Emergency Communications Center (ECC) will be notified of severe weather by the National Oceanic and Atmospheric Administration weather watch. The ECC shall then notify the desk sergeant. The desk sergeant shall notify the patrol shift commander and appropriate department personnel consistent with the notification matrix.
2. When dangerous conditions exist, all personnel and citizens not assigned to emergency functions should be directed to the first floor of the police building.
3. When a severe warning is issued, the desk sergeant shall notify the patrol shift commander. Individuals unable to reach the first floor should seek shelter in an interior room located in the area where they were notified of the warning.
4. It shall be the responsibility of the supervisors on duty to take a head count and relay the information to any emergency personnel required to respond to the police building and to the ranking on-duty commanding officer.
5. In the event of damage caused by severe weather, the desk sergeant shall check each floor and report to the ranking command officer on duty before personnel and visitors will be allowed to return to their designated areas. Notification procedures are to be followed as time permits.

C. Utilities

1. Electric power failure
 - a. The desk sergeant shall make the following notifications and any others as needed:

AMEREN
City electricians
Information Systems
Facility Maintenance
 - b. The emergency generator should automatically kick on.
2. Gas line break
 - a. Activate the fire alarm system.
 - b. Notify the desk sergeant, who shall follow notification procedures.
 - c. Evacuate the building as identified in the fire evacuation procedures.
 - d. Area supervisors shall verify all personnel are accounted for.
3. Water main break – The desk sergeant shall:
 - a. Follow notification procedures.
 - b. Check the shut-off valves in the first floor furnace room.
 - c. Notify the water company.
 - d. Unplug all computers and electrical equipment in the flooded area and if possible, place them in high areas (e.g. on top of desks).

D. Earthquake

1. Earthquakes provide no warning time, so go to the nearest cover available, i.e. under a heavy desk or table or in an interior doorway. Do not use the elevator unless it is necessary and physically impossible to use the stairs.
2. Follow fire evacuation procedures once initial shock waves have stopped.
3. The desk sergeant shall contact the Public Works Department personnel to inspect the building for structural damage and other physical hazards before personnel are allowed back into their work spaces.

4. If a determination is made that the building has sustained substantial structural damage or significant physical hazards exist within the building, the City Manager shall activate the City's Emergency Operations Plan.
- E. Bombs in the Police Building
1. Phone threats
 - a. Fill out the Bomb Threat Information Checklist (attached).
 - b. Notify your supervisor or division commander immediately.
 2. Discovery of a bomb or suspicious package
 - a. Do not touch or remove the package.
 - b. Do not transmit on a portable radio or cell phone near the suspected device.
 - c. Notify your supervisor or command officer and ECC immediately.
 3. Notifications
 - a. The desk sergeant is responsible for notifying the:
 - 1) ECC
 - 2) Bomb Squad
 - 3) Shift Commander
 - b. The ranking command officer on duty shall decide whether to search the building or evacuate, and how to control access to the building.
 4. Evacuation of personnel/citizens
 - a. The City Manager shall be notified of evacuation by the Police Chief or his designee.
 - b. The desk sergeant shall ensure all units are notified of any decision to search or evacuate the police building, and shall notify the ECC of the decision to search or evacuate for appropriate dispatch of emergency personnel.
 - c. Follow the fire evacuation procedures for the police building.

- d. Unit supervisors shall ensure their assigned areas are evacuated and searched, and report to the shift commander upon completion as to whether all persons are accounted for and all areas were searched.
- e. The desk sergeant shall be responsible for ensuring the roof area is searched.
- f. The shift commander shall assign personnel to search the areas outside the building.
- g. The staging area shall be in the parking lot located on the northeast corner of Walnut and Washington, unless changed by the shift commander.

4. Evacuation of prisoners

If an evacuation is ordered, the shift commander shall ensure that a Criminal Investigation Division (CID) sergeant performs the following tasks:

- a. All prisoners in the building are accounted for.
- b. Prisoners are handcuffed and taken to the rear of the station.
- c. The prisoners are transported to the Peoria County Jail.

5. Media

All media inquiries should be referred to the Public Information Officer (PIO) (494-8320) or in his absence, the ranking officer at the scene.

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BOMB THREAT INFORMATION CHECKLIST

THREAT INFORMATION

Incident number _____ Number where threat was received _____

Date of threat _____ Time of threat _____

Person who received threat _____

Threat reported to _____

DEVICE INFORMATION

Where the device is located _____

What the device looks like _____

Why the bomb was placed where it was _____

What type of explosive was used in the bomb _____

Name of the caller/organization claiming responsibility _____

Caller's phone number _____

CALLER'S DESCRIPTION

Male _____ Age _____ Race _____

CALLER'S VOICE

<input type="checkbox"/> Accent	<input type="checkbox"/> Disguised	<input type="checkbox"/> Ragged
<input type="checkbox"/> Angry	<input type="checkbox"/> Distinct	<input type="checkbox"/> Rapid
<input type="checkbox"/> Breathy	<input type="checkbox"/> Excited	<input type="checkbox"/> Raspy
<input type="checkbox"/> Calm	<input type="checkbox"/> Laughing	<input type="checkbox"/> Slow
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slurred
<input type="checkbox"/> Cracking	<input type="checkbox"/> Loud	<input type="checkbox"/> Soft
<input type="checkbox"/> Crying	<input type="checkbox"/> Nasal	<input type="checkbox"/> Stuttering
<input type="checkbox"/> Deep	<input type="checkbox"/> Normal	<input type="checkbox"/> Whispering
<input type="checkbox"/> Familiar/sounded like _____		

CALLER'S SPEECH/LANGUAGE

<input type="checkbox"/> Foul	<input type="checkbox"/> Irrational	<input type="checkbox"/> Message taped
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Other _____		

BACKGROUND SOUNDS

<input type="checkbox"/> Animals	<input type="checkbox"/> Household noise	<input type="checkbox"/> Office machines
<input type="checkbox"/> Booth noise	<input type="checkbox"/> Local noise	<input type="checkbox"/> P.A. system
<input type="checkbox"/> Clear	<input type="checkbox"/> Long distance noise	<input type="checkbox"/> Static
<input type="checkbox"/> Crockery noise	<input type="checkbox"/> Motor noise	<input type="checkbox"/> Street noise
<input type="checkbox"/> Factory machines	<input type="checkbox"/> Music	<input type="checkbox"/> Voices
<input type="checkbox"/> Other _____		

SUMMARY OF ACTION TAKEN



GENERAL ORDER

<u>NUMBER</u>	400.19
<u>EFFECTIVE DATE</u>	7/18/00

<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Emergency Medical Care	4
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	GO 315-86
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
41.3.2	N/A
<u>AUTHORITY</u>	John W. Stenson Police Chief

I. POLICY

It is the policy of the Peoria Police Department that saving life and preventing death and serious injury is our utmost priority. Personnel with emergency medical training as provided by this department, shall within the performance of their duties, provide such care to the level so trained.

II. PROCEDURES

- A. Every police employee trained in providing emergency medical care shall maintain his knowledge and skills at his level of training.
- B. Every trained employee shall render the necessary emergency medical care to any person in life-threatening and nonlife-threatening situations, to his level of training.
- C. Upon notification of any medical emergency, personnel shall immediately activate the emergency medical system (EMS).
- D. Officers witnessing or first on the scene of any medical emergency, shall provide the emergency communications telecommunicator (ECT) at the earliest convenience an initial assessment of the victim's condition, and designate the preferred code response by EMS personnel.
- E. At the scene of medical emergencies, officers shall recognize the higher level of training and treatment methods permitted by law and granted to certified EMS personnel in the decision making and medical care of injured and ill persons.
- F. Officers shall take extraordinary measures to preserve and document evidence, yet allow necessary emergency medical treatment of crime victims.
- G. Uniformed officers in both marked and unmarked vehicles are responsible for first aid kits in their vehicles. Every officer shall make sure his kit is properly stocked and equipped at

the beginning of his tour of duty. If any kit is lacking equipment, it is the officer's responsibility to immediately contact the patrol sergeant and have the kit replenished.

- H. Officers shall be certified yearly in CPR and in the use of the AEDs. They shall also be trained yearly on bloodborne pathogens, hazardous materials, and first aid.
- I. Officers sent to any scene where there is injury to a city employee or to a citizen on city property, shall provide the necessary medical assistance, conduct an investigation, and complete a report on the incident.

III. ASSISTANCE TO ADVANCED MEDICAL TRANSPORT (AMT) PERSONNEL

A. AMT access to accident victims/arrested persons

Officers will allow medical personnel immediate access to a person who has been involved in a situation which may have resulted in injury. The decision as to whether a person is or is not injured and to what extent will be left to the most qualified EMS personnel at the scene. In most cases this will probably be AMT personnel. Officers will not interfere with medical personnel efforts to persuade a person to accept treatment.

There may be circumstances involving arrest, civil disorders, barricaded gunmen, etc., which prevent granting medical personnel immediate access, but that decision should be based only on a serious potential for harm to additional persons from allowing that access.

B. Refusal of treatment forms

Officers may sign AMT refusal forms when witnessing a citizen's refusal of treatment. There is no legal problem in officers witnessing an individual's signature on a refusal of treatment form. The form is a statement that the person has declined treatment and contains no medical information. Officers do not need to keep a copy of the form.

C. Adult's right to refuse medical treatment

Generally any individual who is competent has the right to refuse medical treatment. The factors which might deem the competency of an individual are the mental condition, physical condition, sobriety, or whether the individual is coherent and rational. The most qualified EMS personnel at the scene will make such a determination based on historical, subjective, and objective medical findings.

Officers are to exercise good judgement when medical personnel request assistance in managing treatment and transportation of an individual deemed to be incompetent. An individual who is deemed mentally incompetent by EMS personnel and who refuses treatment will be faced with great verbal pressure from EMS personnel to accept treatment. EMS personnel are instructed however, not to engage in physical force.

D. Juvenile's right to refuse medical treatment

A mature minor has the legal right in the state of Illinois to make his health care decisions. The standard by which maturity is judged is whether the minor is mature enough to appreciate the consequences of his actions, and whether he is mature enough to exercise the judgement of an adult. Besides age, other factors to consider would include mental condition, physical condition, sobriety, and whether the minor is coherent and rational. An officer must also take into account the degree of apparent risk of death or bodily harm in the absence of immediate treatment.

An officer is responsible for attempting to reach the parent or guardian, and this effort must be documented in the appropriate report. In those instances where a parent or guardian cannot be reached and the minor continues to refuse medical treatment, the officer must document all reasons that support that refusal, i.e. those factors establishing the minor as mature.

E. Use of force/arrest for medical treatment

Absent a court order for medical attention (generally for psychiatric purposes), an officer's active involvement in attempting to force a person to accept medical treatment that he is declining must be carefully considered. While an officer may assist EMS personnel in their efforts to encourage a person to accept medical treatment, officers would not generally be justified in using actual physical force or the threat of force to require a person to accept medical treatment the person is declining.

In the absence of a court order directing that the person be taken into custody for medical treatment, an officer would generally be justified in the use of force to require a person to accept medical treatment only if both:

1. The officer believes that the individual is incapable of making a rational decision concerning required care or treatment (e.g. mentally incompetent, incapacitated by alcohol, etc.).
2. The officer believes there is a clear and present danger of death or serious bodily harm to the individual if treatment is not received without delay.

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GENERAL ORDER

		<u>NUMBER</u> 400.20
		<u>EFFECTIVE DATE</u> June 29, 2004
<u>SUBJECT</u> Noise Ordinance Enforcement	<u>NUMBER OF PAGES</u> 2	
<u>DISTRIBUTION</u> Commissioned Personnel, ECC	<u>SUPERSEDES</u> 400.20 Dated 1/12/96; 5/16/03	
<u>CALEA REFERENCE</u> N/A	<u>OTHER REFERENCE</u> Peoria City Code: Chap. 15, Art. III, Sec. 15, 61-75 Chap. 28, Art. IV, Sec. 28, 144-45 Chap. 28, Art. VIII, Sec. 28, 437	
<u>AUTHORITY</u>	Gary W. Poynter Police Chief	

I. POLICY

As a result of many community and neighborhood meetings and complaints all over the city, noise complaints have been identified as a major source of citizen concern. To address this concern it is necessary to have a uniform approach to the problem.

II. PROCEDURES

- A. All officers shall review the attached noise ordinance. Enforcement of the ordinance should be a priority of all department personnel. Any on-duty officer in the immediate area should respond.
- B. ECC personnel should attempt to identify complainants and determine if they wish to talk to an officer. They should review the address history on every noise complaint and advise officers of previous complaints. Officers can also use the laptops to review the call histories on a particular address.
- C. The officer dispatched shall respond as an in-progress call and as a matter of routine, shall discretely listen and attempt to determine and define the source of the noise prior to making contact with the suspect. If the officer determines that a city noise ordinance is being violated a MOVN shall be issued. Any citizen willing to be a witness to the violation shall be included on the MOVN.

- D. In accordance with city ordinances, when a noise violation occurs between 10 PM and 6 AM, and the noise is plainly audible at a distance of fifty feet or greater, a MOVN shall be issued.
- E. Officers responding to complaints or initiating stops involving noise emanating from mobile or stationary vehicle should be mindful and proactive in their enforcement. Decision-making should be made based on the noise impact on the quality of life and livability of the neighborhood. As always, statutory requirements and probable cause are the primary indicators to stop, detain, warn, or ticket anyone for the noise ordinance.
- F. The uniformed operations captain or his designee shall request a report monthly which identifies noise complaints at residential addresses that have been complained about or cited, and city business locations that have been complained about or cited, and develop strategies to solve the problems.

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GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Incident Command System	400.21
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	January 2, 2019
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
46.1.1, 46.1.2, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.9, 46.1.10, 46.3.2	9
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	4/27/18; 11/19/18
	<u>OTHER REFERENCE</u>
	400.32; 400.72; OSHA 1910.10; Homeland Security Presidential Directive 5 (HSPD-5); City of Peoria Basic Plan
	<u>Loren Marion III</u>
	Chief of Police

I. POLICY

It is the policy of the Peoria Police Department to comply with Homeland Security Presidential Directive 5 (HSPD-5) *Management of Domestic Incidents* which call for the establishment of a single, comprehensive National Incident Management System (NIMS). The NIMS is a system that improves response operations through the use of the Incident Command System (ICS) and other standard procedures and preparedness measures. The Police Department shall follow current enabling legislation that permits responsive and preventative action by law enforcement authorities during emergency situations. See the City of Peoria *Basic Plan* for city-level roles and responsibilities in response to critical incidents.

II. DEFINITIONS

- A. *Critical Incident*: An extraordinary event which places lives and property in danger and requires the commitment and coordination of numerous resources to bring about a successful resolution.
- B. *Incident Command System (ICS)*: The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to a critical incident.
- C. *National Incident Management System (NIMS)*: Provides a consistent nationwide template to enable Federal, State, local and tribal governments, and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

- D. *Unified Command System:* In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, unified command can be implemented. Unified command allows agencies to work together effectively without affecting individual agency authority, responsibility, or accountability.

III. SCOPE

A. Unusual Occurrences and Critical Incidents

Unusual occurrences include, but are not limited to:

- Civil disturbances
- Weather-related emergencies
- Explosions
- Aircraft/Industrial accidents
- Major fires
- WMD (Weapons of Mass Destruction) incidents
- Hazardous Materials (HAZMAT) Incidents
- Other situations requiring emergency mobilization of resources

Unusual occurrences are an expansion of the normal daily operations of the Police Department. The department shall be responsible for:

- Maintenance of law and order
- Traffic control
- Crowd control
- Search and rescue
- Evacuation
- Security for other public safety entities

B. Law Enforcement Responsibilities

During the initial “crisis” phase of a critical incident, there are three primary goals for the first responders. These goals are:

1. Stabilize the scene
2. Limit the acceleration and growth of the incident
3. Insure citizen and responding personnel safety

Most unusual occurrences will be responded to and primarily resolved by Patrol personnel. Field commissioned personnel are recognized as the first line response,

with special teams providing any necessary support. The Police Department does not have an unusual occurrence component, i.e. commissioned personnel exclusively dedicated to these types of operations. A Mobile Field Force Team and the Special Response Team may be utilized. Recalled personnel shall report in uniform unless otherwise advised at the time of recall. Personnel shall always bring riot helmets, foul weather gear (as required), gas masks, and other equipment needed.

C. Critical Tasks (46.1.10c)

Initial responders are responsible for accomplishing seven (7) critical tasks during the “crisis” phase of the incident. The safety of all response personnel and citizens is a guiding principle governing action during critical incidents. The seven critical tasks that need to be accomplished are as follows;

1. *Secure and Establish Communications:* During the crisis phase, the primary channel will be cleared and secured for the incident. All routine traffic will be moved to a secondary channel.
2. *Identify the “Hot Zone”:* The “hot zone” is that area where the danger is so high that all are excluded. Identify this exclusion area and clearly communicate the information to all responders as soon as possible. The first supervisor or officer-in-charge will assume and announce command.
3. *Establish the Inner Perimeter:* When the “hot zone” is identified, initiate actions to control and contain the area by immediately setting up a strictly controlled area around the “hot zone” with no movement in or out. Only uniformed personnel will be assigned to inner perimeter locations. If plainclothes personnel are initially deployed to the inner perimeter, they will be removed and replaced with uniformed personnel as soon as possible.
4. *Establish the Outer Perimeter:* Establish a second perimeter around the incident for crowd and traffic control. Control movement to and from the scene.
5. *Establish Command Post:* Establish a command post and communicate its location to responding personnel. The first responding supervisor’s vehicle will initially serve as the command post. The command post will be located outside of the “Hot Zone” and between the inner and outer perimeters.
6. *Identify and Establish Staging Areas:* Identify and communicate locations for temporarily placing resources until needed. Direct requested resources to a staging location if not immediately needed at the scene. Staging areas should be located between the inner and outer perimeters. A safe route of travel to the staging area for these responding resources should be communicated to them as well.

7. *Identify and Request Additional Resources:* At any point after identifying the “hot zone” and establishing communications, additional resources may be requested. The request should only come from the on-scene commander to avoid duplication of requested assets.

D. Mutual Aid

The department shall respond as needed to unusual occurrences outside of the City of Peoria, pursuant to its mutual aid agreements, when called upon for assistance. Unit integrity of individual law enforcement agency personnel will be maintained through mission assignments whenever practical.

V. INCIDENT COMMAND ORGANIZATION AND OPERATIONS

A. Overview

The specific organizational structure established for any given incident will be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organization is needed. If one or more of the areas requires independent management, the Incident Commander will name an individual to be responsible for that area.

B. Command Staff

1. **Incident Commander (IC):** The first supervisor, or officer-in-charge, on the scene shall assume and announce that they are in command. The officer that establishes command will remain as the IC until the incident has been brought to a resolution or until command has been transferred to a higher-ranking officer. There shall be no transfer of command until the individual assuming command has been thoroughly briefed on the situation by the current IC. Responsibilities include:

- a. activating the incident command system
- b. establishing a command post
- c. initiating the notification and mobilization of additional agency personnel
- d. obtaining support from other agencies
- e. establishing a unified command, if necessary
- f. establishing a staging area, if necessary

- g. maintaining the safety of all affected personnel
 - h. preparing a documented after action report
2. **Public Information Officer:** The PIO is responsible providing public information and maintaining media relations. Alerts to the public for awareness and safety may be made by ECC, ETSB, PIO and City PIO depending on the circumstances. (46.1.10a).
 3. **Liaison Officer (LO):** The LO is the point of contact for representatives of other government agencies, non-governmental organizations, and/or private entities. This may include the Office of Emergency Management, the Peoria City/County Health Department (ex: casualty information and vaccines), the State's Attorney's Office (ex: civil disturbances or mass arrest), and partner law enforcement agencies such as Illinois State Police or Peoria County Sheriff's Office (ex: for traffic control, additional man-power for security, etc.).

C. Operations Function

1. The Operations Function will normally be the purview of the agency with the greatest jurisdictional involvement. This typically shall be the patrol captain or his designee. The OEM should be notified of critical incidents, and may establish an Emergency Operations Center as needed. Responsibilities include:
 - a. Establishing perimeters
 - b. Conducting evacuations
 - c. Maintaining command post and scene security
 - d. Providing for detainee transportation, processing, and confinement
 - e. Directing and controlling traffic
 - f. Conducting post-incident investigation
2. First responders shall advise ECC of the following:
 - a. Nature of the incident
 - b. Extent of the area affected
 - c. Approximate number of injured persons/crowd size

- d. Assistance required
 - e. Need to notify the supervisor and shift commander
 - f. Request for additional public safety departments or other resources
3. Mass Arrest Situations
- a. Field Booking Teams shall be utilized for mass arrest situations. The Crime Scene Unit shall maintain the supplies needed for field booking teams, and assist in the field booking operations by photographing arrestees.
 - b. The department may provide temporary detention for mass arrest situations which occur in the City of Peoria.
 - c. If a mass arrest detainee needs medical treatment, rules and procedures shall apply as in any other injured arrestee situation.
 - d. In the event of a mass arrest situation involving juveniles, the supervisor of the Command Post shall contact the Juvenile Division to prepare for the processing/booking procedures.

D. Planning Function

1. The Planning Function will collect, evaluate, and disseminate incident situation information and intelligence to the IC and incident management personnel. The Captain of the Support Services Division shall be the principal planner and advisor to the Chief of Police on all critical incidents. During an active incident, in the absence of the Support Services Captain, this role may be assumed by the ranking trained commander available. Specific responsibilities include:
- a. Preparing a documented incident action plan
 - b. Gathering and disseminating information and intelligence
 - c. Participating in a Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG)
 - d. Planning post-incident demobilization

E. Logistics Function

1. Responsible for all support requirements needed to facilitate effective and efficient incident management. Call the OEM for assistance in coordinating supplies and resources. Responsibilities include:
- a. Communications

b. Transportation

*In times of emergency, a vehicle under the direct control of the Police Department may be utilized for assignment or transport usage by other agencies.

c. Medical support

d. Supplies

e. Specialized team and equipment needs

2. Resources must be organized, assigned, and directed to accomplish the incident objectives. Incoming resources are sent to the Staging Area when they will be immediately deployed or for impending contingencies. Resources that require rest, repair, or retro-fitting should be assigned to a separate Base or Camp.
3. If necessary, Training Unit personnel may act as Quartermasters. Each officer shall be responsible for issued special equipment during the incident.
4. The Training Lieutenant is responsible for a documented quarterly inspection for the operational readiness of equipment designated for use in support of its critical incident plan.

F. Finance/Administration Function

1. The Finance Department and/or the Police Department Fiscal Technician (depending on the circumstance) is responsible for all financial and cost analysis aspects of the critical incident. Specific responsibilities include:
 - a. Recording personnel time
 - b. Procuring additional resources
 - c. Recording expenses
 - d. Documenting injuries and liability issues
 - e. Preparing appropriate reimbursement documents, if applicable

G. Incident Action Plan

1. The **Incident Action Plan** (IAP) includes the overall incident objectives and strategies established by the IC or the Unified Commander (UC). Every incident needs some form of an IAP. For small incidents of short duration,

the plan does not necessarily need to be written. The following are examples of when written IAPs should be used:

- a. When resources from multiple agencies are being used
 - b. When several jurisdictions are involved
 - c. When the incident will require change in shifts of personnel and/or equipment
2. The IAP will typically contain a number of components. Some of these are:
- a. Incident objectives
 - b. Organization list or chart
 - c. Assignment list
 - d. Communications plan
 - e. Responder medical plan
 - f. Incident plan
 - g. Traffic plan
 - h. Site security plan
 - i. Investigative plan
 - j. Evidence plan.

VI. DEMOBILIZATION, END OF INCIDENT, AND DEBRIEFING

A. After Action Review

At the end of any incident where the ICS has been activated, a de-briefing review should be conducted. An after-action review answers the following questions:

1. What did we set out to do?
2. What actually happened?
3. Why did it happen?
4. What are we going to do differently next time?
5. Are there lessons learned that should be shared?
6. What follow-up is needed?

This review should be conducted as soon as possible after the incident. Any changes to current operational policy should then be instituted for use in the next incident.

B. EAP Referral

All participants in any incident should be aware that the possibility exists for personnel to experience some sort of Critical Incident Stress. As such, information about the availability of Critical Incident Stress Counseling will be made available to all personnel in a timely manner.

VII. TRAINING

A. Department In-Service Training

1. All officers shall receive annual training on the Incident Command System and this policy. They may also receive training related to the City and County Response Plans.
2. Other training, available through FEMA on-line may be completed by officers. Copies of certificates obtained through this method should be turned into the Training Unit. Topics may include
 - a. ICS-200: Basic ICS. This training is available through the FEMA on-line method. Recommended for all officers.
 - b. ICS-300: Intermediate ICS and ICS-800: National Response Plan (NRP), An Introduction. Recommended for mid-level supervisors
 - c. ICS-400: Advanced ICS. Recommended for command staff.
3. All commissioned personnel shall be trained to the First Responder Level in HAZMAT and attend recertification training on an annual basis.

B. Functional Training

The OEM will facilitate or connect police personnel with relevant local, regional, or national classroom training opportunities through the Training Unit, as well as table tops and full scale exercises in the community on a biennial basis.

VIII. ANNUAL REVIEW

This policy shall be reviewed on an annual basis, with recommendations for policy and training adjustments documented and sent to the patrol captain.

This directive provides general guidelines to personnel regarding Department practices and is for internal use only. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Department, and then only in an employment related proceeding.



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Vehicle Forfeitures	400.24
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	11/17/97
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
N/A	2
<u>OTHER REFERENCE</u>	<u>SUPERSEDES</u>
	N/A
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u>
	720 ILCS 5/36, 720 ILCS 570/505
	<u>John W. Stenson</u>
	<u>Superintendent of Police</u>

I. POLICY

It is the policy of the Peoria Police Department as an additional enforcement measure to pursue legal action for forfeiture of vehicles used in any forfeitable offense, and to utilize these vehicles in the best interest of the department and the city of Peoria. Forfeitable offenses under 720 ILCS 5/36 and 720 ILCS 570/505 are:

Murder	Criminal sexual abuse
Aggravated kidnapping	Aggravated criminal sexual abuse
Indecent solicitation of a child	Armed robbery
Soliciting for juvenile prostitution	Burglary
Juvenile pimping	Possession of burglary tools
Exploitation of a child	Residential burglary
Child pornography	Arson and aggravated arson
Stalking	Possession of explosives
Aggravated stalking	Aggravated discharge of a firearm
Criminal sexual assault	Gambling
Aggravated criminal sexual assault	Felony violations of the Illinois Cannabis and Controlled Substances Act

II. PROCEDURES

- A. At the time of arrest any vehicle that is being used in a forfeitable offense shall be towed in the usual manner. The arresting officer will place a hold on the car for a forfeiture check by noting it on the tow sheet. Records will make extra copies of the reports, including the tow sheet, for the asset forfeiture officer.

B. When the arrest does not occur immediately at the time of the crime, but there is probable cause to believe a specific vehicle was used in one of the above offenses with the knowledge and consent of the owner, it should be seized and towed in any of the following circumstances:

1. The suspect is driving or in possession of the vehicle.
2. The vehicle is found unattended in a public place.
3. The vehicle is owned by the suspect and found upon private property, but breaking into any building or enclosure is not required.
4. The CID officer in charge specifically authorizes such.

Otherwise, SID should be immediately notified on the location and condition of the vehicle. If the vehicle is towed, the procedure outlined above for a forfeiture check should be followed.

C. The asset forfeiture officer shall determine the lien status, including the payoff and date the lien was filed with the SOS.

1. Under 720 ILCS 5/36 (criminal forfeiture):

He shall notify the Peoria County Sheriff and Peoria County State's Attorney's Office in writing within seven days of the seizure. Once the SAO receives this notice, they may initiate forfeiture proceedings.

2. Under 720 ILCS 570/505 (drug forfeiture):

Within fifty-two days of the seizure, he shall forward the pertinent copies of the Illinois State Police Notice/Inventory of Seized Property form to the required agencies, including the SAO. Once the SAO receives this notice, they may initiate forfeiture proceedings.

D. If the forfeiture is denied by the SAO or by court hearing, the vehicle will be returned to the owner, who will be required to reimburse the city for any towing or storage fees.



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Mandatory Overtime Sign-up for Uniformed Division	400.25
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	2/15/99
<u>CALEA REFERENCE</u>	<u>SUPERSEDES</u>
N/A	400.25 Dated 6/5/98
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u>
	N/A
	John W. Stenson
	Police Chief

I. PURPOSE

To ensure that department operational needs will be met year-round, and to distribute required overtime in a fair and equitable manner for affected officers.

No procedural provision of this order supersedes or restricts the authority of the police chief or his designees to require overtime work, and to select and order individuals to perform it.

II. DURATION AND COVERAGE

- A. This order shall remain in effect until it is updated, amended, or withdrawn.
- B. This order shall affect only patrol operations minimum shift strength overtime.
- C. This order shall affect all uniformed operations officers except traffic.
- D. Officers and sergeants may volunteer to fill existing vacancies. Officers and sergeants assigned to patrol, the street crimes, PHA, NPO, community affairs (including DARE), and crime stoppers units, are subject to order-in to fill minimum shift strength requirements. As much notice as possible will be given when ordering in. Recruit officers who have not completed their training in the FTO program are exempt from order-in.
- E. Order-ins will start with the least senior officer or sergeant in the above listed units. Upon completion of FTO recruit training, an officer will be added to the list as if he is the least senior. (Upon the next January 1, the list will reflect his true seniority date.) When a person is ordered in and another person voluntarily takes the overtime, the person ordered in stays next up to be ordered.

III. PROCEDURES

- A.** Every two weeks rotating between Sunday, Monday, and Tuesday, and first, second, and third shifts, a list of overtime needed will be posted in the uniformed sergeants' office. It will list the overtime slots for a future two-week period. All anticipated overtime shall be posted in the mandatory overtime book no later than 48 hours before the sign-up.

This posting shall be for officers and sergeants assigned to work patrol, street crimes, NPO, community services, DARE, or Crime Stoppers as their primary duty. These officers and sergeants shall sign up for overtime on the posting day. Officers on the off-duty sign-up list will sign up first and may select one overtime position initially. After everyone on the off-duty sign-up list has had the opportunity to select one overtime position, they will be allowed to select one additional position, in the same sequence. After they have signed up for two positions, officers on the on-duty sign-up list may select one overtime position initially. After everyone on the on-duty list has had the opportunity to select one overtime position, they will be allowed to select one additional position, in the same sequence. Officers who were not on the sign-up list will be allowed to sign up for two positions. Sergeants will be permitted to sign up for one position.

- B.** 24 hours after the posting day, sergeants assigned to the duties listed above will be permitted to sign up for one position. Officers not assigned to work police districts or the walking beat will be able to select two overtime positions.
- C.** 48 hours after the posting day, officers and sergeants of all divisions may sign up for whatever overtime positions/shifts are remaining. Shift commanders shall review whatever overtime is yet to be filled and do so by order-in.
- D.** Each PHA officer can sign up for two PHA walking beat overtime positions. The remaining PHA overtime positions shall be posted in the mandatory overtime book no later than 48 hours before the sign-up.

IV. SIGN-UP LISTS

- A.** The on-duty shift lieutenant or a designated supervisor shall provide a sign-up list which will determine who picks first for overtime. After signing up, off-duty officers shall remain in the sign-up area and leave only with approval of the supervisor handling the sign-up. On-duty personnel shall return to their assigned responsibilities after signing up, and shall be contacted in the order their names appear on the sign-up list.
- B.** The sign-up list shall be made available one-half hour before the scheduled sign-up time and closed when sign-up begins. The overtime book will be made available at roll call for officers reporting for duty, including Richwoods. Sergeants conducting roll call downtown shall remind officers of the sign-up sheet at roll call, ensuring fairness to

downtown and Richwoods officers. Any sign-up disputes shall be resolved by the shift lieutenant.

V. RESTRICTIONS ON OVERTIME

- A. Unless emergency circumstances exist, officers shall not be allowed to work:
 - 1. More than two double shifts in succession
 - 2. More than the equivalent of three shifts of overtime a week in any division
 - 3. In a four-day leave/duty relief period
 - 4. When on vacation
 - 5. When on personal days
- B. When it becomes apparent the officer is going to exceed the amount of overtime allowed, it is the supervisor's responsibility to notify the officer assigned to the unit or shift on which the excess overtime is scheduled, or when it is unscheduled, the unit or shift to which he is being ordered.
- C. Officers working uniformed overtime must start work at the regularly scheduled shift time whether they are on a voluntary or mandatory basis, unless they are working a split shift, as outlined below. Division commanders outside the uniformed division have authority to adjust their officers' working hours to meet the uniformed eight-hour overtime period.
- D. No trading of mandatory overtime days shall be allowed, nor shall any officer work the required overtime of another officer as a trade or payback. An unexcused absence for scheduled mandatory overtime is a violation of department rules and regulations and subject to progressive discipline.

VI. SPLITTING SHIFTS

If two officers want to divide an eight-hour volunteer shift in patrol operations, they may do so if they sign up at the same time or a signed memo is presented to the supervisor when one of the two officers agreeing to work cannot be present for sign-up.

VII. MANDATORY OVERTIME

If there is an insufficient number of patrol officers and sergeants volunteering to work patrol minimum shift staffing levels, an order-in will be instituted. As much notice as possible will be given when ordering in.

A master order-in log shall be maintained in the patrol lieutenant's office. The log will be in reverse seniority order. The officer or sergeant on top of the list will be ordered in and then placed on the bottom of the log. If the officer or sergeant does not personally work the position, he will remain on top of the list, still subject to order-in at a later time. Officers entering patrol from the field training program will be placed at the top of the order-in list as if they are the least senior. In the following calendar year they will be placed by true seniority.

VIII. NOTIFICATION OF MANDATORY OVERTIME

Notification of pre-scheduled mandatory overtime will be in writing (using the three-part intra-department memo form), addressed to the officer's shift commander, who shall see that the officer is notified and document the notification time and date. Any officer who has a legitimate reason to be excused from a mandatory overtime assignment is responsible for immediately notifying the shift commander, who will make arrangements for alternate scheduling.

Acceptable reasons for being excused from a mandatory overtime assignment include illness, vacation, personal days, or duty relief days. An officer may also be excused if, in the opinion of the shift commander, the assignment would cause a significant conflict, or would be unduly harsh in light of the officer's regular duty assignment, or under special circumstances. Appropriate records shall be maintained of excused absences in the shift lieutenant's office.

IX. UNSCHEDULED OVERTIME ASSIGNMENTS

When it becomes necessary to assign an officer on overtime to fill a shift vacancy due to a last-minute vacancy or unexpected need for personnel (i.e. sick call-in), the shift lieutenant shall announce the overtime position over the radio twice at a fifteen-minute interval to officers on duty. A list of officers who ask for the overtime position will be given to the lieutenant and whoever has the least amount of overtime shall be given the slot. If the lieutenant receives no volunteers, he may offer the opening to any officer who has previously indicated he would be available regularly to work such shifts, or he may call in an officer(s) on mandatory overtime.

X. OVERTIME FILL-IN CODES

75	7E	7N	IOD/Light Duty	1.0	1.5	2.0
76	7F	7O	Military Leave 1.0	1.5	2.0	
90	9X	9Y	Training	1.0	1.5	2.0
91	9A	9J	Sick	1.0	1.5	2.0
92	9B	9K	Vacation	1.0	1.5	2.0
93	9C	9L	Personal Day	1.0	1.5	2.0
94	9D	9M	Stress Days	1.0	1.5	2.0

95	9E	9N	Vacant Position	1.0	1.5	2.0
96	9F	9O	City Business	1.0	1.5	2.0
97	9G	9P	Recognition Day	1.0	1.5	2.0
98	9H	9Q	Other Administration	1.0	1.5	2.0

Officers may check with any shift uniformed sergeant for the purpose of reviewing and verifying records of overtime worked.



<u>NUMBER</u> 400.26
<u>EFFECTIVE DATE</u> 6/27/97

GENERAL ORDER

<u>SUBJECT</u> MUNICIPAL ORDINANCE VIOLATION NOTICE (MOVN)	<u>NO. PAGES</u> 3
<u>DISTRIBUTION</u> Commissioned Personnel	<u>SUPERSEDES</u> GO 400.26 Dated 4/1/97
<u>CALEA REFERENCE</u> N/A	<u>OTHER REFERENCE</u> N/A
<u>AUTHORITY</u>	Arthur J. Kelly III Superintendent of Police

I. PURPOSE

The municipal ordinance violation notice (MOVN) is a quick, efficient method of citing any nontraffic city ordinance violation and is designed to:

- A. Streamline the city's ordinance enforcement policies
- B. Reduce the amount of paperwork currently required on ordinance arrests
- C. Increase fines paid directly to the city
- D. Provide payment by mail for those who wish to plead guilty and not appear in court

II. POLICY

The city council passed an amendment to the general penalty provision of the municipal code, effective April 1, 1997. The amendment required that on April 1, 1997 the police department discontinue the use of the OVT citations being used and begin issuing the pay-by-mail citations (attached). It is the policy of this department and the city to issue MOVNs in an effective and

efficient manner for any nontraffic ordinance violation.

III. PROCEDURES

The MOVN is issued in the same manner as a moving violation ticket or notice to appear, with the following regulations:

- A. An incident report is not required unless:
 - 1. The case involves witnesses, victims, or complainants, or involves multiple arrests in the same incident.
 - 2. The prosecution of the offense would be adversely affected by the absence of incident report details to aid prosecutors or investigative personnel.
 - 3. The preparation of a city complaint by the city=s legal department is required so charges can be filed and a warrant issued.
 - 4. The person cited is or has been incarcerated.
 - 5. A notice to appear is issued for a state offense as a part of an incident where an MOVN is issued.
- B. In incidents where MOVN tickets are issued, officers are required to go out of service to generate a CAD screen. Multiple MOVNs issued to one or more persons at a common incident will have the same CAD screen and an incident report will be made as described in A(1) above.
- C. Supervisors of officers issuing MOVNs shall initial each MOVN received, thereby approving the use of the MOVN in that incident. The MOVNs shall be turned in to the information office prior to the issuing officer going off duty.
- D. Illegible or incomplete MOVNs are to be rejected and the desk sergeant shall require the issuing officer to forthwith submit a replacement.
- E. The information office shall establish a procedure for routing MOVNs to Information Systems, who will enter the data and provide for the court sergeant a list of those who have not paid by the required date.
- F. The court sergeant shall deliver to the circuit clerk of the court the MOVNs that are not paid ten days prior to the scheduled court date.

- G. The MOVNs shall be listed on the daily arrest sheets.
- H. In incidents where MOVNs are issued to juveniles, officers shall complete all required paperwork as it relates to the juvenile referral form, and when possible make necessary notifications to the parent/guardian of the violator.
- I. Officers may cite any violation of the city code by using the MOVN and they are not limited to just those listed on the MOVN. When citing other violations, the section number and a brief (but communicative) description of the offense shall be provided. Officers should be aware that any violation involving liquor and minors carries a fine of \$225. The other violations are \$75.
- J. Court dates for MOVNs must be set for a Thursday, 45 days after the incident.
- K. In order to secure warrants for those who do not pay by mail, all defendants issued MOVNs should be described on the form by sex, race, and date of birth and when possible, by driver=s license or social security number.



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Mobile Video Systems (MVS)	400.27
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	November 13, 2017
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
41.3.8	4
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	GO 400.27 8/22/01;
	<u>OTHER REFERENCE</u>
	Jerry E. Mitchell
	Chief of Police

I. POLICY

The department is committed to protecting the safety and welfare of the public as well as its officers. Mobile video and audio recording equipment significantly assists in prosecuting criminal and traffic related offenses, evaluating officer performance, and training officers. Throughout this policy the term MVS equipment is used to denote mobile **digital** video systems equipment. (41.3.8a)

II. DEFINITIONS

- A. *Eavesdropping Exception:* The Illinois Eavesdropping statute is outlined in Section 720 ILCS 5/14. Exceptions to the statute are outlined in section 5/14-3, paragraph (h), which permits oral recording of a conversation (recordings made simultaneously with a video recording of an oral conversation between a uniformed peace officer, who has identified his or her office, and a person in the presence of the peace officer whenever (i) an officer assigned a patrol vehicle is conducting an enforcement stop; or (ii) patrol vehicle emergency lights are activated or would otherwise be activated if not for the need to conceal the presence of law enforcement).
- B. *Enforcement Stop:* An action by a law enforcement officer in relation to enforcement and investigation duties, including but not limited to, traffic stops, pedestrian stops, abandoned vehicle contacts, motorist assists, commercial motor vehicle stops, roadside safety checks, requests for identification, or responses to requests for emergency assistance.

III. PROCEDURES

- A. Training (41.3.8f)
 1. All officers shall receive training on the proper operation of the MVS system prior to being allowed to perform solo-patrol activities. They will

also be issued a USB flash memory stick that will be pre-programmed with their name for use in signing in to the system at the start of their shift.

2. Any officer who is transferred to the Patrol Division from another unit shall receive training on the operation on the MVS system prior to being release to solo-patrol.

B. Operation

Officers utilizing the MVS equipment shall adhere to the following procedures:

1. MVS equipment is the responsibility of the officer assigned to that vehicle and shall be used according to training standards. Any damage or defect shall be immediately brought to the attention of the officer's supervisor.
2. The video and ***interior*** audio equipment will automatically begin recording when the vehicle's emergency lights are activated. The equipment may be manually deactivated only when the enforcement action is completed. (41.3.8b)

C. Activation and Use

1. Officers shall ensure their MVS equipment is functioning and positioned properly to record traffic stops or other enforcement actions: (41.3.8e)
 - a. At the beginning of the shift, the officers shall verify there is sufficient storage space on the memory card to record shift activity.
 - b. If the MVS does not automatically download data from their vehicle to the storage equipment at the station, they shall immediately notify their supervisor.
 - c. Each officer will be issued their own transmitter and will be carried on their persons at all times when they are on duty. The transmitter shall be 'synced' to the vehicle they are using during their tour of duty. The transmitter the officer uses should be placed in their issued charging cradle at the end of his/her shift.
 - d. Officers will be required to login into their vehicles MVS using their issued USB Flash Memory Drive at the beginning of each duty shift and logout at the end of each duty shift. If a vehicles MVS system will not accept the information on the USB drive, they shall notify their supervisor.
 - e. The video recorder shall be positioned and adjusted to record events.

- f. The wireless microphone shall be activated to provide narration for the video recording to explain the reason for the current or planned enforcement.
- g. AM/FM radios will automatically cut off once video is engaged so it does not interfere with the recording of the enforcement actions *and associated verbal communications.*

If the officer plans to manually deactivate the MVS equipment, he shall narrate the reason for the deactivation.

2. It is mandatory that officers use MVS equipment to record:
 - a. Actions of violations during traffic enforcement activities
 - b. Field sobriety checks
 - c. Documentation of evidence seized
 - d. Removal of personal property from an arrested individual
 - e. Actions at accident scenes, such as the final resting place of involved vehicles
 - f. Circumstances at crime scenes
 - g. Response to calls when emergency lights are activated
 - h. Audio portions of enforcement actions
3. Officers shall not erase, or in any manner alter MVS memory cards.
4. MVS equipment will not be used for non-police-related incidents.

D. Supervisory responsibility

Supervisors who manage officers with MVS equipment shall ensure:

1. All officers follow established procedures in the use of MVS equipment and handling of video/audio recordings
2. MVS recordings shall be checked on a monthly basis, or as required, to periodically assess officer performance and identify training aids. (41.3.8g)
3. Repair/replacement of MVS equipment is performed as necessary

IV. MVS RECORDING MANAGEMENT

A. Flagging Video

1. If the MVS equipment is used for supporting audio/video evidence, the officer shall complete an incident report, and document that recordings were made.

2. Video must be preserved if the recording is supporting evidence or the officer believes the incident may result in a citizen complaint. To flag and archive the video, the officer shall mark the L3 Video check box located on the person screen in ADSi.
3. An officer shall notify his sergeant as soon as practical, of any recordings that may include citizen contacts where the officer believes there is a strong possibility that a complaint may be generated from the incident.

B. Records Retention

Recorded data related to any enforcement stop will be kept for a minimum of 90 days before it is removed from the system. Recorded data related to any arrest or deemed evidence in any criminal, civil, or administrative proceeding will not be destroyed until a final disposition and an order from the court is received. Any other recorded data that has not been flagged for archiving shall be deleted. (41.3.8c, d)

V. RELEASE OF INFORMATION

All MVS recordings generated on Peoria Police Department owned MVS equipment shall be the property of the Peoria Police Department. Copying or reproduction of any recording or segment of any recording, or the removal of the recording outside the Peoria Police Department without the authorization of the Police Chief or his designee is prohibited. All requests for copies video recordings from persons or agencies outside the Peoria Police Department shall follow FOIA procedures (See General Order 500.08 Release of Information).

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>NUMBER</u>	400.28
<u>EFFECTIVE DATE</u>	December 11, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Managing Criminal Investigations	7
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	General Order 342-88; 2/8/99
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
42.1.2, 42.1.3, 42.1.4, 42.2.1, 42.2.2	N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

The MCI program is established to outline patrol officers' investigative responsibilities, establish a uniform case screening process, and improve case management and investigation quality.

II. REPORT WRITING

A. Investigation Report Writing Responsibilities

1. Officers are required to complete all relevant information in ADSi during all phases of an investigation. Reviewing sergeants shall disapprove any report that is incomplete.
2. Officers shall adhere to procedures outlined in Information Bulletin 113-17 and 117-17 regarding scanning evidence and case supporting documents for the case file.
3. Officers shall complete the Case Summary section on the original report's admin screen, per Information Bulletin 024-14
 - a. Provide a brief description of the situation. The case summary should have enough information to be of value to the public and CID/SID without releasing information that is harmful to the investigation, victims, witnesses, etc.
 - b. Abbreviations may be used (V-victim, S-suspect, A-arrested).
 - c. Do not repeat the offense type.
 - d. Example: UNK S KICKED IN DOOR OF RESIDENCE, STOLE PROPERTY.

III. PRELIMINARY INVESTIGATIONS

A. Initial Investigating Officer Responsibilities (41.1.3c, 42.2.1a,b,c,d)

The initial investigating officer shall complete a thorough and accurate investigation of the incident, including but not limited to:

1. Locating and identifying all complainants, victims, and witnesses and obtaining complete and thorough interviews.
2. Secure the crime scene and conduct a thorough search for possible physical evidence. This includes arranging for the collection of that evidence to include any video and/or photographs.
3. Interviewing/interrogating and statement taking of any on-scene or follow-up arrests as needed in MCI cases.
4. Conducting photo and in-person line-ups, in cooperation with CID personnel and their sergeants' authorization.
5. Providing victims/complainants with a business card providing the officer's name, days off, hours of availability, and telephone number.
6. Entering stolen property into LEADS, including:
 - a. Documenting in the crime report any items reported as stolen and the accompanying serial number (or other specific descriptive number) in the report.
 - b. Notifying dispatch via Prep 2 for entry into LEADS.
 - c. Checking the LEADS check box on the ADSi admin screen.

B. Initial Investigation Assignment

1. The patrol officers must make the decision as to the investigative responsibilities of the call and determine which department resources are appropriate. The decision to close a case, or refer it for follow up (to patrol, CID, SID, etc.) shall be based upon, but not limited to, the following factors
 - a. A suspect having been specifically named and identified during the initial or follow up investigation.
 - b. The ability for a victim and/or witness to identify the suspect if seen again (to include the use of social media for identification purposes).

- c. The location of latent and potentially identifiable evidence at a crime scene.
 - d. Vehicle description and/or registration made available.
 - e. An officer or detective's specific request for the assignment and referral.
 2. Reporting officers (including officers generating a supplemental report) shall mark the appropriate case referral check box on the administrative screen in ADSi.
 - a. When referring to an outside agency not listed in the ADSi checklist, such as Peoria County Sheriff's Office, Pekin Police, Bartonville Police, etc., the reporting officer shall mark the "Other LEA/See narrative" box and note this in the narrative to which agency the report is to be sent.
- C. Sergeant Responsibilities
1. Sergeants will review the investigating officer's initial report and either approve or disapprove the original report based upon the information contained within, presence of the elements of the offense, knowledge, and experience. If the report is incomplete (i.e., the referral check box is not marked, elements of the crime are missing, or any noticeable issues, etc.), the reviewing sergeant shall reject the report and send it back to the reporting officer. See General Order 500.06 (Report Writing) for further details.
 2. All original reports then enter the Case Management system for review by CID case screening sergeants.

IV. CASE MANAGEMENT (42.1.3a, b,)

A. Assignment Procedures

1. On duty CID sergeants shall have the responsibility of reviewing all reports entered into case management. Patrol MCI sergeants and CID Sergeants shall have access to the Case Management System for purposes of assigning cases, as well as for the proper closure of cases upon completion.
2. Upon reviewing reports, the CID screening sergeant shall make the investigative decision as to close an incident, refer it to patrol for follow up, refer it to another jurisdiction for follow up, or refer it to CID for follow up. These decisions will be based upon the type of incident listed, information

provided, and the knowledge and experience of the reviewing sergeant. One of the follow actions shall be taken based on the criteria below:

a. Inactive

If the probability of the case solution is very low and no further follow-up work is recommended. The case/report is listed with a UCR code as such.

b. Solved

If the reviewing supervisor decides the case meets solved criteria, the case/report is listed with a UCR code as such (typically 03 solved by adult arrest, or 04 solved by juvenile arrest. The reviewing supervisor may override the investigating officer's initial decision.

c. Assign to a patrol officer

When information for follow up is available, the case may be assigned to patrol for crimes including, but not limited to, battery/domestic battery, reckless conduct, assault/aggravated assault, vehicle burglary, theft, criminal damage to property/vehicle, vandalism, harassing phone calls, violation of Order of Protection, etc., or at the discretion of the reviewing supervisor.

d. Assign to CID investigator

The reviewing supervisor may refer a case for CID follow up when information for follow up is available, and the investigative responsibility belongs to CID. The reviewing supervisor may override the initial investigating officer's recommendation.

The CID sergeant is responsible for reviewing pending cases and monitoring cases for periodic review. It may be necessary to reassign cases if the initial investigating officer is on leave, is unable to complete the assignment, or there is a conflict of interest.

3. The reviewing CID sergeant will mark the corresponding division and/or investigator in the referral section of ADSi Case Management, copying the administrative assistant who will distribute the case file. (41.2.3d)

4. Patrol Assignment

Cases assigned as a patrol follow up will be reviewed by the Patrol MCI sergeant, and assigned to individual officers for follow up.

- a. The MCI sergeant shall run the CSM-CASD ADSi custom report for the previous 48 hours (or length of time the screening Sgt. was off duty due to days off and/or earned time off) for cases listed in case management as 02-PAT.
- b. The MCI sergeant shall assign follow ups to patrol officers in the Case Management System. He may discuss the case with the investigating officer if necessary to ensure a proper follow-up investigation is completed.
- c. The MCI sergeant is responsible for reviewing pending cases and monitoring cases for periodic review. It may be necessary to reassign cases if the initial investigating officer is on leave, is unable to complete the assignment, or there is a conflict of interest.

V. FOLLOW-UP INVESTIGATIONS (42.2.2)

A. Officer Responsibilities

1. A follow-up investigation is any action taken on the case after the initial report is turned in, and a supplementary report is necessary.
2. All commissioned personnel may be assigned a follow up investigation, regardless of division or assignment; therefore, all personnel shall log on to ADSi (with their assigned credentials) at least weekly while on duty in order to check for any assignments via ADSi email.
3. Upon assignment, the officer shall contact the complainant and notify them that their case is under investigation. The officer shall provide their name and contact information, and confirm the case report number.
4. Officers will be responsible for the total follow-up investigation of crimes as assigned. This is to include, but is not limited to:
 - a. Review and analysis of all previous reports prepared in the initial phase, lab results, and other department records.
 - b. Conduct additional interviews and interrogations, and follow up with any victim/complainant who has made contact regarding the incident.
 - c. Seek additional information from informants, department officers, suspects, etc.
 - d. Collect additional evidence, to include video/photographic evidence as well as physical evidence.

- e. Investigate suspects' criminal history and suspected involvement in other crimes.
 - f. Prepare the case for court.
 5. It is important that officers assigned investigative responsibilities for a case, maintain the case file up to date as to the progress of the investigation. This is necessary so that the case investigation can be continued by another officer in the event of an extended absence or transfer of the assigned officer.
 6. In the event an investigating officer has a follow-up lead which necessitates going out of his assigned district, the officer's supervisor will be contacted to obtain such permission. An officer will not direct or take any victims, witnesses, suspects, etc., to the Richwoods substation under any circumstances.
 7. At the conclusion of the case—whether inactive due to exhausted leads or solved--officers shall complete a supplementary report recommending the final disposition of the case. The reviewing sergeant (CID or MCI) is responsible for changing the final disposition in the Case Management System. Examples would be changing a case from "assigned" to "solved."
 - a. If the MCI sergeant disagrees, the case will be returned to the officer to continue the investigation.
- B. Follow-Up Requests From The State's Attorney's Office
1. The State's Attorney's Office has been asked to complete a follow-up form whenever charges are requested and summarize the additional information needed for a warrant to be issued, or additional follow up information/evidence is needed. In the case of denial for warrants/charges, the reason for such denial should be included. Also included shall be information concerning the disposition of any and all property/evidence involved in the case. Court disposition sheets shall be given to the CID Property Crimes Sergeant who will make a copy of each document. One copy is scanned as an attachment into the report file. The additional copy shall be provided to the property/evidence room for proper disposal, return, or removal of property/evidence.
 2. All follow-up requests shall be brought from the State's Attorney's Office by a patrol sergeant.

3. Requests shall be given to Information Office personnel, who will distribute copies to the Property Room, the division or shift of the investigating officer, and the investigation case file.
4. All supplementary reports should show that copies were sent to the prosecutor making the request.

VI. PROCEDURES FOR REOPENED CASES

If a previously inactive case is to be reopened, it shall be marked RO and the following procedures must be followed:

A. Reopened Cases With An On-Going Investigation

1. A supplemental report shall be created indicating any new information and/or evidence that has arisen to initiate the reopening of a previously closed incident or investigation. The supplemental report shall be marked as 02-CID, or 02-PAT based upon the division in which follow up should be assigned, and check the appropriate referral box in ADSi.
2. Case Management procedures and criteria shall be followed when assigning reopened cases.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Prisoner Transport	400.29
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	December 23, 2019
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
70.1.1, 70.1.2, 70.1.6, 70.1.7, 70.2.1, 70.4.2, 71.3.3	9
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	12/18/98; 11/11/17; 10/29/18; 1/2/19
	<u>OTHER REFERENCE</u>
	N/A
	<u>AUTHORITY</u>
	Loren Marion III Chief of Police

I. POLICY

The use of wagons or cage cars to transport prisoners allows a safe separation of officer and prisoner and allows the officer to give undivided attention to driving the vehicle. It also allows the officer to give specialized, undistracted attention to prisoner safety by listening carefully for unusual or distressing sounds from the prisoner's section.

II. REQUESTING A PRISONER TRANSPORT VEHICLE

To ensure the safety of the arresting officer and other citizens, all requests for a wagon shall specify a Code 1 (lights/siren) or a Code 2 (no lights/siren) response as necessary. An officer requesting a Code 1 response shall base the decision on the circumstances surrounding the arrest and shall be able to justify the request for emergency response. A Code 1 response shall be for one or more of the following reasons:

- A. The prisoner is combative
- B. To protect the prisoner or the arresting officer
- C. When the potential for violence can be reduced by the expeditious removal of the prisoner from the area

A Code 1 response shall be governed by the Illinois Vehicle Code, Section 11-205, and shall be made with due regard for the safety of persons and property. A Code 1 response shall not be made by any transport vehicle if a prisoner is already in the vehicle.

A Code 2 response shall be required on all requests to transport property.

III. DUTIES OF OFFICERS ASSIGNED TO PRISONER TRANSPORT VEHICLES

A. Initiate In Car Audio/Video

Transport officers shall turn on the interior compartment lights and activate the vehicle's video recording system prior to securing a prisoner inside. Officers shall monitor the prisoner periodically, when it is safe (for example: at traffic signals).

B. Transport Vehicle Search (70.1.2, 70.4.2)

Any officer assigned to a prisoner transport vehicle (patrol wagon or cage car) shall thoroughly search the interior of the vehicle for hidden weapons or other contraband at the beginning of his shift, prior to placing a prisoner in the vehicle, and after each prisoner is delivered to his destination. If this latter search discloses a weapon or other evidence, it will be easier to establish that this contraband was hidden by the suspect. This search will ensure that there are no instruments concealed in the vehicle which pose a hazard to officers.

Any vehicle routinely used to transport prisoners shall have modified rear compartments.

C. Gender Separation

Except in emergency situations, male and female or adult and juvenile prisoners shall not be transported together in the same vehicle unless separated by a permanent partition. In emergency situations, these prisoners must be taken to the nearest safe location and then transferred to another vehicle if necessary to conform to this order.

D. Arrestee Restraint During Transport (71.3.3)

1. Whenever a person is placed under custodial arrest and is to be transported to a detention facility or other destination, that person shall be handcuffed unless not practical due to medical reasons or physical impossibility.
2. Handcuffs shall be placed on the wrists of the detainee with their hands placed behind their back. The handcuffs shall be checked for proper fit and double locked. Handcuffs may be placed on the wrists of the detainee with the hands positioned in the front in some cases (i.e. a person that is physically handicapped, and those incapable of positioning their hands behind their back due to injury or other circumstance).
3. Male detainees shall not be handcuffed to female detainees.
4. Juvenile detainees shall not be handcuffed to adult detainees.

5. Leg irons and humane transport belts may be used at the transporting officer's discretion when circumstances dictate the use of such equipment (i.e. combative suspect, high escape risk, and long distance transports).
6. Commercially produced "flex cuffs" may be used in exigent circumstances when the use of standard handcuffs is not practical or unavailable.
7. Detainees shall not be "hog tied" with the subject's hands behind their back attached to their feet, and positioned on their stomach. This technique has been found to be a contributing factor in the injury, and sometimes death, of detainee's due to positional asphyxia.
8. Handcuffing to a stretcher or hospital bed is permitted in circumstances when required to accommodate medical treatment.
9. Officers may use their discretion on the use of restraints on an individual when transporting mentally ill subjects to a medical facility for treatment. The decision should be based on public safety, officer safety, detainee safety, and the overall circumstances.

E. Spit Hoods

A spit hood is a personal issue, single use hood to be placed over the head of any subject who presents a significant risk to officers/staff in relation to spitting or biting. The hood is supplied in a sealed plastic packet and comes in one size, designed to fit most people. The hood is neutral in color and is made of nylon mesh. When worn, it allows the subject to see and breathe almost normally. The following procedures shall be followed when using spit hoods:

1. If a prisoner is attempting to bite or spit on an officer, a department issued spit hood may be used. The spit hood should be adjusted and positioned over the prisoner's head with the elastic band below the prisoners chin. Spit hoods shall be adjusted in a manner that allows for adequate ventilation.
2. At no time will a prisoner be left unattended while the spit hood is in place. If the prisoner begins to choke, gag, or vomit, the officer will ensure the prisoner's airway is not restricted. The officer shall be prepared to remove the hood immediately.
3. Spit hoods shall not be used on unconscious prisoners or those who exhibit breathing problems.

4. Officers shall physically assist in the movement of prisoners wearing a spit hood.
5. The officer utilizing the spit hood shall document the use of the spit hood in the narrative section of his/her report with facts supporting the utilization of the spit hood. A supervisor shall respond when a spit hood is used. Utilization of a spit hood will not be considered a use of force alone, however if a separate use of force exists the responding supervisor shall note the use of the spit hood in his/her UOF report.
6. Spit hoods are disposable and shall be discarded after a single use.

Personnel will be trained in the proper use and application of the spit hood prior to issue.

F. Transportation Procedures (70.1.1, 70.2.1)

1. Before placing any arrested person in the transport vehicle, the transporting officer shall search the person and assure that he is properly handcuffed.
2. Evidence shall not be transported with the prisoner. Personal property that could cause injury or property damage must be transported separately from the prisoner.
3. Intoxicated or temporarily incapacitated persons present another situation which requires special care on the part of the transporting officer. Whenever practical, intoxicated or incapacitated persons shall be transported in a patrol wagon.
4. The transporting officer shall assist the prisoner into the vehicle, keeping in mind the prisoner cannot be as agile with handcuffs on. While walking a prisoner to the vehicle, the officer shall use escort/control holds. If it is impractical to use control holds, then the officer shall maintain a hold of the suspect's clothing, such as a belt, waist line, or other sturdy clothing item.
5. Except when it is not practical, the arresting officer shall assist the transporting officer in placing the prisoner in the vehicle.
6. Officers driving a cage car should ordinarily seat the subject on the passenger side of the rear seat. The driver shall be held responsible for ensuring all passengers (including prisoners) conform to the seat belt law when reasonably possible. When not reasonably possible, officers should articulate the circumstances in their report.

7. Officers placing a subject in a patrol wagon shall instruct the person to sit on the bench seat and grip the handrail, explaining that this is a precaution for the prisoner's own safety. Prisoners should be asked if they understand the instructions.
 - a. Prisoners shall not be transported face down, to avoid positional asphyxia. Whenever an officer observes a prisoner lying face down, they shall safely stop and assess the prisoner for any medical issues.
 - b. If there is a medical condition present, the officer shall request emergency medical assistance and move the person into a recover position (turning him on his side).
 - c. Where there is no medical emergency, the officer shall attempt to get the prisoner back into an upright seated position. Officers are urged to request back up assistance if necessary.
8. Transporting officers shall exercise care to maintain the safety of persons under their control. The driver of the vehicle shall obey all traffic laws, and shall avoid cornering sharply and unnecessarily fast accelerations, decelerations, or stops.

G. Field Booking Forms (70.1.6, 70.1.8)

1. A field booking form shall be completed for each adult taken into custody. When practical, the booking form shall be completed by the arresting officer prior to arrival. In case of multiple arrests, or when the arresting officer has not been able to complete the field booking form, the transporting officer shall assist in the completion of the form. In all cases the booking form must be completed prior to the prisoner being received at the county jail. All sections of the booking form shall be completed, with the exception of the ID or package number and the ticket/warrant number (unless they are known to the officer).
2. Officers shall include pertinent "officer safety" information about the suspect in the "additional officers" section of the booking slip. Information may include "drug addict," "uses syringes," "mental health issues," "may resist," etc. (70.1.6d)
3. Under charges, it is important to enter the charges in the correct order on the field booking form, beginning with the most serious first and including the necessary circumstances, such as "aggravated battery—knife" or "burglary—vehicle." Be sure to use the wording of the statute, e.g. improper use of registration--not fictitious plates.

4. The white and blue copies of the field booking form will be given to the county booking officer at the time the prisoner is delivered at the county jail. The yellow copy of the form will be detached by the transporting officer and delivered to the information office of the police department as soon as possible after the transport is clear. (70.1.6e)

H. Procedures At Peoria County Jail/ Destination (70.1.6)

1. All transporting officers delivering or receiving prisoners at the county jail shall use the courtyard sally port at the south side of the jail facility. Officers shall not allow prisoners to leave the vehicle until the gate and sally port have been closed by personnel in the jail control center and officers have secured all their firearms and weapons, including impact weapons, electronic control devices, irritating sprays, and knives in the weapons locker. (70.1.6a,b)
2. Restraints will be removed by authorized personnel at the Peoria County Jail or other detention facility based on their policy. The transporting officer shall not remove restraints from prisoners at PCJ/other detention facility unless instructed to do so by jail personnel, or in the instance an exigent circumstance arises upon arrival (i.e. medical emergency). (70.1.6b)
3. The transporting officer shall present a completed field booking form and all other paperwork related to the prisoner being booked, i.e. traffic ticket, notice to appear, etc. The county booking officer will examine the field booking form presented with the prisoner for completeness and will not accept the prisoner if the form is not complete. The transporting officer shall not remain at the jail facility unless necessary and requested to do so by the booking officer (multiple arrests may cause some delay).
 - a. An officer writing a traffic ticket for a person being taken to the county jail will give the ticket to the transporting officer prior to the prisoner being booked when possible, but will always notify the transporting officer of additional charges that will be filed and forthcoming paperwork.
 - b. Prisoners are to be booked only for a charge describing violation of a specific statute or ordinance/code provision. Ambiguous charges such as “hold for city” or “hold for investigation” or “suspicious” are not to be used and county officers will refuse to accept a prisoner so charged.
4. If for any reason city officers are requesting exceptional detention procedures (i.e. prisoner segregation to prevent prisoner communication), the request is to be made by a supervisor to a county jail supervisor.

IV. INTOXICATED, SICK, OR INJURED PRISONERS

It is the responsibility of every officer having custody of prisoners who may be intoxicated, sick, or injured, to exercise diligent care to avoid injury to such persons, to be alert for and alert others to be alert for the prisoner's possible need for medical care, and to make medical care available when necessary.

A. Transportation Procedures (70.2.1)

1. When an arrested person appears to be seriously sick or injured, including any prisoner who appears to be unconscious, not capable of walking under his own power, and/or who does not respond to reasonable stimuli, he shall be taken to a hospital emergency room for examination and treatment before being delivered to the county jail or the police department. Officers shall not make unreasonable repeated use of painful stimuli to arouse persons who do not respond. Transportation may be made by ambulance or police vehicle according to the circumstances and the judgement of the officer based on his emergency medical training.
2. When handling persons who appear to be intoxicated, officers shall bear in mind that there are other medical conditions whose outward symptoms resemble those of extreme intoxication. Remember too, that extreme intoxication if untreated can result in death. Therefore such persons shall be treated in accordance with the above guidelines for injured or unconscious persons, as their conditions may require. Officers shall not pick up or guide or assist nonresisting intoxicated persons by their hair, nor shall officers use "come along" holds to guide or assist the nonresisting intoxicated persons.
3. If the receiving jail refuses to accept the prisoner because he does not meet the medical criteria for admission and the officer feels that the jailer is in error, the officer may request that the jail supervisor examine the prisoner. If the supervisor declines to admit the prisoner, the officer shall transport the prisoner to the emergency room for examination and treatment.
4. Officers who transport prisoners from a hospital to either the county jail or the police department shall obtain a release from the hospital to be given to the county jailer at the time of booking.

V. PRISONER ESCAPE (70.1.7)

A. Notification Procedures

1. In the event of a prisoner escape, dispatch shall be immediately notified. The suspect(s) name description, last known location and direction of

travel, and any other pertinent information shall be broadcast to all units. If the custodial officer is unable to provide this information, due to injury or circumstance, then the next officer on the scene shall notify dispatch. Prisoner Information may be obtained from booking slips.

2. A supervisor shall immediately respond to the scene to establish a contingent of officers to secure the area and search for the escaped prisoner(s). The supervisor shall determine the nature of the charges against the escapee(s). When the escapee(s) charges are considered misdemeanors, the supervisor shall decide when to terminate the search. Whenever the escapee(s) is alleged to have committed a forcible felony or other crime involving force or the threat of force, the search shall continue until halted by the Patrol Captain or above.
3. Dispatch shall immediately notify:
 - a. The shift commander
 - b. Affected Schools (for lock down purposes)
 - c. Adjacent jurisdictions
 - d. Illinois State Police (ISPERN)
4. The Shift Commander shall assume control over the search operation and establish a command post. The following resources should be considered:
 - a. A “code red” alert of the affected area.
 - b. Activation of Canine Units
 - c. Media release
 - d. Calling in additional personnel
 - e. Requesting assistance from the Target Offender Unit
 - f. Requesting assistance from CID
 - g. Requesting assistance from the Special Response Team
 - h. Request assistance from other agencies
5. The shift commander shall notify the Patrol Captain of an escape in all cases. The following members shall be notified when the escapee is accused of a forcible felony or other crime involving force or the threat of force, is not quickly located, or the chance of apprehension is diminishing.
 - a. Patrol Captain
 - b. Criminal Investigation Captain
 - c. CID Lieutenant
 - d. CID Violent Crimes Sergeant or “On Call” Sergeant
 - e. Public Information Officer
 - f. Special Response Team Lieutenant
 - g. Assistant Chief
 - h. Chief

i. State's Attorney (On Call)

6. When the escapee(s) is apprehended, previously issued notifications shall be cancelled. The supervisor shall personally examine and speak to the prisoner to ensure they do not need medical treatment. The use of "leg irons" maybe applied, if necessary to prevent future escape attempts. The jail shall be notified of the offenders escape prior to being taken into the jail. The escapee shall be transported to the jail by a minimum of two officers.

B. Documentation

1. The officer who was responsible for the prisoner at the time of escape shall complete a report on the incident. All officers involved shall prepare a police report describing the actions they took during the incident.
2. The Patrol Captain shall conduct an administrative inquiry and review of the incident to determine the causal factors of the escape.

VI. PROCEDURAL CONFLICTS

Procedural conflicts copied to the chain of command shall be communicated to the administrative captain rather than county police personnel. A full measure of cooperation is required of all officers to minimize personal friction between the two departments involved.

In the event of procedural conflict at the time of booking, city officers shall refer the problem to the desk sergeant. If he cannot resolve the issue at that time, he is authorized to go through channels to the administrative captain (notifying the assistant police chief), who shall attempt to resolve the conflict with the jail superintendent. If no resolution can be reached, the police chief shall be notified to obtain resolution.

All procedures and guidelines of this order shall be complied with whether transport vehicles are city or county owned.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>SUBJECT</u>	NUMBER
Street Crimes Unit	400.30
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	1/3/99
<u>CALEA REFERENCE</u>	<u>SUPERSEDES</u>
N/A	GOs 400.13, 400.27
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u>
	N/A
	John W. Stenson
	Police Chief

I. PURPOSE

To effectively utilize the resources of the department and to address quality of life issues affecting the image and atmosphere in which our citizens live and conduct business, and to establish safety in our neighborhoods.

II. STRUCTURE

The street crimes unit will operate under the uniformed division. A lieutenant will command the unit and coordinate the everyday personnel work assignments. The sergeants are assigned to supervise the everyday operations and any investigations being conducted by the unit. The unit will work flexible hours based on the workload, but will generally have responsibility for seven-days-a-week coverage.

III. DUTIES AND RESPONSIBILITIES

- A. Investigate gang related crimes and assist other units and agencies with gang related cases. Provide teaching resources for training on gangs for community groups, police recruits, and in-service training.
- B. Serve as a central repository, clearinghouse, and coordination point for gang related intelligence and activities. Maintain gang related intelligence information, as well as other intelligence for the uniformed division.
- C. Aggressively enforce criminal, traffic, and city ordinance violations that disrupt the quality of life in neighborhoods by responding to complaints from police officers in all divisions and identifying trouble areas, and responding in proactive and innovative ways to deter/displace crime.
- D. Establish a trusting relationship with neighborhood groups and attend neighborhood meetings to report unit activity and provide assessment of the neighborhood, with suggestions for improvement.

- E. Provide uniformed, plainclothes, bicycle, walking, or other types of patrol as deemed necessary at the time by the command to address crime issues in neighborhoods, public housing, or public events.
- F. Conduct surveillance of target offenders, including burglars, prostitutes, gang members, drug dealers, and other criminal elements that disrupt our neighborhoods.
- G. Assist other units in the apprehension of wanted subjects, executive of search warrants, and roadside safety checks for violations of city ordinances and state laws.
- H. Install and maintain burglary/panic alarms within homes and businesses deemed to be at risk for burglaries or violent crimes.

IV. GANG RELATED AND OTHER INTELLIGENCE GATHERING

- A. Gang related information and other intelligence will be forwarded to the street crimes unit on a daily basis. This information will include field interview/gang cards, memos, outside agency posters, photographs, crime reports, and other related information.
 - 1. Officers conducting field interviews or completing police reports where there is an indication of gang activity shall complete a field interview/gang card and forward it to the street crimes unit.
 - 2. All officers and personnel writing a police report that involves gang activity will record the gang type and name if known, under code sections H and I, and mark a copy of the report to be forwarded to the street crimes unit.
 - 3. The records unit and ECC will forward a copy of police reports, teletypes, and any other intelligence information received by them to the street crimes unit.
- B. Criteria to be used to determine gang membership
 - 1. A person admits gang membership
 - 2. A person resides in or frequents a documented gang area and adopts their style of dress, use of hand signs, symbols, or tattoos, and associates with the known members
 - 3. A person has been arrested more than once in the company of gang members for offenses consistent with gang activity
 - 4. A person is under the age of 21 and is identified as being a gang member by a parent or guardian

5. A person is identified by two or more members as being a member of their gang
6. A person is stopped in the company of known gang members four or more times
7. A person is identified as a gang member through county jail or prison correspondence

To be included in gang intelligence files, at least three of the above criteria must be met. Self-admission in itself can be a sole requirement to be classified and included in gang intelligence files.

- C. Methods of identification of gang affiliation may include body markings with gang names, signs, and monikers; written material which can be reasonably determined to be an indicator of gang involvement or activity; photos taken with gang connotations or insignias in the background or with known gang members, or observation by law enforcement agencies which reasonably indicates involvement or associations.
- D. Photographs may be taken of suspected gang members and other target offenders to be included in department intelligence files. These photographs will be logged and maintained by the street crimes unit. The mere taking of pictures of someone without consent has not been considered by the courts as an invasion of privacy as long as photographs are taken in public and the subjects are not detained merely to obtain photographs. Officers will not detain individuals merely for being a gang member or a target or habitual offender. Officers will detain suspects only under circumstances that reasonably indicate the person has committed, is committing or is about to commit a crime. Individuals will not be forced to display their faces for the camera.



GENERAL ORDER

<u>SUBJECT</u>	NUMBER
Impounded Vehicle Searches	400.06-400.31
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	12/18/98
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
1.2.3	2
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	N/A
	<u>OTHER REFERENCE</u>
	N/A
	John W. Stenson
	Police Chief

I. POLICY

Peoria police officers shall conduct complete inventory searches of all impounded vehicles prior to impoundment.

II. PURPOSE

- A. To protect the property of the owner
- B. To protect the impounding officer, the police department, and the city of Peoria from false liability claims
- C. To protect the public from danger

III. PROCEDURES

- A. When an arrest is involved, the inventory search shall be conducted by the arresting officer in the presence of the arrested/owner, whenever possible.
- B. The officer shall conduct a thorough inventory of the interior (including the trunk and glove box) and any containers therein, whether locked or unlocked. If there are locked containers that cannot be opened without causing physical damage, those containers shall not be opened without the supervisor's approval. Great care should be taken to minimize damage to the property while gaining access to conduct the inventory.
- C. The officer shall remove all items having apparent value which are found in the vehicle (money, jewelry, etc.) and turn them in to the property room for safekeeping.
- D. A Peoria police vehicle tow report shall be completed to include the vehicle exterior, interior, and engine compartment. The tow report shall list items of apparent value found in the vehicle, and shall note the disposition.

- E. All missing items such as keys, motor, radio, battery, etc., shall be documented in the vehicle tow report.
- F. If a written police report is necessary, it should include details such as the description of each item of evidence, where it was located, and the disposition.
- G. If during an inventory search contraband or evidence of a crime is discovered, the items shall be field tested if appropriate, and turned in to the property room, with the appropriate reports completed.
- H. In cases of criminal offenses, the inventory should be conducted by two persons (if the situation permits), and the interior and exterior of the vehicle should be photographed. Non-evidentiary items of significant value found in the vehicle should be removed and turned in to the property room for safekeeping. Contraband or evidence found in the vehicle should be immediately seized and preserved, in accordance with existing laws governing the seizure of physical evidence.



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Use of Push Bumpers	400.33
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	November 13, 2017
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
61.4.1	2
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	1/14/00; 6/16/00
	<u>OTHER REFERENCE</u>
	N/A
	Jerry E. Mitchell
	Police Chief

I. PURPOSE

To establish procedures and identify proper techniques for the safe and efficient use of push bumpers installed on squad cars.

II. POLICY

Disabled vehicles should be removed from the roadway by tow truck operators, however, occasions may arise in which the disabled vehicle presents an immediate traffic hazard and by remaining in the travel lane it will cause significant traffic backups or additional accidents. In those instances, push bumpers may be utilized.

III. PROCEDURES

A. Responding

1. The first officer on the scene shall advise the ECC of the location and license number of the vehicle and provide traffic control as necessary. If unable to move the vehicle out of traffic, the officer may need to request a tow.
2. No officer shall use jumper cables either to help a citizen or to start his own police vehicle, unless emergency conditions would warrant risking injury to the police officer or police vehicle.

B. Use of push bumpers

1. Notify the zone sergeant of the need to push a vehicle.
2. Obtain verbal consent of the driver before pushing the vehicle. In the event of an immediate hazard with the potential of personal injury, the vehicle may be pushed against the wishes of the driver/owner, with permission of the zone sergeant.

3. Advise the driver that the city is not responsible for damage occurring to the vehicle as a result of pushing the vehicle. With the driver, check the vehicle for any sign of previous damage before pushing the vehicle.
4. Activate emergency lights while pushing disabled vehicles.
5. Only push vehicles with a driver.
6. Only push vehicles where the bumpers align.
7. Do not push any vehicle larger than an SUV or pickup (unloaded).
8. Visually check all wheels on the vehicle to be pushed for free movement. If the vehicle is 4WD, make sure it is disengaged.
9. Make certain that you can see the vehicle you are pushing at all times.
10. When finished with the maneuver, the officer shall photograph the vehicle and note any damage or lack thereof in a non-crime report.

C. General Instructions

Drivers shall put the vehicle in neutral, keep foot off the brake during the push.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>NUMBER</u>	400.34
<u>EFFECTIVE DATE</u>	December 16, 2008
Snow Emergency Procedures	
<u>NUMBER OF PAGES</u>	5
<u>SUPERSEDES</u>	GO 376-86; 400.34 6/16/00
<u>OTHER REFERENCE</u>	N/A

<u>SUBJECT</u>	Snow Emergency Procedures
<u>DISTRIBUTION</u>	Commissioned Personnel
<u>CALEA REFERENCE</u>	61.4.3
<u>AUTHORITY</u>	Steven Settingsgaard Chief of Police

I. POLICY

A snow emergency is another dimension of the public safety mission to keep traffic moving, requiring extraordinary police coordination with and in support of the Public Works Department. The mission of the Police Department is as follows:

- A. To support the city government snow command post
- B. To clear the streets of vehicles violating snow emergency parking bans

II. DEFINITIONS

A *snow emergency* is a formal declaration by the city manager or his designate publicly announced through the news media that a snow emergency is in effect.

- A. A *parking ban* is either:
 1. On emergency snow routes under Sec. 28-386(a), Peoria City Code
Established by city manager proclamation under Sec. 28-387, Peoria City Code, on even or odd sides of Non-designated snow route streets
 2. Temporary emergency bans under Sec. 28-386, Peoria City Code
(a) Whenever the City Manager or his designated representative finds, on the basis of falling snow, sleet or freezing rain, or on the basis of a forecast by the United States Weather Bureau or other weather service of snow, sleet or freezing rain, that weather conditions will make it necessary that motor vehicle traffic be expedited and that parking on city streets be prohibited or restricted for snowplowing or other purposes, the City Manager or his designated

representative shall put into effect a parking prohibition on part or all snow emergency routes as is necessary by declaring such prohibition in the manner prescribed in subsection 28-386 the Peoria City Code.

III. POLICE NOTIFICATION

The City Manager will declare the snow emergency and he or his designate will notify the Police Department.

IV. CITY SNOW COMMAND CENTER

The City Snow Command Center will be set up at a designated location determined by the City Manager and Public Works Director. A Police Department supervisor will be assigned to the Command Post and will be present at the Command Post to provide assistance and coordinate efforts between Public Works and the Police Department. The Chief or his designee will determine which supervisor will be assigned to the Command Post based upon available personnel.

V. POLICE COMMAND AND CONTROL

- A. The Shift Commander is responsible for snow emergency towing when Traffic Unit command and supervision are off duty, or until specifically relieved (entered in snow command center log) by higher authority. The Shift Commander is responsible for obtaining the project number for the snow emergency.

The Support Services Division is responsible for towed vehicle records keeping, public inquiries, tow truck hiring and reimbursement.

- B. Towing operations will be set up inside Police Headquarters and all records will be maintained by the Support Services Division.

The Traffic Unit will be responsible for recovery phase operations. The recovery phase includes: non-snow route towing operations, odd/even declared bans, posting and record keeping of special parking bans.

- C. If a snow emergency is in effect, all sworn personnel shall report in uniform unless otherwise directed.
- D. All sworn personnel, including those on light duty are considered essential employees and shall report to work during a snow emergency. Information Office Technicians and Parking Enforcement Officers are also considered to be essential employees and shall report to work when other non-essential city employees are excused from duty.

VI. USE OF FOUR-WHEEL-DRIVE DEPARTMENT VEHICLES

- A. The Police Department will utilize all available Department four-wheel-drive vehicles in the event of a snow emergency. Officers who have take home four-wheel-drive vehicles will be required to deliver the vehicles to Police Headquarters at the direction of the Chief of Police or his designee. The Desk Sergeant will be responsible for collection and labeling of the vehicle keys. The vehicles will be utilized by on duty personnel upon the direction of the Shift Commander.
- B. K-9 vehicles will be available for use at the discretion of the Shift Commander.

VI. STREET CLEARING

- A. Towing operational modes
 - 1. *Normal towing mode*: Use of the rotation tow list as needed by district and traffic cars.
 - 2. *Routine snow route towing*: Utilize only as many tow trucks as necessary, each with an assigned tow officer to accomplish:
 - a. Getting initial clearance of snow routes when ban takes effect.
 - b. Maintain effective control of cleared snow routes.
 - 3. *Tow/plow task force*: Assign tow trucks to the task force to assist with the operations.

B. Towing operations

The Shift Commander shall determine how many officers will be necessary to adequately man the initial towing operations. Officers from any unit may be held over from a shift, called in early, or called in on a regular day off to assist in towing operations.

The Desk Sergeant shall be responsible for notifying the officers and the tow truck drivers to report to the Shift Commander. Upon completion of the notifications, the Desk Sergeant shall provide the Shift Commander with a list of officers and tow companies. The Shift Commander may assign a "tow" officer to ride in each tow truck and brief the tow officers and tow truck drivers on their responsibilities and the procedures which will be in effect during the snow emergency.

The Shift Commander will work with the supervisor assigned to the City Command Post to ensure the streets are cleared of parked and abandoned vehicles in the proper order.

C. Snow emergency towing ticket procedures:

- 1. Tickets are to be issued to vehicles that are towed, using city ordinance violations that pertain to parking on emergency and nonemergency snow routes.

The appropriate ordinance section number is to be written on the ticket, along with the appropriate fine (see parking ticket book covers for proper fines).

- Sec. 28-386(a) Parking on Snow Emergency Routes
- Sec. 28-387 Parking on non-designated snow routes. This ordinance is only enforced after public notice prohibiting the parking on non-designated snow routes.
- Sec. 28-389 Stalled vehicle on snow emergency route due to lack of snow or radial tires, fuel, or inoperative battery.
- Sec. 28-390 Abandoning stalled vehicle on snow emergency route

The Shift Commander will ensure tow officers have parking violation books.

2. If no license plate number is available, the VIN shall be written on the ticket (below "parking citation" and above the ticket number on the front of the ticket).
3. Tickets issued by officers shall be turned in to the Shift Commander at the end of the officer's tour of duty unless arrangements are made to pick them up in the field. The Shift Commander shall ensure these tickets are delivered to the Desk Sergeant for completion of data entry and delivery to the Technical Services Lieutenant as the record source used to determine the amount of money owed to each tow company.

D. Tow truck dispatching

Tow truck dispatching shall be conducted in the ECC Dispatch Center. Information on which vehicles have been towed and where they have been towed will be relayed to individuals working in the towing operations center as soon as possible.

1. A second frequency may be assigned by the desk sergeant for towing communications, if necessary to keep tow officers from waiting for air time.
2. Tow officers shall use radio calls of TW01, TW02, etc., through TW18.
3. The rotation tow system shall be suspended if a snow emergency towing mode is implemented. Nonemergency tow calls from citizens shall be secondary to towing resources needed to keep snow and ice control operating at maximum capability by public works.

E. Car owner inquiries

During the snow emergency, all inquiries from citizens as to the whereabouts of their towed vehicles will be referred to the Towing Operations Center at the Station. At the close of the event further inquiries will be forwarded to the Information Office.

When the owner is notified, the following information will be entered into the tow file by the clerk handling the inquiry:

- Date notified
- Time notified
- By whom notified

F. Traffic and Patrol Sergeant responsibilities

Traffic and Patrol Sergeants shall monitor traffic in the city and report or take appropriate action to alleviate traffic problems (i.e. reroute traffic around problem areas, close hills or bridges, etc.), being especially diligent to ensure that the Snow Command Center is immediately aware of problems, progress, needs, and suggested improvements, etc.

G. Tow truck reimbursement procedures

Tracking the hourly rates, companies utilized, and keeping accurate records for internal audits shall be the responsibility of the Department's Technical Services Lieutenant.

K. Utilization of private lots for temporary vehicle storage

Officers will obtain permission when possible for use of private property for towed vehicles. This permission will be documented by the officer obtaining the permission and given to the Desk Sergeant to be recorded in the towing operations center.

H. Unclaimed towed car follow-up

The CID officer responsible for monitoring tows will be assigned to assist with the towing operations and notify owners of vehicles which are still unclaimed of the location of their vehicles within 24 hours. He shall document all notifications after 48 hours have elapsed (or a reasonable time for special circumstances), and the vehicles shall be towed from the area according to the usual procedure for abandoned vehicles.

VII. PUBLIC INFORMATION

Press Releases are the responsibility of the City Manager's Office and/or Public Works during a Snow Emergency.

VIII. MISCELLANEOUS

The Public Works Department has reached an agreement with OSF St. Francis Medical Center and Caterpillar that they can move the snow off their sidewalks into the street, as they will haul the snow out. Therefore, Officers shall not issue MOVN's in this instance.

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GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Deadly Force Response Procedures	400.36
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel, ECC	June 24, 2018
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
4.2.3	5
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	200.01; 11/6/16; Post Shooting Incident Procedures 10/9/17;
	<u>OTHER REFERENCE</u>
	GOs 401.04, 401.09, 50 ILCS 727/1-1 et seq, 490 U.S. 386, 50 ILCS 727
	Loren Marion III Chief of Police

I. POLICY

When an officer uses deadly force whether on or off-duty, including but not limited to the uses of deadly force outlined below, the following procedures shall be followed. The Peoria Police Department will adhere to 50 ILCS 727/1-1 et seq for an outside investigation of the incident, and shall ensure officers directly involved are placed on critical incident leave, and those indirectly involved are also provided options for EAP and critical incident leave.

II. PROCEDURES

A. Deadly Force (in accordance with General Order 401.04 Use of Force and Use of Force Reporting)

- a. Any UOF resulting in death.
- b. Any intentional firearm discharge at a person, regardless of injury.
- c. Any force which creates a substantial risk of causing death.
- d. Any unintentional firearms discharge when a person is injured as a result.
- e. Any intentional impact weapon strike to the head.

B. Notifications

Communications shall dispatch a supervisor to the location of the incident and obtain information as to whether injuries occurred. Communications shall immediately notify the shift lieutenant on duty. The shift lieutenant shall notify or cause to be notified the police chief, the assistant police chief, the professional standards investigator, Human

Resources, and the division commander of the officer using deadly force. All responding line supervisors shall make a written report.

C. Crime Scene Protection

The shift commander shall be responsible for protecting the scene of the incident until relieved by the professional standards investigator. If a professional standards investigator is unavailable, a detective supervisor shall be assigned to perform the duties of the professional standards investigator. If the incident occurred outside the city, the shift commander shall contact the investigating agency and request copies of the reports.

D. Supervisor Responsibilities

1. A supervisor shall be dispatched to the scene of the incident, and shall assume primary responsibility in caring for involved personnel. A separate supervisor is in charge of the post-incident scene.
2. A supervisor shall make appropriate arrangements for all necessary medical treatment. No stimulant or depressant shall be given to the officer unless administered by medical personnel.
3. A supervisor shall give the Critical Incident Order for preliminary factual information to the officer involved, as found in the Collective Bargaining Agreement.
 - a. Only minimal, preliminary questions should be asked about the incident. The officer should be advised a more detailed debriefing will be conducted at a later time.
 - b. Preliminary factual information should include information to secure the scene, locations of physical evidence, location or information of potential witness, victims, and/or suspects, and any additional public safety information.
4. A supervisor should arrange for the officer directly involved in the incident to leave the scene as soon as possible and be taken to a quiet, secure setting.
 - a. When the involved officer is required to remain on the scene but has no immediate duties to fulfill, the officer should be taken to a discreet area and cared for. A peer counselor or other supportive friend or officer should remain with the officer, but **should not** discuss the details of the incident.
 - b. The supervisor may notify the officer's family of the incident if requested or appropriate.

E. Professional Standards Investigator

The professional standards investigator shall immediately investigate all the circumstances of a firearm discharge* or other deadly force used and file a report at the earliest time possible with the police chief and the officer's division commander.

*Exception: discharge during an authorized training session, euthanatizing of an injured animal authorized by a supervisor, lawful personal recreation, or firearm testing by crime technicians.

Upon arrival at the scene, the professional standards investigator shall immediately contact the officer involved and explain the basic internal investigation procedures to remove any uncertainty in the mind of the officer of the investigation and actions to follow.

Some basic information may include:

1. Explaining the internal investigator role – fact finding and documentation.
2. Explaining officer rights.
3. Explaining the internal investigation timelines and documentation.
 - a. The internal investigation is non-criminal in nature. Any criminal investigation will be conducted **prior** to the internal investigation.
 - b. The internal investigation will occur in a non-confrontational and private environment.
 - c. Time and place of formal interviews.

Included in the investigation shall be:

- Photographs of the area where the bullet struck
- Measurements
- Make and model of the weapon
- Witness names and statements taken
- Any evidence, bullets, or casings recovered

F. Post-Incident Procedures for Officers Involved

1. The investigation of the incident shall be conducted as quickly as practical. An outside agency shall be called in to conduct the criminal investigation for any officer involved incident resulting in death per 50 ILCS 727/1-1 et seq, and *may*

be called to investigate incidents resulting in injury, in addition to the internal professional standards investigation.

2. All personnel involved in the incident should be advised they are not permitted to speak with the media about the incident. Officers shall refer inquiries to the public information officer.
3. The officer's weapon is taken as part of the investigation. The supervisor shall:
 - a. Advise the officer that taking custody of the weapon is standard procedure and it will be returned as soon as possible.
 - b. Take custody of the officer's weapon in a safe area and in a discreet manner. If needed, the officer should be provided with a replacement weapon after he has met qualification standards with it.
4. Involved personnel shall be removed from line duties and placed on critical incident leave with pay pending evaluation, but shall remain available for any necessary administrative investigations (4.2.3).
5. An officer involved in a shooting incident that results in death or injury (per 50 ILCS 727), or other incidents that result in death, shall be required by the chief or his designee to submit to a drug and alcohol test as soon as practicable, but no later than the officer's end of shift, according to the standard department testing procedures outlined in the Collective Bargaining Agreement.
6. All officers directly involved in a deadly force incident shall be required to meet with a department designated specialist for evaluation and possible counseling as soon as practical after the incident. Involved support personnel should also be encouraged to contact this specialist after a critical incident. These appointments are scheduled through Human Resources and the support services captain. Family of the involved officer(s) may also be encouraged to take advantage of available counseling services. After the evaluation, the specialist shall advise the agency whether it would be in the officer's best interest to be placed on administrative leave or light duty, and for how long, as well as the best continued course of counseling.
7. Daily stress recognition
 - a. As post-traumatic stress disorders may not arise immediately, or the officer may attempt to hide the problem, each supervisor is responsible for monitoring the behavior of unit members for the disorder.

- b. The police chief may order an officer to seek assistance or counseling from a mental health specialist upon a reasonable belief that stress may be disrupting the officer's job performance.
- c. The department may provide employees with training pertaining to post-traumatic stress disorders, other stress related disorders, and the uniform procedures contained in this policy.
- d. The department will provide information about the department's Employee Assistance Programs.

G. Shooting Review Board

Firearm discharges shall be reviewed by the Shooting Review Board.

- 1. The shooting review board shall be chaired by the assistant police chief and consist of all division commanders, the training sergeant, a department master firearms instructor, and a member of the city's Legal Department. They shall review and discuss all reports regarding shooting incidents.
- 2. The standard of evaluation used by the shooting review board shall be *Graham v Connor* (490 U.S. 386), department's rules and regulations, Illinois Revised Statutes, and current policies and training procedures as they exist at the time of the shooting. A determination will be made whether the shooting conforms with department policy and procedure, or should be referred for administrative review.
- 3. The board shall submit in writing to the police chief its findings and any recommendations for training, policy/procedure review or commendations.
- 4. A copy of the summary will also be furnished to the officer who discharged the firearm as soon as possible after the investigation is completed.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>SUBJECT</u>	NUMBER 400.37
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u> 7/02/01
Commissioned Personnel	<u>SUPERSEDES</u> GO 400.37 Dated 2/9/00
<u>CALEA REFERENCE</u> 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.8, 1.3.9, 1.3.10, 1.3.11, 1.3.12	<u>OTHER REFERENCE</u> Chapter 720 ILCS 5/2-8, 5/2-19, 5/7-5, 5/7-6, 5/7-7, 5/7-8, 5/7-9; Tennessee v. Garner; Graham v. Connor; FLETC/U of I PTI, GOs 400.35, 400.36
<u>AUTHORITY</u>	John W. Stenson Police Chief

I. POLICY

The Peoria Police Department will use extended range impact weapons in accordance with product recommendations and specifications. When practical, these weapons will be deployed in a manner to ensure maximum effectiveness and safety. This order adopts all criteria outlined in General Order 400.35 (use of force). Nothing within this policy should be construed as evidence of a higher duty of care than is otherwise provided by law.

II. DEFINITIONS

A. Less lethal force philosophy

A concept of planning and force application which meets operational objectives, with less potential for causing death or serious physical injury than conventional police tactics.

B. Kinetic energy impact projectiles

Flexible or nonflexible projectiles which are intended to incapacitate a subject with a minimal potential for causing death or serious physical injury, when compared to conventional projectiles. The primary types of projectiles used by the Peoria Police Department are:

- Flexible baton from a 12 gauge shotgun
- Nonflexible baton from a 37mm launcher
- .68 caliber pepper ball projectiles containing OC powder

C. Safety priorities

- Hostages
- Involved/uninvolved civilians
- Police officers
- Subject (person who is the focus of the police operation)

III. PURPOSE

It is the intent of the Peoria Police Department to provide trained officers equipped with weapons designated to fire a kinetic energy round. These weapons may be used to bring about a successful conclusion to an incident involving combative, noncompliant, armed, or violent suspects causing handling and control problems. These rounds are designed to exert energy in the form of blunt trauma to, rather than penetration of, the human body. This is intended to incapacitate a suspect with a minimal potential for death. These weapons offer the department an alternative to resolve an incident in a less lethal manner, and to further protect officers and other persons from harm, including protecting the suspect/subject from self-inflicted injury.

IV. PROCEDURES

- A. Only those officers identified by the chief's office who have passed the required training shall be authorized to deploy or use these weapons. This list of officers will be made available to the patrol captain, patrol lieutenant, the ECC (Dispatch), and the desk sergeant. The use of an extended range impact weapon is the equivalent to the use of approved impact weapons on the force continuum outlined in General Order 400.35.
- B. All officers who have passed the required pepper ball system training shall be authorized to deploy or use this system.
- C. Trained officers may deploy the extended range impact weapons based upon their knowledge and observation, in accordance with department policy and state law. Factors to consider are:
 - Level of force being confronted
 - Proximity/access of subject to officer
 - Established safety priorities

When practical and conditions allow, an on-scene officer will notify Dispatch that less lethal force will be deployed.

- D. An on-scene supervisor may order specially trained officers to respond to the scene and deploy these weapons based on knowledge and observation, and having met the criteria outlined in General Order 400.35. The supervisor shall complete a police report concerning his actions and the basis for his decision.
- E. The tactical deployment of officers intending to use extended range impact weapons shall be accomplished in a two-officer team. One officer shall be armed with the appropriate conventional firearm to act as a cover officer.
- F. The extended range impact weapons (12 gauge or 37mm) shall be stored unloaded in the trunk of the squad car. The officer shall load the weapon with extended range impact ammunition only, inspecting each round as it is being loaded. This will be the only type of ammunition the officer shall have on his person for this particular weapon. When practical, the cover officer will verify the loading of the extended range impact weapon.
- G. It is recognized that extended range impact munitions can cause death or great bodily harm when directed at certain areas of the body. Therefore 12 gauge and 37mm munitions shall not be directed at the head, neck, groin, knees, or elbows of a suspect unless the circumstances allow for that level of force to be used. Pepper ball projectiles shall not be directed at the head or neck unless the circumstances allow for that level of force.
- H. A suspect struck by extended range impact munitions shall be taken to a medical physician for examination as soon as practical. Photographs shall be taken of the areas of impact on the suspect.
- I. After an extended range impact weapon has been used, the officer shall complete the appropriate report, articulating the circumstances dictating the use of the weapon, and justifying the amount of force used and the effectiveness of the munitions. General Order 400.36 requires that when these weapons are used, Professional Standards shall be notified to complete an investigation. Pepper ball launchers are not considered firearms, so General Order 400.36 shall not apply, but notifying Professional Standards should be considered if serious injury occurs from pepper ball use.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>NUMBER</u>	400.38
<u>EFFECTIVE DATE</u>	June 1, 2019
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>

Body Worn Camera Program	14
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
ALL Personnel	10/8/2018
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
41.3.8	Illinois Officer-Worn Body Camera Act (50 ILCS 706/10); Freedom of Information Act (FOIA) (5 ILCS 140/1)
<u>AUTHORITY</u>	Loren Marion III Chief of Police

I. PURPOSE

This order establishes the Body Worn Camera (BWC) program, and outlines the BWC policies and procedures to be followed.

II. POLICY

The department is committed to protecting the safety and welfare of the public as well as its officers. Recordings from the BWC can provide officers with an invaluable instrument to enhance criminal prosecution. Additionally, they can protect officers and citizens through the objective documentation of interactions between commissioned officers and the public. Furthermore, the use of BWC can be utilized to improve citizen's relations and customer service.

The department recognizes that the BWC may not capture exactly what the officer sees and hears, or what an officer senses or experiences. The recorded images may not provide the totality of the circumstances that drives the officer's response to a particular situation.

Officers issued a BWC will use it pursuant to this directive.

A. Training

1. All officers shall receive training on the functionality, current law, and department policy regarding their use.

III. DEFINITIONS

- A. *Surreptitious*: Obtained or made by stealth or deception, or executed through secrecy or concealment (720 ILCS 5/14-1).
- B. *Private Conversation*: Any oral communication between two or more persons, whether in person or transmitted between the parties by wire or other means, when one or more of the parties intended the communication to be of a private nature under circumstances reasonably justifying that expectation. A reasonable expectation shall include any expectation recognized by law, including, but not limited, to an expectation derived from a privilege, immunity, or right established by common law, Supreme Court rule, or the Illinois or United States Constitution (720 ILCS 5/14-1).
- C. *Community Caretaking Function*: A task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime.
- D. *Buffering Mode*: in buffering mode, the Body Worn Camera continuously loops the video recording capturing 30 seconds of pre-event video. Audio is not recorded in buffering mode. The BWC is considered off while in buffering mode as no digital record exists until event mode is activated.
- E. *Event Mode*: A recording mode in which audio and video is recorded throughout activation. The BWC is considered on when in event mode.
- F. *Minor Traffic Offense*: a petty offense, a business offense, or Class C misdemeanor under the Illinois Vehicle Code or similar provision of a municipal or local ordinance.
- G. *Business Offense*: A petty offense for which the fine is in excess of \$1,000.

IV. PROCEDURES

- A. BWC Program Overview
 - 1. All commissioned officers will be issued a BWC and will be trained prior to utilizing the BWC and associated systems.
 - 2. All Commissioned officers are mandated to utilize a BWC in accordance with this directive when assigned a camera, including while working off-duty employment and wearing articles of clothing, a badge, tactical gear, gun belt, a patch, or other insignia that he or she is a Peoria police officer.

3. Officers assigned as a task force officer to any federal agency will follow the sponsoring federal agencies policies regarding the use or prohibition of use of BWC systems.
4. Officers who are required to participate in an off-duty, on-call capacity, such as on-call detectives, on-call traffic officers, on-call Special Response Team (SRT) members, on-call Resident Officers, and any supervisor acting in an on-call capacity, will be allowed to take their cameras home provided that the following conditions are followed:
 1. No camera which possesses video evidence shall be taken home until all video has been downloaded to the DES.
 2. Those on-call officers shall be responsible for ensuring that their camera is charged and ready for deployment for their on-duty capacity and next on-duty shift.
5. If an officer assigned a BWC is in a vehicle equipped with an in-car video system, the member will follow both the In-Car Video Systems directive and this directive.
6. An officer who is utilizing a properly functioning BWC while also utilizing an in-car video system is not required to utilize the in-car microphone belt transmitter.
7. A prisoner transport officer while utilizing a properly functioning BWC may cease BWC recording while in transit to or from a prisoner transport, or the jail. However, the prisoner transport officer will utilize the BWC in accordance with this directive, and the In-Car Video Systems directive at all other times while handling in custody persons outside of the vehicle.
8. No officer may hinder or prohibit any person who is not a law enforcement officer, from recording a law enforcement officer in the performance of his or her duties, in a public place, or when the officer has no reasonable expectation of privacy.

The unlawful confiscation or destruction of the recording medium of a person who is not a law enforcement officer may result in potential criminal penalties in accordance with the Illinois Criminal Code, as well as may be subject to departmental discipline pursuant to General Order 200.02 (Discipline), which could include up to termination. However, an officer may take reasonable action to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations, and protect the public safety and order.

B. Equipment

Officers will use only department-issued BWCs. Recordings made from the BWC will be maintained on the Digital Evidence Storage (DES) server—a storage and retrieval system. The BWC records both video and audio.

The recordings are stored and viewed on the DES. The DES is a secured environment with all access tracked by individual user credentials. Commissioned officers are directed not to share their unique access credentials with other users.

C. Recording Guidelines

1. Initiating the recording

Upon initiating the recording, commissioned officers will announce to the individual(s) that they are being recorded. If exigent circumstances exist which prevent the member from providing notice, notice must be provided as soon as practicable.

EXAMPLE: “The police camera is operating and you are being audibly and visually recorded.”

2. When to record

Commissioned officers are permitted to record individuals in the following circumstances:

- a. If they are on the public way or in public view.
- b. In private residences or in other places where a reasonable expectation of privacy exists and there is a lawful reason for the presence of law enforcement officers.
- c. During routine calls for service.

3. Activating the camera

- a. Officers assigned a BWC will keep it in the “buffering” mode during their shift.
- b. In order to begin recording, officers need to activate the system to “event” mode.

When in buffering mode, the camera captures video only; no audio is captured and the video is not recorded to permanent memory. When the event mode is activated, the previous 30 seconds of

captured video is recorded to permanent memory and the audio feature is initiated.

- c. Unless exigent circumstances exist, officers will activate the system to “event” mode to record an entire on-scene incident for situations including, but not limited to:
 - 1) Routine calls for service.
 - 2) Investigatory stops.
 - 3) Traffic stops.
 - 4) Foot and vehicle pursuits.
 - 5) Emergency driving situations.
 - 6) Emergency vehicle responses to in-progress or just-occurred dispatches where fleeing suspects or vehicles may be captured on video leaving the crime scene.
 - 7) High-risk situations, including search warrants.
 - 8) Situations that may enhance the probability of evidence-based prosecution.
 - 9) Situations that the officer, through training and experience, believes to serve a proper police purpose, for example, recording the processing of an uncooperative arrestee.
 - 10) Any encounter with the public that becomes adversarial after the initial contact.
 - 11) Any other instance when enforcing the law.

Officers responding as “assist units” will active the BWC for all of the above-listed incidents, unless exigent circumstances exist.

4. Disengaging event mode

- a. During the recording of an incident, unless exigent circumstances exist, officers will not disengage the BWC until the entire incident has been recorded or when further recording of the incident will not serve a proper police purpose. In the event of an arrest, the incident is likely concluded when the subject is no longer in the custody of the officer.

- b. Officers will verbally state the justification of any disengagement, including requests from the individuals listed in section 4c below, of the BWC system prior to the entire incident being recorded before disengaging the BWC, unless impractical or impossible.
- c. Officers will disengage event mode of this directive when:
 - 1) Requested by a victim of a crime.
 - 2) Requested by a witness of a crime or a community member who wishes to report a crime.
 - 3) The officer is interacting with a confidential informant.

Unless impractical or impossible, the officer will ensure the request to turn off the camera is made on the recording.

- d. The officer may continue to record or resume recording a victim or witness:
 - 1) If exigent circumstances exist; or
 - 2) If the officer has reasonable articulable suspicion that a victim or witness or confidential informant has committed or is in the process of committing a crime.

The officer will indicate on the recording the reason for continuing to record despite the request of the victim or witness, unless impractical or impossible.

- e. Officers engaged in community caretaking functions such as participating in community outreach, or other articulable acts unrelated to the investigation of a crime may use their discretion as to the use of the BWC.
- f. Officers participating in public events, where their presence represents the Department in community caretaking events such as memorial services, funeral services, honor guard ceremonies, flag presentations, award ceremonies, or other events in which there is no expectation of law enforcement action, shall not be required to have a BWC on their uniform. Officers providing security at these events are required to wear their BWC.

5. Failure to record

In instances when an officer failed to record an event, the officer shall document the event by initiating the BWC to event mode and stating the type of incident and reason for not recording.

6. Prohibited Recordings

The BWC will **NOT** be used to record:

- a. In locations where a reasonable expectation of privacy exists, such as dressing rooms or restrooms, unless required for capturing evidence.
- b. Sensitive exposures of private body parts, unless required for capturing evidence.

Commissioned officers will not engage the BWC to record strip searches.

- c. Personal activities or other commissioned officers during routine, non-enforcement-related activities.
- d. Any court related matter, to include pre-trial conferences, depositions, or any other activity in the courtroom, unless circumstances warrant said use.
- e. Inside the Peoria County Jail, unless circumstances warrant said use.
- f. Inside medical facilities, except when a situation arises that the member believes to serve a proper police purpose.

Officers will be aware of patient privacy rights when in hospital settings and follow the procedures when disengaging the BWC.

D. Operational Procedures

1. Beginning Tour of Duty

- a. Officers will visually and physically inspect the BWC and ensure that it is fully charged and operational.
- b. Securely attach the BWC to the front of the officer facing forward with an unobstructed view that provides for the effective recording of an incident.
- c. Keep the BWC on buffering mode prior to leaving the station.

Officers will immediately notify a supervisor if, at any time, the BWC is missing, lost, inoperable, or damaged.

2. During Tour of Duty

- a. Record events consistent with this directive.
- b. Engage their BWC while responding to incidents as an assist unit.
- c. Complete and submit all necessary reports prior to the end of their shift for all video that should be flagged pursuant to this directive.

Officers may review the BWC recording of an incident prior to writing any report related to the incident. The officer will document this fact in the narrative portion of the report.

3. Flagging Videos

When an officer has utilized a BWC to capture video and that video is to be flagged as evidence or for other purposes, officers shall complete the ADSI “Video Flag” section within the person screen of ADSI.

Additionally, officers will flag videos through either the use of the BWC smart phone mobile application, through the tablets provided by the department or through any desktop computer located within the department through the DES.

An encounter must be flagged in the DES when:

- a. The encounter resulted in a detention or an arrest, excluding traffic stops which resulted in only a minor traffic offense or business offense.
- b. The officer discharged his or her firearm or used force during the encounter.
- c. Death or great bodily harm occurred to any person in the recording.
- d. A supervisor, prosecutor, defendant, or court determines that the encounter has evidentiary value in a criminal prosecution.
- e. A complaint regarding a department member has been filed.
- f. The officer is the subject of an internal investigation or otherwise being investigated for possible misconduct.

- g. The recording officer requests that the video be flagged for official purposes related to his or her official duties.
 4. Conclusion of Tour of Duty

Place the BWC in a slot on one of the docking stations for uploading of captured media to the DES and charging of the power unit.
- E. Supervisor Responsibilities
1. Shift Supervisors

Supervisors assigned to oversee officers using a department-issued BWC shall ensure the following:

 - a. Commissioned officers are utilizing the BWC consistent with this directive.
 - b. The distribution, charging, flagging, and uploading of the BWCs are consistent with this directive.
 - c. The flagging of videos occurs for any high profile investigation in which the supervisor determines it is necessary.
 - d. Officers working more than one shift consecutively are issued a spare BWC prior to the start of the officer's second shift. Supervisors will also ensure the spare BWC is returned and docked pursuant to this directive.
 - e. Technical Services is contacted whenever any officer is unable to use the BWC or download digitally recorded data due to technical problems.
 - f. An investigation is initiated and necessary reports are completed when notified of a missing, lost, or damaged BWC.
 - g. Officers who reviewed a BWC recording prior to writing an arrest report document this fact in the narrative portion of the arrest report.
 - h. When a supervisor becomes aware that a recorded incident has the propensity to generate community interest, the supervisor shall review only those recordings relevant to their investigative scope and conduct further investigation that he/she deems appropriate. The supervisor is responsible for forwarding the information via the chain of command.

2. Technical Services Lieutenant

- a. The lieutenant, or his designee, will randomly review the recordings to ensure digitally recorded data is properly downloaded and flagged.
- b. Will allow authorized officers and any authorized outside law enforcement agency personnel access, limited to their specific role, to view recordings on the DES that relate to their official duties.
- c. Is responsible for assigning, and replacing BWCs.
- d. Will conduct quarterly audits to ensure compliance with the policy and procedures of this directive consistent with their standard operating procedures.

3. Professional Standards

Will establish procedures to manually flag related video when a complaint regarding a department member has been filed, or when the officer is the subject of an internal investigation or otherwise being investigated for possible misconduct.

F. Officer Involved Shooting Or Other Incident That Involves Bodily Harm To A Person

1. Officers involved in an officer-involved shooting or other incidents that involve a person's bodily harm will turn the BWC over to their supervisor when directed to do so.
2. Commissioned officers will disengage the BWC consistent with the disengagement policy once the scene is secured and upon the arrival of investigative personnel or at the direction of the supervisor.
3. Supervisors will take control of the BWC(s) once the scene is secured and upon the arrival of investigative personnel or at the direction of the patrol lieutenant and require the BWC to be returned to the docking station so that the video can be downloaded and be made available for immediate viewing by authorized personnel investigating the incident.

V. VIEWING DIGITALLY RECORDED DATA

All digitally recorded data created with the BWC are the property of the Peoria Police Department. Dissemination of any digitally recorded data outside the department is strictly prohibited without specific authorization by the chief or his designee.

A. Policy

1. Unauthorized duplicating, deleting, altering, capturing, or disseminating of audio or video from BWC footage is strictly prohibited.
2. Officers assigned a BWC are authorized to view their own recordings utilizing the smart phone mobile application or on the DES using their unique user access credentials from a department computer.
3. There is no expectation of privacy for commissioned officers related to incidents recorded with BWCs. Supervisors may request to review the digitally recorded data from the BWC system to assist in the fulfillment of their investigative and supervisory responsibilities.
4. In general, minor infractions and minor deviations from department policy observed through the review of digitally recorded data will not be subject to the disciplinary process and will be treated as a training opportunity. However, the recordings may be used as evidence in any administrative, judicial, legislative, or disciplinary proceeding.

Recordings shall not be used to discipline officers unless:

- a. A formal or informal complaint of misconduct has been made.
 - b. A use of force incident has occurred.
 - c. The encounter on the recording could result in a formal investigation under the Uniform Peace Officers' Disciplinary Act.
 - d. As corroboration of other evidence of misconduct.
5. Department supervisors are authorized to view recordings on the DES, using their unique user access credentials from a department computer, for the following reasons:
 - a. To investigate a complaint against an officer or a specific incident in which the officer was involved.
 - b. To identify videos for training purposes and for instructional use.
 - c. When officers have had a pattern of allegations of abuse or misconduct.
 - d. Recordings will not be used to prepare performance evaluations.

- e. For any other reason consistent with this directive or as ordered by the chief.
6. When inquiries seeking access to examine or obtain copies of recordings from a BWC are made of the department, Records shall ensure the record is flagged, changing its retention date according to this directive, that the video is produced as necessary, and that the Freedom of Information Act is followed.
7. The attached consent to release FOIA form is incorporated into this policy.

All applicable laws including the Freedom of Information Act (FOIA) (5 ILCS 140/1) and exceptions in the Illinois Officer-Worn Body Camera Act (50 ILCS 706/10), will be followed when a FOIA request is made.

VI. RETENTION POLICY

All digitally recorded data created by the BWC will be retained in accordance with the Illinois Officer-Worn Body Camera Act (50 ILCS 706/10).

A. Standard Recordings

1. Recordings made on BWCs must be retained for a period of 90 days unless any encounter captured on the recording has been flagged.
2. Under no circumstances will any recording made with an officer-worn body camera relating to a flagged encounter be altered or destroyed prior to two years after the recording was flagged.
3. If the flagged recording was used in a criminal, civil, or administrative proceeding, the recording will not be destroyed except upon a final disposition and order from the court.
4. In the event of an accidental activation of the BWC during a non-law enforcement activity or in a situation where a reasonable expectation of employee privacy exists, members may submit a request to the technical services lieutenant to restrict viewing of the video. When the lieutenant approves the request, the relevant video will be flagged as restricted viewing only.

B. Training Purposes

Following the 90-day storage period, recordings may be retained if a supervisor designates the recording for training purposes. If the recording is designated for training purposes, the recordings may be viewed by officers, in the presence of a supervisor or training instructor, for the purposes of instruction, training, or ensuring compliance with agency policies.

VII. BWC PROGRAM REVIEW

The BWC Program Coordinator and Command Staff will review this program and this policy on an as needed basis but not less than annually.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.

PEORIA POLICE DEPARTMENT
Records Division



Officer-Worn Body Camera Consent to Release Request

Case Number _____

On _____, the Peoria Police Department received a request through the Illinois Freedom of Information Act (FOIA), requesting Officer-Worn Body camera recordings from incident # _____ in which you were a subject or a witness to the encounter captured on the recordings.

Pursuant to the Illinois Law Enforcement Officer-Worn Body Camera Act (50 ILCS 706), the Peoria Police Department must obtain written permission of any victim, witness, or their legal representative prior to releasing any encounters captured on the recording of a victim or witness.

I, _____, authorize the Peoria Police Department to release law enforcement officer-worn body camera video concerning my contact with Peoria Police Department and its officers during Peoria Police incident # _____ if requested by any media or the general public, which occurred at the following location _____ on the following date and time _____.

Further, I understand that I do not have to consent to the release of the recording, but I do this of my own free will without any promises or threats having been made to me.

(signature)

(date)

(Witness)

(date)

(Witness)

(date)



GENERAL ORDER

<u>NUMBER</u>	400.40
<u>EFFECTIVE DATE</u>	6/16/00
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Bribery Attempts	1
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	GO 22-69
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
N/A	N/A
<u>AUTHORITY</u>	John W. Stenson Police Chief

I. POLICY

It is the policy of the department that any effort to bribe an officer or to solicit him to improperly perform his duties must be vigorously investigated to protect the public, the reputation of the department and above all, to protect the professional reputation of the individual officer. Such investigations are extremely time-consuming, must be made in utmost secrecy, and require every scrap or particle of information available to have any chance of success against the relatively few individuals in the city who attempt such action.

II. PROCEDURES

- A. Any member of the department who is solicited or encouraged or to whom it is hinted that he improperly perform his duties shall report such attempts forthwith directly to the shift commander. The shift commander shall immediately notify the police chief, or in his absence the assistant chief. If bribery has occurred and a prosecutable case does exist, an arrest shall be made.
- B. On the first secure opportunity after any such conversation soliciting him to improper performance of duty, the employee shall reduce the conversation to written notes in complete detail and shall preserve these notes.
- C. The failure of an employee of the department to so report such an incident subjects him to the strongest suspicion of his integrity and can result in severe disciplinary action, including termination of employment.

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GENERAL ORDER

<u>NUMBER</u>	400.42
<u>EFFECTIVE DATE</u>	6/16/00

<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Aggravated Battery on Police Officers	3
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	GO 419-89
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
N/A	N/A
<u>AUTHORITY</u>	John W. Stenson Police Chief

I. POLICY

The Peoria County State's Attorney, out of concern for the safety of police officers, implemented the following policy guidelines regarding the charge of aggravated battery on a police officer with the city and county of Peoria:

- A. It shall not be a requirement for a police officer to be hospitalized or require medical attention in order to secure a charge of aggravated battery.
- B. Battery on a police officer, no matter how slight the injury, should result in a requested charge of aggravated battery whenever:
 1. The arrested uses a weapon
 2. The arrested exhibits an intent to injure the officer rather than an attempt to resist the arrest (striking an officer in the face is aggravated battery while pushing an officer is resisting a peace officer)
 3. The arrested has a history of offenses against police or violence against others
- C. Aggravated battery will continue to be charged whenever an officer requires legitimate medical attention or receives great bodily harm.
- D. Battery on a police officer normally will not be charged as an aggravated battery when it is based upon contact of an insulting or provoking nature, except when that contact is based upon sex or race of the officer and not merely his public office.

II. PROCEDURES

- A. All witnesses will be listed on the police report with addresses and phone numbers. Each police officer involved or witnessing the incident will write a supplemental report.
- B. Statements (oral or written) will be taken from witnesses and suspects depending on severity of the incident, as soon as possible.
- C. Pictures will be taken of the officer's injuries and a detailed injury description will be written in the report. When a suspect is injured, pictures will also be taken of those injuries and they shall be detailed in the report.
- D. Any damage to city property (uniform, equipment, etc.) will be detailed in the report.
- E. An officer who receives emergency room treatment will secure, when possible, a copy of those medical records, make them a part of his police report, sign a release of medical records if necessary, and immediately make these records available to the state's attorney. When the victim officer is unable to complete a police report or secure medical records, it will be the responsibility of the officer's supervisor to obtain those records and ensure the necessary reports are made and made available to the state's attorney.
- F. When the suspect has been involved in other resisting, assault, or battery on police officers, the pertinent part of those case file narratives describing the action and the rap sheets will be made part of the investigative case file and forwarded to the state's attorney.
- G. Immediate follow-up investigation of all aggravated batteries on police officers, regardless of the officer's assignment, will be managed by the patrol lieutenant on duty until or if a CID OIC is assigned and takes charge. A CID officer will be assigned to follow up when requested by the patrol lieutenant.
- H. The court sergeant will deliver all police reports to one of the two charging assistant state's attorneys. The assistant state's attorney prosecuting the case will contact the assigned detective for follow-up investigation if needed. If no detective has been assigned, the attorney will contact the victim officer's lieutenant for follow-up investigation.
- I. The administrative captain will meet regularly with the state's attorney to review and update procedures to be used.
- J. When the Peoria Police Department is requested by another agency (Park District, Bradley, etc.) to follow up on an aggravated battery on its officers, these procedures will be followed to the extent they apply.
- K. Routine batteries on a police officer will be followed up by the injured officer's unit as directed by the unit commander.

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GENERAL ORDER

<u>SUBJECT</u>	NUMBER
AEDs (Automatic External Defibrillators)	400.43
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	5/15/00
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
41.3.2	2
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	N/A
	<u>OTHER REFERENCE</u>
	N/A
	John W. Stenson
	Police Chief

I. PURPOSE

To establish procedures for use of an Automated External Defibrillator (AED).

II. POLICY

It is the policy of the Peoria Police Department to respond to all potential incidents of "sudden death" when realistic and practical to do so, and to attempt to intervene through the use of an AED, according to established guidelines and training.

III. PROCEDURES

A. Training

1. All authorized officers will undergo an initial training course for certification in the use of AED equipment.
2. The training unit shall be responsible for the maintenance of cardiopulmonary resuscitation (CPR) and AED certifications for all commissioned personnel.
3. No officer will use AED equipment until he has completed the required training and he is currently certified in its use.

B. Event response

1. All marked patrol units utilized during a shift will be equipped with an AED unless extenuating circumstances exist. Each officer shall check his assigned vehicle at the beginning of each shift for the presence of a properly equipped and charged unit.
2. An officer deadlining his vehicle should remove the AED and bring it to the station.

3. Each officer shall follow training procedures in the use of AED equipment. Once the AED is put into operation, he will continue the operation until complete, or when EMS or a higher medical authority acknowledges he is assuming responsibility for further treatment of the patient.

C. Reporting

1. If an AED is attached to a patient, even if no shock is delivered, an AED usage report will be completed, in addition to any other required documentation. Each unit will be supplied with a blank event summary form.
2. If an AED is attached to a patient, even if no shock is delivered, the officer shall follow the EMS personnel to the appropriate hospital. Hospital personnel will download the incident information from the AED and return the unit to the officer.

D. Maintenance

1. AED electrodes are a one-use only item. Patrol sergeants will have access to replacement electrodes. It shall be the officer's responsibility to restock the AED equipment after each use.
2. The AED units complete a self-test on a regularly scheduled basis. Should a low battery occur, an alarm will sound. Patrol sergeants will have access to replacement batteries.

This directive provides general guidelines to personnel regarding improper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>SUBJECT</u>	NUMBER
Wanted/Missing Person Messages (49s)	400.44
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	12/12/00
<u>CALEA REFERENCE</u>	<u>SUPERSEDES</u>
41.2.6	8/10/00
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u>
	N/A
	John W. Stenson
	Police Chief

I. POLICY

The LEADS, NCIC, and local wanted message communication networks provide several different information files which assist us in locating persons wanted by our department and those reported missing. The effectiveness of the system and department liability depend on accurate and prompt entry of wanted/missing person information, as well as immediate cancellation of entries when no longer required.

Each officer is responsible for dealing with reports of missing/wanted persons to conduct proper investigations, prepare necessary reports, and request appropriate LEADS/NCIC/wanted message entries. Each emergency communications telecommunicator (ECT) making an actual entry must ensure that the entry contains accurate and complete information and that unnecessary delays in making the entry are avoided.

To conserve airtime on the dispatch channel for possible emergency transmissions, it is necessary to restrict routine broadcasts on this channel while still supplying officers with necessary information contained in urgent messages to the cars (49s).

II. WANTED PERSON LEADS/NCIC FILES

To enter a person in LEADS/NCIC files as wanted:

- He must have an arrest warrant outstanding.
- He is a runaway or missing person.

III. WANTED PERSON/VEHICLE 49S

- A. 49s aid in the recovery of persons and property by prompt notification to others. Only 49s of immediate importance may be given directly on the dispatch frequency (usually PREP 1) to the ECT. A message is immediate when, as a result of the 49:
 - A person may be protected from bodily harm
 - An immediate apprehension of a serious lawbreaker may be made
 - Missing persons, lost or stolen property, or property that just been taken or removed or damaged may be recovered if prompt notification to others is made
- B. An officer is to supply information for a routine message via telephone to the LEADS or ISPERN 2 console, or when a telephone is not immediately available, to ISPERN 2 or PREP 2 via radio.
- C. A 49 or a 49 cancellation shall be simulcast by the ECT as soon as possible on both PREP 2 and ISPERN 2 and the county dispatch frequency, when appropriate. A 49 card or cancelled 49 card will be placed with the other active/cancelled 49 cards by the ECT.
- D. Information on armed subjects and wanted felony suspects should also be broadcast to the county dispatch channel.

IV. WANTED MESSAGE CONFIRMATION REPORTS

- A. An officer who requests a 49 shall complete a report as usual. The section on the report form *message to the cars* shall be completed when a message is issued and when one is cancelled. It shall be forwarded to a supervisor as soon as possible, prior to the end of the officer's shift. CID and SID personnel who generate computerized reports or nonoriginal reports shall mention in their reports that a message has been issued/cancelled, as appropriate.
- B. If the probable cause/reasonable grounds for arresting a wanted person has been established and conforms to department policy, the supervisor or desk sergeant shall approve the message and initial the "approved" box.
- C. If the report does not indicate there is probable cause for an arrest and a message has been issued, the message shall be cancelled by the officer if he is on duty, or the supervisor signing the report if the officer is off duty. The cancellation of the message shall be noted on a copy of the original report if the report is to be rewritten or corrected. The ECC shall be notified to cancel the message via telephone or PREP 2/ISPERN 2 to the LEADS/PREP 2 console. The message may be reissued when probable cause has been established.
- D. A copy of the confirmation report will be placed in the LEADS tray to be forwarded to the LEADS ECT.

V. WANTED PERSON RECORDS

- A. A wanted person entry for someone who has not been located who has a locate/wanted message entered shall remain in the wanted messages file for 45 days, unless otherwise indicated. Approximately every 30 days ECC will send a copy of the 49s to Administration, who will distribute it to Patrol and CID for review to see if it needs to remain active.
- B. If it is to remain active, the officer must enter a second wanted message and complete a supp when the message is reissued. A supp indicating this was done shall be completed and the form routed as if it were an original message. The message will be amended as needed.
- C. If a warrant has been issued and the subject entered into LEADS/NCIC, a 49 message may not be needed, as the person has been entered into the system.
- D. The investigator/arresting officer is responsible for taking action to cancel a 49 message when a wanted subject is located or when a decision is made by the state's attorney's office not to prosecute a wanted person who has already been entered into the system. A cancellation message and supp shall be completed.
- E. The ECT receiving a request to cancel an entry by the investigator shall follow LEADS/NCIC guidelines and clear the entry from the system. If the wanted person has not been entered into LEADS/NCIC but a wanted message has been issued, the wanted message will be cancelled.
- F. A message issued for questioning only, shall remain active for 45 days. It shall also state who is to be contacted if the person is located.

VI. ROLL CALL NOTIFICATIONS

- A. The desk sergeant shall take the 49 printouts from the CAD system and arrange them so they may be printed out on a sheet of paper and presented to officers during roll call via a patrol sergeant. Officers are responsible to review the 49s and ask questions if something is not clear.
- B. Officers may access the CAD files via in-station terminals to view current 49s:
 1. Access CAD via the CAD/LEADS menu icon.
 2. At the information key prompt, type **.ID49**.
 3. Press the enter key.
 4. Select your choice, type in the number, press the enter key.

5. For the next screen, type **C** where the cursor is flashing.
6. Press the enter key.
7. To print out the page, type **;PR** or press the F6 key.
8. Press the enter key.

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GENERAL ORDER

<u>SUBJECT</u>	NUMBER
Prisoner Medical Care	400.45
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	5/15/00
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
72.6.1, 72.6.2, 72.6.3, 72.6.4, 72.6.5	3
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	GO 333-79
	<u>OTHER REFERENCE</u>
	GO 400.29
	John W. Stenson
	Police Chief

I. POLICY

To establish rules and procedures for handling medical needs of prisoners under our care.

II. PROCEDURES

A. Prisoner emergency health care

1. Emergency health care services are available to all prisoners held in the Peoria Police Department holding cells through AMT and the Peoria Fire Department.
2. Department employees are also trained in emergency first aid services.

B. When it is determined by department personnel that a prisoner is in need of immediate medical treatment due to an illness or an injury, the following procedures will be followed:

1. The employee discovering the medical need or having it brought to his attention will render whatever immediate aid is necessary and whatever he is qualified to render.
2. If uncertain, the employee will immediately notify his supervisor of the situation, and the supervisor will determine the action to be taken. If the situation is life-threatening, the ECC will be requested to summon emergency medical assistance.
3. In situations where the illness or injury is not obvious or readily discernable, a supervisor will be contacted to determine if medical assistance will be summoned.
4. Upon arrival, paramedics will examine the prisoner and determine whether the condition warrants transportation to the hospital emergency room.
5. If the prisoner is transported to the hospital, the supervisor will assign an officer to accompany the prisoner to the hospital to provide the necessary security.

6. In all cases of prisoner illness or injury, the incident shall be documented in a police report.
7. Any seriously injured, seriously ill, or unconscious prisoner prior to, upon, or while in confinement, will not be admitted to nor remain in the holding facility until a medical examination is conducted by a physician and the prisoner is released from medical care.

C. Receiving/screening information

1. Officers shall identify any prisoner who poses a health risk or safety threat to himself or others, and forward this information to any officer who takes custody of the prisoner. This information shall also be documented in a police report.
2. Prompt completion of the receiving/screening interview is the responsibility of the arresting officer, unless relieved of processing duties by a supervisor.
3. Interviews will include inquiries as to:
 - a. Current health of the prisoner, including communicable diseases
 - b. Medications taken by the prisoner
 - c. Behavioral observations, including state of consciousness and mental state
 - d. Notation of body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.
4. Any information developed through this interview that may indicate special attention or an indication that the prisoner may be classified as high risk will immediately be brought to the attention of the supervisor. Any prisoner found or believed to be seriously ill or injured, unconscious, heavily intoxicated by drugs or alcohol, or otherwise at similar risk, will not be admitted into the Peoria Police Department holding facility until he is examined by a physician.

D. Prisoner medication

1. Any medication in the possession of a prisoner upon admission into the holding cell will be withheld from the prisoner until verification of its proper use is obtained. This verification will be made as soon as possible, and within the time interval specified for administration of the medication on the prescription container. The decision will be made by the on-duty supervisor.
2. Once prescribed medication that is brought in with a prisoner is verified, it may be administered.

- a. All medication that is to be administered to a prisoner will be kept with his personal property in a locker in the holding facility.
- b. The distribution of a medication and who authorized it will be documented on the prisoner's lockup record and in a police report.
- c. If the medication requires an injection, paramedics will be summoned to handle accordingly.

E. First aid equipment

1. A first aid kit and an AED are available on the first floor at the top of the stairs by the doors leading into the lobby. It is the responsibility of the technical services lieutenant to provide and maintain this equipment. Other kits are strategically located around the building.
2. The first aid equipment will be inspected weekly as part of regular inspections and documented in the safety and sanitation log. Should shortages be discovered during the inspection, the employee conducting the inspection will note the shortage and replenish the needed materials.

F. Transportation to a medical facility

1. The Peoria County Sheriff's Department has a contractual agreement with Methodist Medical Center concerning medical treatment for prisoners. Whenever a Peoria police officer arrests someone on a state charge who needs medical attention from the hospital, the officer shall take the prisoner to Methodist Medical Center.
2. If Methodist cannot supply the treatment needed, officers have the option to use any Peoria hospital available.

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GENERAL ORDER

<u>SUBJECT</u>	NUMBER
Victim/Witness Assistance	400.46
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	6/30/00
<u>CALEA REFERENCE</u>	<u>SUPERSEDES</u>
55.1.1, 55.1.3, 55.2.1, 55.2.2, 55.2.3, 55.2.4, 55.2.5	GO 357-81
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u>
	N/A
	John W. Stenson
	Police Chief

I. POLICY

Law enforcement officers in the state of Illinois are required to notify victims of violent crime (and their survivors) of their eligibility for financial compensation under the Illinois Attorney General's Crime Victims Compensation program.

II. ELIGIBILITY

To be eligible for financial compensation, a person must be:

- Injured in the state of Illinois as a result of a violent crime
- The survivor of a victim of a violent crime and dependent upon the victim for support
- A relative of the victim incurring reasonable funeral and/or medical expenses
- A parent of a child who witnesses a violent crime committed against a relative
- An Illinois resident who became the victim of a violent crime in another state or country that does not have a compensation fund for crime victims

The program requires:

- The victim to report the crime to the appropriate law enforcement agency within 72 hours, and cooperate fully with law enforcement
- That if death occurred, the victim must not have contributed to the death by engaging in wrongful conduct or provocation

III. GUIDELINES

A. Applications

Applications for compensation are located in the victim advocate unit or can be obtained directly from the Illinois Attorney General's Office by calling 1-800-228-3368. The victim advocates are responsible for assisting violent crime victims and their survivors in filing for compensation and answering all inquiries about compensation. An application for compensation must be made within one year of the initial date of injury.

After completion of the application, the Attorney General's Office will investigate the claim and submit its report to the Illinois Court of Claims in Springfield. The court will render a decision based on the application and the report, or order the claim set for hearing. A copy of the court's decision will be sent directly to the applicant. Applications must provide any and all requested information related to the crime for the Attorney General's Office. They will investigate and verify information contained in the application, and may request applicants to appear for a personal interview.

- B. Financial compensation under this program does not cover property loss or damage, nor does it provide compensation for pain or suffering. It is designed to be a secondary source of recovery, and all other reasonably available remedies must be exhausted first. The total amount of compensation may not exceed \$27,000 per incident.
- C. Information about crime victim compensation is included on the front page of the Peoria police crime report. This form can be removed and given directly to the victim and/or his survivors. The officer should indicate on his report if the victim was notified about compensation (by marking the appropriate box).

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GENERAL ORDER

<u>SUBJECT</u>	NUMBER
Traffic Accident Violations	400.48
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	6/16/00
<u>CALEA REFERENCE</u>	<u>NUMBER OF PAGES</u>
61.1.5, 61.2.1	2
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	GO 216-75
	<u>OTHER REFERENCE</u>
	N/A
	John W. Stenson
	Police Chief

I. POLICY

It is the policy of the police department that in traffic accident cases investigated by members of the department, there will not be prosecution nor will the department or its members assist in the criminal prosecution of such cases by initiating tickets, notices to appear, or complaints until the responsible investigating officer is satisfied that there is adequate evidence to support the charge and convict the offender. Further, if the investigating officer and his commanding officer concur that prosecution of such a case would not be good public policy or in the interest of justice, they should not initiate a prosecution without further consultation with the office of the city prosecutor or the state's attorney, as may be appropriate.

II. REGULATIONS

- A. If the investigating officer at the traffic accident believes that he has established a prosecutable case on the basis of his own investigation, he will sign the ticket.
- B. If the investigating officer does not have a prosecutable case but his investigation convinces him that the citizen would have a prosecutable case, he may allow the citizen to sign a ticket along with his signature.
- C. If the officer's investigation shows that neither he nor the citizen has a prosecutable case, or if he believes that prosecution of such a case would not be sound policy or serve the interest of justice, no ticket will be issued.
- D. If the officer has a case based on his own investigation, he may also secure the signature of the citizen on the ticket, if he is willing.
- E. In any case in which the ticket is signed by the officer, he shall appear in court for its prosecution.

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disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.



GENERAL ORDER

<u>NUMBER</u>	400.49
<u>EFFECTIVE DATE</u>	December 11, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>

Traffic Unit Responsibilities	4
Commissioned Personnel	<u>SUPERSEDES</u> GO 104-84; 7/2/01
<u>CALEA REFERENCE</u> 61.1.1, 61.2.1, 61.3.1, 61.3.2, 61.3.3, 61.4.2, 61.4.1	<u>OTHER REFERENCE</u> N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

A traffic accident investigator by his own choice is selected from the ranks of trained and experienced police personnel. He is then given formal training to become experienced primarily in traffic accident investigation, and skilled in concentrated enforcement techniques which will reduce accidents. He will also become qualified as an expert witness for traffic related court testimony.

Officers assigned to the traffic unit shall have primary responsibility for traffic collision investigation and selective traffic enforcement. Traffic officers shall respond to service calls, assisting uniformed patrol officers if they are close, or dispatched as a backup unit.

II. RESPONSIBILITIES

A. Traffic Investigations

1. Investigating all vehicle collisions occurring in the city involving serious injuries, fatalities, multiple vehicles, buses, serious property damage accidents, or hazardous materials.
2. Investigating accidents with property damage or minor injuries **when the district officers are unavailable**.
3. Investigating all traffic collisions involving city vehicles.
4. Investigative follow-up on hit and run traffic collisions that the district officer cannot reasonably follow up on.

B. Traffic Control and Support (61.3.2, 61.3.3)

1. Manual traffic control when necessary to ensure the safety of motorists and pedestrians and maintain reasonable traffic movement. When directing traffic, the following rules will be observed:

- a. Officers shall ensure that they are visible by utilizing flashlights, reflective clothing and flares, especially during hours of darkness or adverse weather conditions. (61.3.2e)
 - b. Officers shall utilize the police whistle or voice commands depending on the situation.
 - c. Officers shall use uniform hand signals and gestures for manual traffic direction and control. It is important that officers position themselves so that their hand signals can be seen from a long distance. Two basic hand signals should be used. Officers should use an open hand, palm out sign to indicate "STOP". To start traffic from a stopped position, officers should point towards the first stopped vehicle. Once the driver's attention is gained, use the other hand to motion the driver to proceed.
 - d. Officers may set flares, cones, signs and/or barricades as temporary traffic control devices. These shall be placed far enough from the collision scene or road obstruction to give sufficient warning to approaching traffic.
 - 1) In the event of adverse road and weather conditions, officers encountering roadway traffic hazards should initially block the affected roadway with their patrol car in addition to the temporary traffic control devices.
 - e. Traffic officers may need to manually override traffic control devices when there is an excessive amount of traffic congestion (for example, special events or sporting events). Officers may contact Public Works for assistance.
2. Vehicular escorts for parades, funerals, races, school or other special event motorcades, oversized off-road vehicles, vehicles pulling loads of oversized width, or other escorts as assigned by the traffic lieutenant. (61.3.3)
 3. Assist motorists as resources and circumstances permit, such as calling for a tow, ensuring safety, and obtaining fuel, etc. (61.4.1)
 4. Communicate with ECC to coordinate with other agencies and notify the public to ensure safety during hazardous road conditions. (61.4.2)
- C. Selected Enforcement
1. Selected enforcement at locations that have a high frequency rate of accidents which were identified through accident analysis, or areas identified through the complaint process.

2. Roadside Safety Checks

- a. A roadside safety check briefing shall be conducted in the community/training room for all officers taking part in the operation, with assignments to communicate with ECC and the Peoria County Sheriff's Office as well as the PIO for communication to the public.
- b. At the conclusion of the detail, the commander/supervisor shall complete a written report detailing the activities and forward it to the assistant chief.

D. Professional Support

1. Assisting/advising other officers in proper accident report writing and investigative techniques.
2. Monitoring the condition of taxicabs and enforcing the provisions of the city taxicab ordinance.
3. Serving as school crossing guards when needed.
4. Supervise the department's breathalyzer program.
 - a. Working with the Training Unit to ensure that necessary department training is conducted to keep operators current with legal and local court policies involving the use of the breathalyzer, and ensuring that the department's breathalyzers are currently certified and functioning properly.
 - b. Ensuring that necessary logs, files, and supplies relating to breathalyzers and operators are maintained.
 - c. Issuing information bulletins as necessary to keep employees informed of current licensed officers and of changes in department procedures relating to breathalyzer tests.
 - d. Keeping the division commander informed of any problems relating to the breathalyzer program.
5. Crime scene/autopsy photography, and operate crime scene reconstruction equipment for investigations.

III. REVIEW OF DATA

A. Compilation and Review of Traffic Crash Data

The Traffic Unit compiles records on the times and locations of all reported traffic collisions within the City of Peoria. These data are reviewed at least annually by the

Traffic Unit to determine causative factors and hazardous locations with special attention to the types of collisions and their times of occurrence.

Traffic data review shall include:

1. Compilation and review of traffic collision data.
2. Compilation and review of traffic enforcement activities data.
3. Comparison of collision data and enforcement activities data.
4. Development of selective traffic enforcement countermeasures.
5. Annual evaluation of selective traffic enforcement activities and program success.
6. Review and revision of selective traffic enforcement objectives.

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