

PALOS PARK POLICE DEPARTMENT

Title: *INFORMANTS*

Procedure: *4.204*

Date Issued: *MAY 01, 2002*

Reviewed: *October 2014*

PURPOSE:

To provide for the confidentiality and management of informant activity, files and funds.

POLICY:

It is important for law enforcement agencies to recognize that the use of an informant is important to the satisfactory completion of many investigations. Equally important however is the confidential nature of informant activity, identity, files and funds. It is therefore the responsibility of this Department to ensure that rigid controls are maintained when dealing with informants, and that strict guidelines are used in the control of informant funds.

DEFINITION:

An informant is any individual who, under the direction of an officer, supplies assistance or information regarding criminal activity, usually, with an expectation of some form of compensation. The informant is different from other concerned citizens who do not work under the direction of the officer or become a party to the investigation itself.

PROCEDURE:

ADMINISTRATION

1. The Criminal Investigations Unit supervisor is responsible for maintaining a master file of informants. The information in these files will be secured in a locked file cabinet with limited access to the Chief of Police, Criminal Investigations Unit supervisor and the informant's contact

officer. A record of all informants used by this Department will be included in this master file. The Criminal Investigations Unit supervisor is responsible for updating and ensuring that information and documentation is current and the file is properly maintained.

2. Information in these files will contain the following:

Police Department Confidential Informant Information Record form;

Photograph

Fingerprint card

Criminal history record;

Copy of case reports where the informant provided information or assistance;

Receipts for monies received by the informant;

Any correspondence relative to the informant; and

A waiver form signed by the informant.

3. When an officer develops an informant he will be required to provide all the necessary documentation for the master file. The Criminal Investigations Unit supervisor will assign a confidential informant number (C.I. #) to each informant in the master file. This informant control number will be used in all reports concerning the informant to protect his identity. If necessary an alias may be assigned by the

Criminal Investigations Unit supervisor for later referrals or the signing of pay receipts.

4. Officers are responsible for forwarding all reports concerning contact with their informants to the Criminal Investigations Unit supervisor, through their chain of command to initiate a new file or to update the master file. Maintenance of the file is the responsibility of the Criminal Investigations Unit supervisor. All information should be properly dated and checked for accuracy and authenticity.

RESTRICTIONS

1. Informants will sometimes offer to exchange information for immunity, leniency, or their release. These however can only be properly granted by a judge in a judicial proceeding. Neither the Department nor any member may grant any person immunity, leniency, or their release from custody. When an officer intends to intercede on behalf of an informant or potential informant in relation to any legal proceedings, supervisory approval is required. Informants or potential informants will not be made promises that prosecution will be declined or dismissed, or specific sentences received, but advised that legal authorities will be advised of their cooperation and asked to consider it in the pending legal matters in question.

2. Juvenile informants will not be used.
3. Two (2) members of the Department must be present when working with an informant of the opposite sex.
4. The Department will not sanction or tolerate independent criminal activity on the part of any informant.
5. Informants will not receive money without first signing a Department receipt.
6. Officer/Informant contacts will be of a strictly professional nature. Social or business contacts are expressly prohibited.

PRECAUTIONS

1. Contacts with informants should be made by at least two (2) officers when possible and practical.

2. When a lone officer must make contact with an informant, the officer will notify his supervisor of the meeting.
3. When meeting an informant, the officer should always select the time and place.
4. Officers will, at all times, maintain control of the relationship between the officer and the informant, and the decisions on how to proceed with the investigation.
5. All contacts with informants will be documented and the report will become part of the master file. Any information relating to violations of law that would be of interest to other agencies or units of the Police Department will be investigated and the appropriate notification made.
6. Informants who are to participate in an undercover purchase in which he may come into contact with Department funds, controlled substances, or anything else of potential evidentiary value will be thoroughly searched both before and after the undercover encounter, and where possible kept under continuous observation during the undercover operation. Officers of the same sex as the informant will only conduct searches.

INFORMANT FUND

1. The Department's budget provides for an informant fund. These funds are strictly for payments to informants and other investigative expenses.
2. The Criminal Investigations Unit supervisor is responsible for maintaining and disbursing funds. The funds will be secured in locked cabinets accessible to only the Criminal Investigations Unit supervisor, and the Chief of Police.

3. Personnel requesting funds will document their request to their supervisor and describe the following:

Case number or Confidential Informant number;

Describe the reason for the request; Total funds needed and their Intended use; and,

Personnel involved in the investigation.

4. The Criminal Investigations Unit supervisor must approve all requests or the Chief of Police. The Criminal Investigations

5. The Criminal Investigations Unit supervisor will maintain a ledger to record all transactions from the fund. Whenever money is disbursed the following information will be recorded:

Date of transaction;

Amount of money disbursed;

Name of person signing for receipt of money;

Reason for disbursement;

Confidential informant number, if applicable; and

Balance on hand.

6. The Criminal Investigations Unit supervisor will use the following criteria whenever funds are paid out to an informant:

A previous history of providing accurate information;

Reliability of the informant;

Type of information provided;

Seriousness of the crime; and,

The probability of an arrest and conviction.

7. Informants must sign a Fund Receivable form whenever money is disbursed from the informant fund. An alias may be used by the informant if assigned by the Criminal Investigations Unit supervisor

and logged on the master file. The form will then be forwarded to the Criminal Investigations Unit supervisor to be included in the informant's master file.

8. Any funds expended from the fund and not used will be returned with an explanation for the return.

9. The Criminal Investigations Unit Supervisor will submit an annual audit of the informant fund to the Chief of Police.

CENSURING AN INFORMANT

Unit supervisor is authorized to disburse funds in the case of an em

1. In the event continued use of an informant would prove to be detrimental to the goals of the Department or to the safety of its officers, or when an informant is found to be otherwise unreliable, and in the opinion of the officer, should not be used, the relationship between the informant and the Department will be terminated.

2. The officer will submit a report indicating the reasons why the informant should no longer be utilized.

3. Upon receipt of this report the Criminal Investigations Unit supervisor will write the word "Censure" on the cover of the informants master file and date and initial it.

4. The officer directly involved with the informant has the responsibility to notify any other officers, units or agencies that the informant is no longer reliable.

PALOS PARK POLICE DEPARTMENT

Title: "A Child is Missing" Program

Procedure: 4.205

Date Issued: June 18, 2011

Reviewed: October 2014

POLICY

It shall be the policy of the Palos Park Police Department to be a participant in the "A CHILD IS MISSING" program, which allows officers to utilize a missing person alert system to assist in locating vulnerable or at risk individuals.

This alert system is operated by a nationwide non-profit organization called "A CHILD IS MISSING". The organization's alert system utilizes sophisticated computer mapping systems and trained technicians to place 1,000 phone calls per minute to residents and businesses in the area where someone has gone missing.

Nothing in this program circumvents the Reverse 911 System already in place, it is simply another tool for your tool box. Attached is the protocol and policy for the A child is Missing Program.

Residents can Sign up to enter your cell phone, unlisted, broad-band/voice-over IP or TDD/TTY device number. Click on "add your name" to enter your name, number, and address. This information will only be used for emergency message alerts.

Police officers responsibilities are defined, gather complete information pertinent to the case, call the toll free number and the database initiates an automated phone call

to residents and businesses around the area the person was last seen.

A Child Is Missing Alert System Protocol and policy

It shall be the policy of the Palos Park Police Department to participate in the A CHILD IS MISSING PROGRAM, which allows officers to utilize a missing person alert system to assist in locating vulnerable or at risk individuals.

Purpose

This alert system is operated by a nationwide non-profit organization called A CHILD IS MISSING. The organization's alert system utilizes sophisticated computer mapping systems and trained technicians to place 1,000 phone calls per minute to residents and businesses in the area where someone has gone missing.

The A CHILD IS MISSING alert system can be used to help locate missing children, missing elderly (often suffering from Alzheimer's), college students on campus and missing persons who are mentally or physically challenged. This alert system is highly localized and can be used when an AMBER Alert is not warranted.

It is incumbent and vital that we as an organization are able to get as many land lines and cell phone numbers registered with this organization as possible.

The numbers will be utilized for the alert system exclusively and will not be sold or given to any other organization. The Palos Park Police Department requests your participation in this free and innovative tool to help keep at risk members of our community safer.

Process

Telephone numbers that are called by this program include listed numbers in the selected area , but do not include cell phone numbers, unlisted numbers, broadband/voice-over IP numbers, or TDD/TTY devices. These numbers can be added to ensure they, too, are called in the event of an alert.

Residents can sign up to enter your cell phone, unlisted, broadband/voice-over IP or TDD/TTY device number. Click on “add your name” to enter your name, number, and address. This information will only be used for emergency message alerts.

Officer Responsibilities

Once the information is complete, the database initiates an automated phone call to residents and businesses around the area the person was last seen.

Call 18887631288 or 19547631288

Identify Reporting Agency Palos Park Police Department

Officers Name and Contact number

Case Number

Name and Description of Missing Person (s)

Location, last seen, zip code, county and search area

Time and Date, Last seen

Police Department Number for citizens to contact to report sightings

Answer all Technician questions

Press Release:

While the title is “A Child is Missing Alert,” it’s not limited to just finding children. Anyone missing, especially the elderly with dementia are included in the alerts.

[Click here to register](#)

Every 40 seconds, a child is reported missing in the U.S. That’s according to a program spreading nationwide, which is called “A Child is Missing Alert”

“A Child is Missing Alert” begins when a person is confirmed missing by local police. The information about the person is then entered into a database out of Fort Lauderdale, Fl..

PALOS PARK POLICE DEPARTMENT

Title: *COMMUNITY RELATIONS*

Procedure: 4.301

Date Issued: **MAY 01, 2002**

Reviewed: October 2014

PURPOSE:

To establish an atmosphere where an officer may perform his duties with the acceptance, understanding and approval of the community.

To develop and maintain positive community relations by identifying and being responsive to citizen needs and concerns.

POLICY:

The Police Department is committed to establishing close ties with and responding to the needs and problems of the community. While the Department's task is generally governed by law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be clearly understood at all levels by a genuine concern for the problems of individuals or groups. The needs of the community must become an integral part of the programs designed to carry out the mission of the Department. Community relations is a shared responsibility. Every member of the Department is accountable for promoting good community relations.

Patrol Supervisors will coordinate all Department activities by maintaining open lines of communication with the community and by initiating departmental programs responsive to community law enforcement needs.

2. Every member of the Department, through the general discharge of their law enforcement duties, will strive to achieve a positive relationship with community organizations and individuals.

3. The Patrol Supervisor will complete reports, as necessary, to the Chief of Police that will contain:

Any current concerns voiced by the community;

Potential problems that may have a bearing on law enforcement activities within the community; and

Recommended actions to alleviate concerns and problems.

4. The Department will attempt to identify and correct internal practices, or attitudes, that may contribute to community tensions and grievances.

PROCEDURE:

RESPONSIBILITIES AND OPERATION

1. The Chief of Police will have the primary responsibility for the administration of the community relations function. The community relations function is to proactively and reactively respond to community needs in a community relations context. The

PALOS PARK POLICE DEPARTMENT

Title: *BOMB THREATS*

Procedure: *4.400*

Date Issued: *MAY 01, 2002*

Reviewed: *October 2014*

PURPOSE:

To provide broad guidelines for handling bomb threats with a minimum of danger and confusion.

POLICY:

The potentially serious injuries, considerable property damage and disruption of sometimes vital services dictates that our response be swift, but cautious. This Department will take seriously all threats to injure citizens and damage property.

PROCEDURE:

1. When a bomb threat is received an officer and the watch commander will be Dispatched to the location.
2. The watch commander will inform all personnel responding to the scene to cease radio transmissions and sirens within 150 feet of the facility.
3. The watch commander will discuss the threat with only the owner, manager or supervisor in charge of the facility or building.
4. The person in charge of the facility or building will be in control of the situation and make all decisions until such time when a suspected bomb is located.
5. The watch commander may suggest an appropriate course of action, but will not take control until information or evidence is uncovered indication the presence of a suspected bomb.

6. It will be the responsibility of the person in charge of the facility or building to have the location searched, and to provide individuals from his facility to do the searching.

7. Police personnel will not assist in any searches where occupants of the facility are available to perform this duty, except if the location is a private residence in which case the officer may accompany a member of the family while that person searches the premises.

8. The watch commander may suggest that occupants familiar with the location are best suited to search for suspicious objects. However, all searchers must be instructed not to touch or move any suspicious object. All suspicious objects discovered should be immediately brought to the attention of the police.

9. The decision to evacuate the facility or building on the strength of the bomb threat will be left to the person in charge of the facility. Several factors should be considered.

How credible is the threat?

Was a time given for the explosion to occur?

How disruptive would the evacuation be?

10. If the person in charge of the facility or building orders an evacuation without a bomb or suspicious object being found, the persons leaving should be instructed not to touch anything.

11. If a suspected bomb is found, the watch commander will immediately take control and do the following:

Not move or touch the suspect device in any way.

Summon additional personnel to the scene, if necessary, to establish an outer perimeter for crowd control.

Notify the County Bomb Disposal Unit.

Evacuate all persons from the facility to a place of safety.

Establish a command post and staging area.

Request the fire department send an ambulance crew and appropriate fire apparatus to a safe location near the facility.

Notify the Chief of Police through the chain of command.

12. The watch commander in charge will cooperate with any assisting agency called to the scene and will remain on the scene until relieved, or the scene has been rendered safe.

13. All bomb threats will be documented on a General Offense report.

PALOS PARK POLICE DEPARTMENT

Title: *ALARM RESPONSE*

Procedure: *4.401*

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To establish guidelines for a safe and effective response to burglar and holdup alarms.

To develop a deployment plan for response to alarm calls.

To provide for the review of alarm calls.

POLICY:

The Department encourages the use of burglar and holdup alarms to better assist in apprehending criminal offenders. Officers should respond to alarm calls in a safe, realistic manner keeping in mind the high propensity of false alarms, and the potential tactical problems involved if the alarm is bonafide.

PROCEDURE:

1. Generally, two (2) units will be dispatched to a burglar alarm call. However
2. Consideration should be given to time of day, day of week, the number of recent false alarms at that location and availability of personnel.
2. Responding officers shall use appropriate vehicular warning devices when responding to the scene, but the siren should not be used within the hearing range of the reported alarm if possible.
3. All alarms will be considered holdup alarms during normal business hours. After

normal business hours they will be considered burglar alarms.

4. When arriving at the scene of a burglar alarm, the first unit will generally make a cursory check at the front of the business and then go to the rear of the building and park so the rear and side can be watched. If an open door or window is discovered, the officer will wait for the second unit. The second unit arriving will park near the front of the building. The check of the exterior of the building should be made after both units have arrived at the scene. The officer(s) should check all exterior doors, windows, and openings for evidence of entry.

5. Generally when arriving at a residential alarm, the first unit should park as near as possible to the residence without being conspicuous and attempt to get a view of the most logical escape route. If an open door or window is observed, the officer will wait for the second unit. Upon arrival of the second unit, both officers should approach the residence simultaneously to check the house.

6. After the responding units have arrived on the scene and the outside of the commercial establishment or residence has been checked and no signs of tampering or forced entry can be found, the owner or manager will be contacted and given the opportunity to check the interior of the building, if no alarm company representative is enroute.

7. If after an alarm is received by communications the alarm subscriber calls to say they caused an accidental alarm, the communications dispatcher will so advise

the responding units. Upon arrival, if the occupants are known to the responding officer, this will suffice. If they are not known to the responding officer, they must be able to identify themselves. The first officer on the scene may advise communications to have the second unit disregard.

HOLD-UP ALARMS AT FINANCIAL INSTITUTIONS

1. When a holdup alarm is received the dispatcher will broadcast bank alarm at, giving the name and address of the bank. The first and second unit on the scene will be designated as the primary and secondary unit. The Watch Commander or their designee will respond to the scene.

2. Responding officers shall use appropriate vehicular warning devices when approaching the scene, but the siren will not be used within the hearing range of the reported alarm if possible.

3. The first unit on the scene will state their position when they announce their arrival. Other responding units will likewise provide their locations and complete the outer perimeter, covering all entrances and exits. Units should attempt to locate a site where they can observe the business while keeping themselves and their vehicles out of sight. Officers should be mindful that other offenders may be located outside and away from the business. A cursory check of the surrounding vicinity during arrival should be made to note persons or vehicles near the business.

4. Upon securing the perimeter, the primary officer will notify the dispatcher of apparent status. The officer will attempt to determine if a robbery is in progress by observing the exterior and interior of the building. The dispatcher will call the financial institution to determine why the alarm was sounded. If there is a false alarm, the manager (or official) will exit the building and talk with the officer. Officers will maintain their positions until they are advised the alarm is false. In the event the manager or official does not exit the building, it should be assumed that a robbery is in progress. Responding officers will not enter the

business unless directed to do so by the Watch Commander. If the offenders are still at the scene, any apprehension efforts should be made after they have exited the business to avoid a hostage situation. If no offenders are apparent, it may be that they have left and locked the employees and customers in the vault or other room. No one is to go in until directed to do so by a Watch Commander or his designee.

5. All radio traffic during the incident will be such that no mention of key procedures is made. After a perimeter has been established by the primary and secondary units, and the watch commander is on the scene, the dispatcher will call the financial institution and ask to speak to the first person on the alarm response list, kept on file in the dispatch center. The dispatcher should ask for the person by name and not identify themselves as police employees. If the first person is not at the bank the operator should ask for the next person on the list. When contact is made with an individual on the list the dispatcher will ask for the proper authorization number. The employee should then answer with the proper number as listed. If the proper response is received, the dispatcher will advise the responding units of the apparent false alarm and instruct the employee to follow established procedures. If the proper answers are not transmitted by the bank employee, the dispatcher will then advise the patrol units that this alarm should be considered as a robbery in progress with the offenders still inside the building. Additional units should be dispatched as required.

6. If an actual robbery has occurred and the offender has left the bank, the bank employee will lock the door. They will unlock the door only to uniform police personnel. No police personnel will enter the building unless under the direction of the Watch Commander. Once inside the bank, the officers will secure the scene and broadcast appropriate information. The FBI notified as soon as possible. Secondary units should begin searching for the offender(s) and check close areas where a secondary getaway car may have been picked up and the involved vehicle abandoned.

7. If it is a false alarm, the Watch Commander will cancel the alarm by broadcasting "false alarm at" giving the bank name and address. All alarms will be considered bonafide until proven otherwise.

HOLDUP ALARM AT A NON FINANCIAL INSTITUTION

1. Officers will respond in fundamentally the same manner as for financial institutions.

2. Employees of other, non-financial businesses will not use a code over the phone, but all other procedures should be used as applicable.

PALOS PARK POLICE DEPARTMENT

Title: *MISSING PERSONS*

Procedure: *4.402*

Date Issued: *MAY 01, 2002*

Reviewed: *October 2014*

PURPOSE

To provide guidelines for taking a report of a missing person.

POLICY

All missing person reports will be investigated thoroughly and quickly. Any reports of missing children will be handled as a priority investigation.

PROCEDURE:

MISSING PERSON – ADULT

1. A missing person report will be taken whenever the circumstances indicate that the person missing may be endangered, missing involuntarily, disabled, a catastrophe or accident victim, or other such circumstances that warrant police intervention and the person is a resident.

2. The officer will obtain the missing person's name, age, description, last known location and possible destination as soon as possible. This information will be given to the telecommunicator who will broadcast the information to patrol units.

3. The report should be made by a relative or legal guardian. If, however, a relative or guardian is not immediately available, then the report may be taken from a person who is a close friend, an employer or co-worker, or someone who has temporary custody of the missing person and a genuine concern for the missing person's safety.

4. The reporting officer will attempt to obtain a current photograph of the missing person. The photograph will be attached to the original report.

5. The watch commander will ensure that the missing person is entered into LEADS.

6. If the missing adult has been missing for at least 30 days, every effort must be made to obtain dental data for entry into LEADS. An authorization to release dental records can be obtained from the LEADS manual.

7. Investigators assigned a missing person report for follow up will contact the complainant and keep him informed of any progress made and the current status of the case.

8. The watch commander on duty at the time notification is received that a missing adult is located, found or who has returned home, is responsible for ensuring that all LEADS and NCIC computer entries have been canceled. This information will be included in a supplemental report.

MISSING PERSON – MINORS

1. A missing person report will be taken on any person reported missing who is under the age of eighteen, un-emancipated and a resident.

2. The officer will obtain the minor's name, age, description, last known location and possible destination as soon as possible. This information will be given to the telecommunicator who will activate a tone alert and broadcast the information.

3. The parent or guardian will be asked to sign the LEADS section of the missing person report. The officer will fully explain the purpose of this section and the parent's responsibility to provide transportation when the minor is found. If the parent refuses to sign the LEADS section, the officer will indicate this in the narrative. However, any missing person report involving a minor will be entered into LEADS.

4. The officer should obtain a recent photograph of the minor for future identification. The officer should also inquire if the missing minor has an original set of fingerprints available. If available, both items should be made a part of the missing person report.

5. If the missing minor has been missing for at least 30 days, every effort must be made to obtain dental data for entry into LEADS. An authorization to release dental records can be obtained from the LEADS manual.

6. The watch commander is responsible for ensuring that the missing minor has been entered into LEADS.

7. Investigators assigned a missing minor report for follow up will contact the complainant and keep him informed of any progress made and the current status of the case.

8. The watch commander on duty at the time notification is received that a missing minor is located, found or who has returned home, is responsible for ensuring that all LEADS and NCIC computer entries have been canceled. This information will be included in a supplemental report.

SEARCHES

1. The watch commander will respond immediately to the scene of a missing or abducted child, a disabled or mentally impaired adult and determine the type of investigation and search that is necessary.

2. The residence and surrounding neighborhood should be thoroughly searched by available personnel.

3. Additional assistance can be requested, by the watch commander, from the following, depending on the circumstances of the incident.

Surrounding police departments;
On coming shift;
Fire Department personnel;

4. When the watch commander determines that the search will be detailed or lengthy, and there is a definite need for an immediate investigation, the on duty or on call investigator will be requested to respond to the scene. The Patrol Division Commander will also be notified.

5. The investigator responding to the scene will assume responsibility for coordinating the continued search and necessary follow up investigation, including maintaining contact with the complainant.

PALOS PARK POLICE DEPARTMENT

Title: *PSYCHIATRIC REFERRALS*

Procedure: 4.407

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To provide assistance during psychiatric emergencies and referral information for the mentally ill.

POLICY:

The role of the Department is to cause prompt and appropriate action in potentially dangerous emergencies involving persons exhibiting serious psychiatric conditions. Prompt and prudent action can at times prevent serious harm or fatal occurrences involving the mentally ill person and those who happen to be present when the person is experiencing a psychotic episode. It is the policy of the Police Department to ensure that individuals with psychiatric problems coming to the attention of this Department receive appropriate handling and referral.

LAW:

State Law in part states that a peace officer may take a person into custody and transport him to a mental health facility when, as a result of his personal observation, the peace officer has reasonable grounds to believe that the person is subject to involuntary admission and in need of immediate hospitalization to protect such person or others from physical harm;

That the transporting authority acting in good faith and without negligence in connection with the transportation of respondents shall incur no liability, civil or criminal, by reason of such transportation; and

A person 18 years of age or older who is subject to involuntary admission and in need

of immediate hospitalization may be admitted to a mental health facility.

PROCEDURE:

EMERGENCY INVOLUNTARY ADMISSION BY CERTIFICATION – ADULT

1. Criteria for admission of any person 18 years of age or older to a psychiatric facility is typically a person who is mentally ill and who, because of his illness:

Can be reasonably expected to inflict serious physical harm upon himself or another in the near future; or,

Is unable to provide for his basic physical needs to guard himself from serious harm.

2. If an individual is in need of immediate involuntary hospitalization a Petition for Involuntary/Judicial Admission form must be completed. The petition must be completed by a petitioner who witnessed the conduct of the mentally ill subject. The petitioner may be a peace officer, a family member 18 years of age or older, or in some instances, a medical doctor. The petition must contain:

The name of the person to be admitted;

A detailed statement of the reason for the assertion that the respondent is subject to involuntary admission, including a description of any acts or significant threats supporting the assertion and the time and place of their occurrence;

The name, address and telephone number of any witness(s) who can

corroborate the petitioner's description of the conduct;

The petitioner's signature, address, date of petition and relationship to subject.

3. It must be determined that the person to be hospitalized is suffering from a mental illness and who, because of that illness, is dangerous to himself or another or is unable to provide for his basic physical needs to protect himself from serious harm. The following are some indications of mental disorder that can be used to determine if the subject should be hospitalized:

Talks to self, hears voices, talks to imaginary people;

Believes people are generally against him;

Owns the City of Chicago, works for the FBI, CIA, etc.;

Is controlled by organized crime;

Knows the President of the U.S.;

Believes the air or water is poisoned, and;

Goes outside nude, and yells and screams.

4. In determining whether the person is dangerous or unable to care for himself the officer should ask the parent or relative some questions, such as:

Is the person threatening to harm himself or another?

If so, when did the threat occur?

Did the person strike another, and when did it occur?

Does he threaten with a knife or gun in his possession? (An overt act is not necessary)

Does he walk outside in the cold barefoot or nude?

Is he confused to such a point that he wanders and does not know

where he lives, or who his relatives or parents are?

5. These, or similar events, must have occurred and must be current within the past few days. If this same unusual behavior has been present for months or years, it probably is not the type of emergency that must be handled immediately.

6. If the petition is to be signed by a Police Officer, the following steps will be taken:

The petition will be completed and signed before transporting the patient to the hospital.

The Fire Department rescue unit will be used to transport the subject to a medical facility for examination by a medical Doctor prior to any psychiatric evaluation.

If requested by the Fire Department paramedics, a Police Officer will ride with the paramedic crew in the rescue unit with the approval of the Watch Commander.

Officers will use extreme caution when dealing with a mentally ill subject. Appropriate restraining devices will be used when transporting a mentally ill subject. Persons suffering from a mental disorder will not be transported to a hospital in a police squad car unless directed to do so by court order. This will be a two-officer transport situation.

The subject may be transported to any area hospital that the Fire Department routinely deals with.

If the destination hospital does not have a psychiatric unit, the hospital emergency room staff will contact a Mental Health Center who will send personnel to the hospital to conduct the evaluation.

The incident and subsequent Petition for Involuntary Admission will be documented on a Department general case report.

7. If a family member or relative of the mentally ill subject is to sign the petition, he will be assisted by the Officer on the scene. The steps as outlined above will be followed. The petitioner may elect to arrange for a private ambulance to transport the subject to a hospital of his choice.

EMERGENCY ADMISSION – MINORS

1. State Law in part states that a peace officer may take a minor into custody and transport the minor to a mental health facility when, as a result of his personal observation, the peace officer has reasonable grounds to believe that the minor is eligible for admission under and is in a condition that immediate hospitalization is necessary in order to protect the minor or others from physical harm.

2. If the condition is not an emergency the officer should refer the parent or guardian to contact the Family and Mental Health Services office during normal business hours. An appointment is necessary for the parent or guardian to complete the intake process before a counselor can see the patient.

PALOS PARK POLICE DEPARTMENT

Title: Thermal Imager Procedure Procedure: 4.410

Date Issued: 3/01/18

Revised:

Reviewed: 3/01/22

I. PURPOSE

The purpose of this Special Order is to outline the use of hand-held thermal imaging devices by sworn personnel.

II. POLICY

It shall be the policy of the Palos Park Police Department to use thermal imaging devices in accordance with this directive, manufacturer's specifications, and case law. Only thermal imaging equipment calibrated for law enforcement is authorized.

III. EQUIPMENT DESCRIPTION AND PURPOSE

Thermal imagers detect infrared energy or heat from the surfaces of those objects at which they are directed (e.g., persons, animals, plants, and any other object capable of generating or reflecting infrared energy or heat). Thermal imagers do not require a light source. They will not, and therefore cannot, be employed to detect heat energy sources (e.g., "looking through a structure"). Thermal imagers are surface detection devices only.

IV. PROCEDURE

A. Thermal imaging equipment must be issued and used for law enforcement purposes only. Imagers cannot be distributed to a non-sworn member of the agency or to the public. Only personnel that have been trained on the use of thermal imaging devices may use one. Training shall be documented in Training Section records.

B. Approved Uses of Thermal Imaging Equipment are:

1. Search and Rescue

2. Fugitive Searches
3. Crime Scene Evidence Detection
4. Vehicle Pursuits
5. Flight Safety
6. Ground Surveillance
7. Perimeter Surveillance
8. Officer Safety
9. Structure Profiles
10. Environmental Law Enforcement, and
11. Hidden Compartments in Vehicles.

V. CASE DEVELOPMENT

The use of thermal imaging equipment shall be in accordance with this written directive and current case law. Thermal surveillance cannot be used as the sole justification for obtaining a search warrant. It is incumbent on equipment users to remain familiar with current case law concerning the admissibility of thermal image evidence under different applications.

PALOS PARK POLICE DEPARTMENT

Title: *HOSTAGE/BARRICADED SUBJECT INCIDENT*

Procedure: 4.411

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To identify procedures for handling a hostage/barricaded subject incident.

To establish guidelines and responsibilities for responding personnel to the scene of a hostage/barricaded subject incident.

To minimize injury to officers, suspects, and others.

To provide for the notification and assistance of additional personnel, other law enforcement departments, and support agencies.

POLICY:

A hostage/barricaded subject poses an extreme danger not only to officers who seek to arrest him, but to other persons as well. However, it is the policy of the Police Department to expend all reasonable efforts, when possible, to resolve barricaded incidents peaceably. The primary objective of police action in these incidents is the preservation of life. The safety of hostages, police personnel, innocent bystanders, and the offender must be our first concern. A secondary objective includes the apprehension of the offender, recovery of property and restoration of order.

DEFINITIONS:

HOSTAGE INCIDENT

A situation in which a person(s) holds another person(s) against their will by force, threat or violence, and law enforcement

officials are present at the scene attempting to obtain the release of the hostage.

BARRICADED PERSON

A situation in which a person(s) who is armed or believed to be armed, suicidal or mentally unstable resists being taken into custody by barricading himself in a room, building or other location.

INNER PERIMETER

The immediate area of containment as designated by the on scene supervisor. This area is initially staffed by first responding officers until relieved by tactical response officers. Other persons will be evacuated from this area to prevent injury or interference with the operation. Only personnel authorized by the supervisor in charge should be allowed entry to this area.

OUTER PERIMETER

A secondary control area surrounding the inner perimeter, providing a safe zone for access to the inner perimeter. This area is staffed by officers whose main responsibility is to deny unauthorized access to the area, traffic and crowd control.

COMMAND POST

A secure location within proximity of the outer perimeter, if possible, from which the supervisor in charge directs the operation. Considerations in selecting the location should include access to support services (telephone, rest room facilities, etc.), away from civilian and vehicular traffic, if possible, a safe entry route from which other

responding units and support services (ambulance, fire apparatus, etc.) can approach safely.

STAGING AREA

A designated location on the outer perimeter to which all responding personnel will report for briefing, assignment and equipment. This area will generally be under the command of a supervisor assigned by the supervisor in charge of the incident.

TACTICAL RESPONSE TEAM

A unit of specially selected, trained and equipped officers will be requested to respond and provide assistance in those incidents that would require special tactics, techniques and equipment. There is a set team structure with designated coordinators and team leaders. Such teams are available from the Palos Park Special Response Team SRT, Cook county Sheriff, Orland Park, or the Illinois State Police.

PROCEDURE:

INITIAL RESPONDING OFFICER RESPONSIBILITY

1. When an officer is confronted with a hostage/barricaded subject incident he must take immediate steps to:

Prevent injuries to himself and others by seeking cover and controlling the situation;

Evaluate the situation, gather and disseminate information, and clear the immediate area of any bystanders or injured victims when possible;

Notify communications to request priority radio traffic and request A supervisor responds to the scene;

Advise responding units of the safe route to enter the area and any helpful information regarding the suspect and location;

Direct responding units to positions that will minimize the movement of the suspect and prevent escape;

Detain all witnesses for debriefing; and,

SUPERVISOR RESPONSIBILITY

1. The shift supervisor responding to the incident will be responsible for the following:

Evacuation of anyone who has been injured if possible;

Attempt to contact the barricaded suspect and arrest him without further incident.

Obtain all information from the initial responding officers regarding the suspect, weapons, location and particulars of the incident;

Establish where the inner perimeter will be and assign uniformed officers. All personnel assigned to or entering the inner perimeter will wear body armor;

Debrief any witnesses;

Provide all necessary information to officers on the scene, establish strict firearms control, establish rules of engagement and inform all officers of the particulars of the incident and the elements for use of deadly force that have been established should the incident extend to their position;

Establish and detail officers to an outer perimeter;

2. If the supervisor is unable to resolve the incident he should immediately notify the Chief of Police that there is a need for a tactical response team standby or call-out, and do the following:

Establish a command post and chain of command; Create an incident Historian. Summon additional personnel to the scene as required, (the supervisor should consider notifying officers from surrounding communities if

immediately needed, then replacing these officers with officers called into duty early).

If necessary begin evacuation of all persons within the inner perimeter;

Establish a staging area and request all appropriate support equipment, ambulances, fire apparatus, and additional personnel respond to that location;

Assign an officer to the staging area to brief all responding personnel and coordinate the movement of all equipment;

Act as a news media liaison, unless otherwise directed by the chief or superior ranking officer. Only the on scene supervisor may authorize access to the scene by the news media;

Assign investigators at the command post to intelligence type duties concerning identities of the suspect(s), background information, and obtaining plans or sketches of the barricaded location from the Fire Department or Department of Public Works;

Maintain contact with the barricaded subject and attempt to constantly evaluate his physical condition and emotional state.

3. When the Chief of Police arrives at the command post, he will conduct a debriefing of the supervisor in charge and personnel who established initial containment. The Chief of Police will have the final decision to request assistance from the Tactical Response Team. If the Chief of Police is not available, the on scene supervisor has the authority to request assistance from the Tactical Response Team.

4. All personnel, regardless of their operational component within the Department, will fully and totally cooperate with the on scene supervisor during any emergency. This coordinated effort is

necessary to provide for the safety of all concerned, to alleviate any misunderstanding, and ensure the success of the operation.

FIREARMS DISCIPLINE

1. Firearms discipline is essential during a hostage/barricaded subject incident. No weapons fire will be authorized without the express approval of the on scene supervisor or, the prerequisites for self defense are met. The prerequisites are:

Weapons fire is necessary to protect one's own life, or

Weapons fire is necessary to protect the life of another.

2. All supervisors shall give close attention to the matter of firearms discipline. Any use of chemical agents, i.e., tear gas, by other than Tactical Response officers must be authorized by the supervisor in charge.

3. Nothing in this procedure precludes the lawful use of force, deadly or otherwise, by members of this Department in protecting themselves or others from death or serious injury from aggressive action by the hostage taker or barricaded subject.

NEGOTIATING TACTICS

1. Since no two hostage situations are alike there can be no standardized plan for negotiations. Each incident should be treated individually.

2. The on scene supervisor is responsible for ensuring that contact has been initiated and maintained with the hostage taker or barricaded subject. If necessary, this task may be relinquished to a negotiator upon his arrival.

3. The on scene supervisor is responsible for coordinating with the Tactical supervisor the contacting of utility companies for the timely shutdown of services.

4. Responsible negotiating tactics include, but are not limited to the following:

Buying time. As a rule the more time the captor spends with the

hostage, the less likely he is to take the hostage's life.

Obtaining information from the offender(s) that is helpful in understanding his mental and emotional condition.

Allowing the offender(s) to ventilate anxieties.

Developing trust with the offender(s).

Assisting the offender(s) with solving problems in a realistic and non-violent manner.

Influencing the offender(s) to release the hostages and surrender peaceably.

5. Practically all demands are negotiable with certain exceptions. The following will not be provided:

Weapons and ammunition;

Drugs or alcohol;

Additional people or an exchange of people, including police officers, for a hostage; and,

Releasing persons who are being held in legal custody.

6. Negotiable items are left to the discretion of the supervisor based on the incident at hand. Items such as food, water, cigarettes and other physical comforts should be considered base negotiable items and used appropriately.

RELOCATION

1. Whenever possible the supervisor in charge will not allow the offender(s) to leave the scene of containment. All requests for vehicles or relocation will be denied.

2. In the event the offender(s) escape containment, provisions for chase and surveillance vehicles will be initiated.

3. In the event the escape route enters another jurisdiction, the communications

center will advise those jurisdictions and request their assistance.

CONCLUSION

1. The on-scene supervisor and the Tactical Response supervisor will maintain the integrity of the outer and inner perimeter until the hostage and offender have been removed from the scene and investigative personnel have the opportunity to conduct a proper crime scene investigation.

AFTER-ACTION REPORT

1. The Chief of Police will assign a supervisor involved in the incident to complete an after-action report that outlines actions taken and makes recommendations for improvements in future incidents.

PALOS PARK POLICE DEPARTMENT

Title: **V.I.P. SECURITY**

Procedure: **4.412**

Date Issued: **MAY 01, 2002**

Reviewed: **October 2014**

PURPOSE:

To establish a procedure for providing security for V.I.P.'s.

Arrange for gathering local intelligence information;

POLICY:

The Police Department attempts to provide equal protection under the law to all people. However, we recognize that some people, because of their political or public stature, create a protection need greater than the average person. In those cases the Department will extend the normal steps for security and provide security measures appropriate with that person's title or position.

Conduct a briefing with a member from each agency or department involved in the security detail and coordinate the duties and responsibilities of all personnel;

PROCEDURE:

1. The Chief of Police, or his designee, will supervise and coordinate any special security detail involving a V.I.P. Security measures involve:

Coordinate the V.I.P. itinerary with the responsible security agency, either private or governmental, and other law enforcement agencies which might be affected and whose assistance may be needed;

In cooperation with the fire department make preparations for medical emergencies by providing the necessary personnel, equipment and arrangements with the appropriate hospital facility;

If necessary, make available equipment needed to provide for safety of the V.I.P. or the security detail, i.e., soft body armor, flak vest, portable radios, marked or unmarked vehicles;

Assist in providing any special communication needs, or providing a portable radio or member of the Department with a radio, to any agency with an incompatible frequency;

Assist in planning and surveying travel routes, and alternatives;

Arrange and coordinate any special identification system to designate members of the security detail not in uniform; and,

Make advanced inspections of the sites and facilities to be used by the V.I.P.;

Assign as many officers as necessary to provide adequate security.

PALOS PARK POLICE DEPARTMENT

Title: **SPECIAL EVENTS**

Procedure: **4.413**

Date Issued: **MAY 01, 2002**

Reviewed: **October 2014**

PURPOSE:

To establish planning requirements for Department operations at special events.

Manpower required, uniformed and plain clothes;

POLICY:

Most special events require additional personnel and resources to handle those problems normally associated with increased traffic volume and large crowds. The Department will attempt to alleviate those problems by proper planning and staffing for these events.

Deployment of manpower, including times needed and fixed post assignments, if required;

DEFINITION:

A special event may be defined as an activity such as a parade, athletic contest, or public demonstration or celebration that results in an increase in the normal police services required for the control of traffic, crowds, or crime.

Written estimates of traffic, crowd control, and crime problems expected;

PROCEDURE:

1. The Patrol Division Commander is responsible for the Department's coverage of a special event. This responsibility includes the planning, coordination and supervision of personnel detailed to the special event.

Overall logistic requirements, including feeding, transporting, equipping, maintaining, and relieving personnel assigned to the event;

2. The Department's effectiveness in handling special events depends on contingency plans relative to the events; therefore, a specific plan will be developed by the Patrol Division Commander. This plan will include:

The type of special event;

Equipment needed, (barricades, radios, traffic vests, vehicles, etc.); and,

Coordination required within and outside the Department.

3. The Patrol Division Commander will contact the appropriate departments, (fire, public works, health, etc.) and coordinate plans and exchange information regarding job functions at the event. He will also coordinate the exchange of information with other law enforcement agencies involved in the event.

4. The Patrol Division Commander will submit the plan to the Chief of Police before the event is scheduled to start. The plan will be disseminated to all personnel assigned to the event to ensure they are aware of their individual responsibilities.

5. When possible a briefing will be held for all personnel just prior to the starting of the event.

6. The Patrol Division Commander will submit an after-action report that evaluates the police coverage of the event and any deficiencies experienced along with recommendations for improvements in future special event coverage.

PALOS PARK POLICE DEPARTMENT

Title: *SPECIAL OPERATIONS*

Procedure: 4.414

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To outline the Department's response to special and covert operations.

Undercover surveillance/stakeouts; and
Coverage of special events.
Special operations the Department will normally handle with the Assistance of another agency are:

The Police Department will employ measures to resolve special operations incidents and events that are reasonable, effective, and consistent with the Department's resources and mission.

VIP protection;
Disaster;
Civil disorder;
Civil defense emergencies;
Decoy operations;
Emergency response teams; and,
Hostage negotiations.

DEFINITION:

A special operation is any occurrence requiring police intervention that places demands on department personnel and support resources beyond normal operational requirements.

Special operations that will be handled by an outside agency are:

PROCEDURE:

SPECIAL OPERATIONS

1. Officers will respond immediately to any incident requiring an emergency call for police service. Most special operations incidents are handled by the Department until the severity of the situation is assessed, the immediate threat is minimized and the resolution requirements are defined.

3. Special operations that require an immediate response will be handled by the patrol shift on duty at the time. The watch commander will be responsible for coordinating the response, the initial assessment of the incident, and notifying the appropriate personnel or other agencies for assistance, if necessary.

2. After the incident has been assessed the special operation may be resolved either by the Department, by the Department with the assistance of another agency, or by an outside agency entirely. Special operations the Department is prepared to handle by itself are:

4. All requests for assistance from the Criminal Investigations Unit for deployment in special operations to supplement other department components must be approved by the Criminal Investigations Unit supervisor, or the Chief of Police. Requests for assistance in stakeouts, saturation patrols, or other operations should be documented with an explanation of the special operation to be addressed.

Bomb threats;

5. Special operations that do not require an immediate response are delegated by the Chief of Police to the appropriate officer(s) or department component for necessary action.

6. Patrol Supervisors may utilize Criminal Investigations Officers when the patrol shift cannot adequately handle an emergency special operation, event or incident.

7. Once an operation is undertaken, it will be the responsibility of the supervisor in charge of the operation to coordinate all functions and components of the operation and maintain cooperation between them.

COVERT OPERATIONS

1. When deemed appropriate, the Department will conduct covert operations in an attempt to gather evidence leading to the arrest and prosecution of individuals involved in criminal activities.

2. Covert operations may include undercover or surveillance activities designed to infiltrate and establish associations with those individuals suspected of criminal operations.

3. Covert operations will be coordinated and supervised by the Criminal Investigations Unit supervisor and operated in a legitimate manner seeking advice from the Prosecutors office when appropriate.

4. The Chief of Police will approve all undercover operations.

5. The Criminal Investigations Unit supervisor will brief the on-duty watch commander, if appropriate, concerning the operation before its initiation. Patrol units should be advised to be available for backup assistance, or to stay clear of the area, depending on the situation and circumstances.

UNDERCOVER OPERATIONS

1. The Criminal Investigations Unit supervisor will be responsible for addressing the following concerns before initiating an undercover operation:

Identification and analysis of the Suspect(s);

Provisions for initiating contact with the suspects;

A full analysis of the neighborhood surrounding the area;

Establishing false identities, if applicable, for the officer(s) assigned to the undercover position;

Maintaining confidentiality of officer's false ID;

Providing the necessary expense funds;

Procuring necessary equipment;

Establish routine and emergency communications between the undercover officer and surveillance officers;

Determine the legal considerations of the operations and seek advice from the Prosecutor;

Develop the overall plan for the operation, including the guidelines for arresting the suspect(s);

Insure that adequate backup police personnel are available for the safety of the undercover officer; and,

Insure that close supervision is provided throughout the operation.

2. Vehicles and equipment needed for a surveillance will be determined by the Criminal Investigations Unit supervisor. If the vehicles currently provided by the department cannot be used, arrangements will be made with the appropriate federal, state, or county agency.

3. The Chief of Police must approve any request to contact another agency for use of surveillance vehicles or equipment.

SURVEILLANCE/STAKEOUT

1. The Criminal Investigations Unit supervisor will establish the plan of operation before initiating a surveillance/stakeout. The plan will consider the following:

Analyze all available intelligence information pertaining to the crime and subject of the surveillance;

Identify and analyze offenders and their habits, associates, vehicles, methods of operation, and any and all-pertinent information;

Familiarize assigned officers with targeted areas for surveillance;

Establish operational procedures, for observation, tails, and effecting the arrest;

Provide expense funds, as needed (tolls, meals, etc.);

Establish the primary and secondary means of communication;

Insure close supervision;

Provide adequate relief; and,

Determine any legal ramifications and contact the Prosecutors Office for advice.

DECOY OPERATIONS

1. Decoy operations must have prior approval of the Chief of Police.

2. The Criminal Investigations Unit supervisor must be on the scene to provide for close supervision of the operation.

3. The Criminal Investigations Unit supervisor is responsible for addressing the following concerns prior to initiating any decoy operation:

An analysis of victims profiles, crime M.O., location, day and time;

Provide appropriate disguises for participating officers, if required;

Provisions for sufficient back up for safety;

Develop an operational plan consistent with the activity, determining points of observations, and the method of arrest;

Identify potential legal problems of the operation and seek advice from the Prosecutors Office;

Establish the communications channel(s) or other appropriate communications method, especially emergency communications for fast response by back up officers;

Identify all personnel involved in the operation and assign call numbers or false identification, if required;

Inform all on duty patrol personnel of the operation; and

Insure close supervision is provided throughout the operation.

CONDUCTING RAIDS

1. Raids should only be conducted pursuant to a warrant, but may be conducted without a warrant upon necessity and with legally and judicially sufficient cause. A raid will only be initiated with the approval of the Chief of Police, or his designee.

2. Before conducting any raid the following provisions will be met:

Obtain authorization from the Chief of Police;

A supervisor will be designated as raid coordinator;

Establish strategies and tactics for approaching, entering, securing, and leaving the target;

Determine the evidence and/or contraband which will be the object of the search and subsequent seizure;

Select and secure any specialized equipment needed to carry out the raid, (battering ram, sledge hammer, etc.);

Select and establish communication with specialized support units; Arranging for the arrest and processing of suspect(s);

Determine the level of resistance expected and the level of force required to overcome the resistance;

Arrange for standby medical and fire equipment; and,

Provide for the completion of all required reports necessary to properly document the incident.

PALOS PARK POLICE DEPARTMENT

Title: INTELLIGENCE OPERATIONS

Procedure: 4.500

Date Issued: JANUARY 01, 2002

Reviewed: October 2014

PURPOSE:

To establish effective administrative and operational procedures for the collecting, processing, storing and dissemination of intelligence information.

Maintaining a liaison with other law enforcement agencies, to include federal, state, and local departments for the exchange of intelligence information.

POLICY:

It is the policy of the Police Department to use all legitimate means to collect intelligence information on organized criminal activities, subversive activities, vice activities, terrorism and civil disorder to protect the officers of this Department and members of the community. Strict procedures must be adopted and followed to prevent the unauthorized disclosure of intelligence information to preserve the integrity of the investigative process and to promote the principles of due process.

2. The Criminal Investigations Unit supervisor will safeguard the integrity of all intelligence files and ensure that legal requirements relating to such files are followed and ensure the security of these files. To maintain this integrity the following requirements will apply:

It is essential that whenever information is gathered from an informant his identity remains anonymous. Procedures outlined for contacts with informants will be completely followed. The supervisor responsible for maintaining the master files for informants will be advised when an informant is being used for intelligence purposes.

Intelligence information collected will be limited to criminal conduct and activities that present a threat to the community. These areas include, but are not limited to:

Organized crime activity

Terrorist activity

Subversive activity

Vice activity

Felony crimes of a serious or threatening nature

PROCEDURE:

ADMINISTRATION

1. The Police Department will maintain an Intelligence section within the Criminal Investigations Unit and under the direction of the Criminal Investigations Unit supervisor. The Intelligence section will be responsible for the following:

Collection of criminal intelligence information;

Analysis of intelligence information;

Secure storage of intelligence information;

Dissemination of information within the Department; and,

Use of personnel and equipment will be restricted to the collection of unconfirmed intelligence, strategic intelligence, tactical intelligence, support for undercover officers and operations, maintaining a liaison with federal, state, county and local law enforcement agencies for the exchange of intelligence information, and to request assistance for additional manpower and special equipment needs. The Criminal Investigations Unit supervisor will determine what tactics and techniques are appropriate for the operation at hand. Contact should be made with the Prosecutors Office to ensure the legality and integrity of the intelligence effort. Personnel, equipment, and techniques may be used to collect the following types of intelligence:

Unconfirmed intelligence is information from various sources, often anonymous, that by itself may be suspicious, but when combined with other information may make an inference of criminal activity.

Strategic intelligence is a situation where the problem is known and an attempt is made to correct the problem.

Tactical intelligence is answering a request for information from patrol or other unit on a specific subject, organization, and/or location.

All intelligence information collected will be included into the file, except that information which by its nature is not relevant to the criminal activity involved. Examples would be:

Information suggesting a subject's political or religious preferences, association, or opinions.

The nature of a subject's sexual preferences.

Intelligence files will be reviewed annually, Criminal Investigations Unit

supervisor. Intelligence information will be purged from the files if it is no longer of investigative value. The supervisor will file a report with the Chief of Police with the results of his review and inform the Chief of Police on all files purged. Files will be purged as follows:

Permanent files -- files that name a particular person by name and DOB or name and address, or a particular organization where the identification can be specifically made and there has been confirmed criminal activity within a three year period. If no criminal activity can be confirmed the files will be purged.

Temporary files -- a file where a subject or organization can only be described but not specifically named. These files are to be purged at the end of one year if during that time a positive I. D cannot be made of the person or organization. If a positive I. D. can be made within a year then the file can be reclassified as permanent.

Working files -- a file where information is received about a subject or organization but no verification has been made as to the accuracy of the information. These files will be purged after 30 days.

3. Intelligence information will be maintained by the Criminal Investigations Unit Supervisor. Access to restricted or classified intelligence information will be limited to:

Chief of Police

Criminal Investigations Unit supervisor

Other sworn members of the Department engaged in related investigations, with the approval of the Chief of Police.

4. All intelligence records and procedures will be under the control and direct supervision of the Criminal

Investigations Unit supervisor. Intelligence information will be classified as follows:

General -- distributed to all police personnel.

Restricted -- distributed to selected police personnel or other law enforcement agencies.

Classified -- distributed only to those individuals who specifically need to know.

5. Intelligence information will only be distributed to other criminal justice agencies when needed to pursue a criminal investigation.

6. All requests for restricted and classified intelligence information must be directed to and approved for release, by the Criminal Investigations Unit supervisor.

7. General Intelligence Bulletins released by the Criminal Investigations Unit will be clearly marked, "CONFIDENTIAL", and their dissemination will be limited to Department personnel and local law enforcement agencies. A clip board with Intelligence Bulletins is located in the Criminal Investigations Unit office. This information is provided to keep officers abreast of current offenders and criminal activity in our area. The Criminal Investigations Unit supervisor will periodically review this information and purge any outdated information.

8. The dissemination of information that is in the possession of this Department is permitted on a need to know basis. No member of the Department will confirm the existence or non-existence of any intelligence, investigative, criminal, or any other Department record or information to any person or agency not specifically authorized to receive such information. Those authorized to receive such information will be limited to members of this Department or another criminal justice agency if, and only if they have need for the information in the performance of their official duties.

9. The Criminal Investigations Unit supervisor will maintain a liaison with other

law enforcement agencies to provide access to specialized equipment needed to support the intelligence function. Equipment needs should be determined before the initiation of any operation and may include, audiovisual monitoring equipment, night vision equipment and the use of specially designed surveillance vehicles. The Chief of Police must authorize the use of surveillance type equipment.

10. Confidential monies for the paying to informants and supporting other intelligence operations will be provided through the Criminal Investigations Operations fund.

11. Special consideration will be provided in the accounting of funds to ensure the confidentiality of the information provided.

PALOS PARK POLICE DEPARTMENT

Title: *SELECTIVE TRAFFIC ENFORCEMENT*

Procedure: 4.601

Date Issued: MAY 01, 2002

Reviewed: October 2014 .

PURPOSE:

To direct police traffic enforcement activity to preselected times, locations and specific types of traffic violations.

POLICY

Effective police traffic service requires assignment of officers at the locations and times where hazardous or congested conditions may exist. The ultimate goal of the Department's traffic enforcement policy is to reduce crashes and promote voluntary compliance with traffic laws. Selective traffic enforcement is an activity of the Patrol division.

PROCEDURE:

ADMINISTRATIVE RESPONSIBILITIES

1. The Chief of Police is responsible for the Department's selective traffic enforcement functions. These shall include overall responsibility for analysis of traffic crashes and traffic enforcement activities.
2. Implementation of selective enforcement techniques and procedures is the responsibility of the patrol shift watch commanders. Selective enforcement action will be undertaken in those areas where analysis of traffic crashes and violations indicates, or is based upon complaints or requests from citizens. Patterns of cause and/or sudden increases in the number and severity of crashes or violations are reason for extra enforcement activity at a given location.

3. Speed detection devices (RADAR) will normally be used in the enforcement of speeding laws.
4. All new personnel will receive training in the legal and proper operation of Department radar equipment.
5. The repair and service of radar units shall be the responsibility of the Administrative Services staff. Officers will document any malfunctions or damage to the unit and submit a department memo.
6. The Chief of Police will evaluate the selective traffic enforcement program annually.

OFFICER RESPONSIBILITY

1. Traffic law enforcement is a supplement to regular patrol duty.
2. Officers should be particularly alert for hazardous violations. The emphasis should be on high volume roadways, high crash intersections and locations within the officer's beat, or where complaints and reports indicate the need for special attention.
3. Officers shall take appropriate enforcement action whenever an enforceable violation is detected. This shall include provable violations determined as the result of crash investigations.
4. Officers may, in minor crashes, issue warning citations for those violations as permitted by ordinance or statute. This

shall not apply when a crash results in extensive damage or personal injury.

5. Officers are encouraged to employ tolerance when:

There is a reasonable possibility of human error in judgment of the officer or the citizen.

There is a reasonable possibility of malfunction of mechanical equipment with no knowledge or intent of the driver.

The content of the particular law, which has been violated, is not common knowledge.

6. These tolerances shall be uniformly applied for the purpose of affording just treatment to the public.

PALOS PARK POLICE DEPARTMENT

Title: *TRAFFIC CRASH INVESTIGATION*

Procedure: 4.604

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To establish guidelines for the Department's traffic crash reporting and investigation process.

to satisfy the particular elements required to produce that type of crash.

POLICY

The Police Department carries out its crash management responsibility consistent with the nature and severity of the crash, the most efficient use of personnel and resources, and the statutory reporting requirements of the State.

SERIOUS TRAFFIC CRASH

A serious traffic crash is defined as a crash where a death has occurred, injuries are so severe that survival cannot be expected, or there has been a loss of limb.

DEFINITIONS:

PROCEDURE:

TRAFFIC CRASH REPORTING AND INVESTIGATION

1. Officers of this Department will respond to the scene and meet the reporting and investigative responsibilities of any traffic crash that involves:

Death or injury;

Leaving the scene of a crash;

Impairment of an operator due to alcohol and/or drugs;

Hazardous materials;

Damage to public vehicles or property;

Disturbances between the parties involved;

Major traffic congestion as a result of the crash;

Damage to vehicle(s) if towing is required.

TRAFFIC CRASH REPORTING

Traffic crash reporting is defined as the basic collection of information to identify and classify a traffic crash; the time, location, persons and vehicles involved. This includes planned movements and any contributing factors such as traffic law violations.

TRAFFIC CRASH INVESTIGATION

Traffic crash investigation is defined as the collection of information describing and identifying:

Participants and injuries,
Vehicle damage,
Roadway condition, marks, residue,
Final positions of vehicles/bodies.

Interpreting these factors with the contributing factors involved, and an attempt

2. Officers responsible for investigating a traffic crash will perform the following minimum activities:

Upon arrival, park the police vehicle in such a way as to provide maximum protection to the scene but without endangering the public or officer;

Assess the scene to determine the need for other emergency services;

Request medical aid when necessary;

Note special conditions or factors that may have contributed to the crash (such as natural hazards, visibility obstruction, inoperative traffic control device, etc.);

Record short lived evidence and protect the scene for evidence when the need for further investigation appears evident;

Locate and interview witnesses;

Notify the shift supervisor when supervisory direction appears to be warranted;

Issue appropriate traffic citations when applicable;

Expedite the removal from the roadway of vehicles, persons, and debris; and

Complete all required forms for routine traffic crashes before their tour of duty ends unless otherwise directed by the watch commander.

3. Officers will respond to crashes occurring on private property and investigate and report their findings when the traffic crash involves:

Death or injury;

Damage to any vehicle in excess of \$500;

Impairment of an operator due to alcohol and/or drugs;

Hazardous materials;

Damage to public vehicles or property;

Disturbances between the parties involved; and,

Hit and run crashes.

4. If the crash does not meet the criteria then a self-report is completed with the officer facilitating the information exchange.

5. Officers are expected to take positive enforcement action whenever the crash investigation leads them to believe that a violation has occurred. Elements not personally witnessed by the officer must be established through the investigation. When evidence exists to satisfy all elements of a particular violation, enforcement action should be taken. Enforcement actions will be consistent with the Department's procedures and policies concerning traffic law enforcement.

CRASH SCENE STABILIZATION

1. An important responsibility of officers responding to any crash scene is to keep the situation from becoming worse. This responsibility takes on added complexity when traffic is blocked or hazardous materials are present. Officers may be called upon to perform certain special activities, and to coordinate their activities with those of personnel from various other agencies.

2. The first officer to arrive at the scene shall be responsible for the following:

Position his vehicle to protect the scene and any persons that may be involved;

Request medical aid when necessary;

Preserve evidence;

Traffic direction and control at the crash scene; when necessary use flares, barricades, and traffic cones for the temporary detour of traffic;

Request additional assistance if necessary,

Locate witnesses; and
Expedite the clearing of the roadway.

3. Officers responding to the scene of a crash are generally responsible for the handling of the following hazards until properly relieved by fire and/or medical personnel:

Injuries - Officers shall summon emergency medical assistance to the scene and assist in getting injured persons removed to medical facilities as soon as possible.

Handling Fire Hazards - If fire is a potential hazard, officers will take appropriate action to stabilize the conditions to the best of their abilities and summon the fire department when necessary. Officers will attempt to eliminate the possibility of ignition to the maximum extent possible. Officers should evacuate and isolate the area as is necessary and carefully control movement within the vicinity of the hazard, detouring traffic if necessary.

Handling Hazardous Materials - upon arrival at the scene of a traffic crash involving hazardous materials, officers should attempt to identify the cargo on the basis of placards from a safe distance. If hazardous materials are identified, immediately notify the fire department, according to Department procedure.

TRAFFIC DIRECTION AT CRASH SCENES

1. Officers who must perform traffic direction and control activities at crash

scenes will allow for the safe ingress and egress of emergency vehicles and provide for a system of alternate routes for other vehicles as necessary. The following will be used by officers to aid in protecting themselves and the scene:

Flares;

Traffic cones or barricades;
Marked police vehicle with emergency lights activated; and

Reflective traffic safety vests.

2. In cases that involve only property damage and the vehicles are driveable, drivers should be directed by the investigating officer to remove their vehicles from the traffic lanes as soon as possible, unless there are extenuating circumstances.

COLLECTING OF AT SCENE INFORMATION

1. Information to be collected at the scene of the crash by the investigating officer should include the following:

Interviews of the principals and witnesses. Officers should question drivers and witnesses separately and individually. In the case of a minor crash, this questioning is usually done at the scene. When crashes of a more serious nature are investigated, the officer should obtain a brief account at the scene and follow up at a more stable location, preferably the police station. When questioning drivers, officers should be alert for any physical or emotional impairment that may have affected the person's driving ability.

Examining and recording vehicle damage. Officers should check vehicle equipment, controls and systems for defects that may have contributed to the crash. If there is serious injury or death, officers may place an investigative hold on vehicles for closer examination and evaluation of the damaged area that may coincide with other evidence

and statements as to how the crash occurred.

Examining and recording effects of the crash on the roadway. Officers should note all conditions of the road during the investigation at the scene. Officers should check such factors as foreign substances on the road surface; the condition of the surface; the lane markings, grade, width, alignment and condition of the shoulder. Officers should also note any obstructions that existed at the time of the collision. Weather conditions should also be noted.

Taking photographs, as appropriate. Photographs should be taken when necessary.

Field Sketches. Sketches should be prepared as may be necessary and appropriate for investigative purposes and attached to the original report.

Collecting and preserving evidence. Collection and preservation of evidence is required at the crash scene.

Exchanging of information among principals. Officers will issue the State required forms and explain to drivers involved their responsibilities in reporting the crash as necessary and appropriate and assist them as necessary in providing information to the other persons involved in the crash.

2. When officers come into possession of property belonging to crash victims, they will ensure it is protected from theft and remove it to a place of safekeeping until it can be returned to the owner. If the item cannot be returned to the owner at the scene it will be inventoried.

SPECIALIZED CRASH INVESTIGATION AND FOLLOW UP-

1. In the event the initial investigating officer needs assistance in completing a traffic crash investigation, he will contact his immediate supervisor who will determine the appropriate action to be taken to ensure prompt and proper completion of the crash investigation on;

All fatal crashes;

All serious personal injury crashes involving injuries likely to result in death or permanent disability, (i.e., loss of limb, eye, severe burns).

Any other crash situation where special circumstances are present, such as potential liability to the Village, and the watch commander determines that the services of a Reconstructionist is required.

3. The on-duty watch commander must authorize the assignment of a Reconstructionist to assist.

4. Officers requesting assistance will make every effort to preserve the crash scene for the Reconstructionist. The Reconstructionist will be responsible for the traffic crash report, any supplemental or investigative reports and diagrams.

5. Follow up reports are the responsibility of the Reconstructionist. Enforcement action will be coordinated between the reporting officer and assigned Reconstructionist.

6. When necessary and appropriate, the chief of Police will approve the use of outside expert and technical assistance, i.e., mechanics, physicians, safety inspectors, Adequate justification for the need for such assistance will be required before approval will be given.

HIT AND RUN CRASH INVESTIGATIONS

1. Every reasonable effort will be made to locate and identify the driver of the vehicle which has left the scene of a crash.

2. A crash report will be completed on any hit and run crash.
3. The investigating officer will attempt to recover and inventory any useful evidence that will help identify the driver and vehicle involved.
4. The investigating officer will attempt to locate and interview any witnesses that may have seen or have knowledge of the crash.
5. When a hit and run crash occurs and there is no information on the vehicle that left the scene, or the driver, the crash report is to be completed and forwarded by the officer.
6. In the case of a hit and run crash in which information such as a license number of the vehicle, or the identity of the driver is known, the officer will make an attempt to contact the driver/owner and complete the investigation. If warranted an ISPERN broadcast will be initiated.
7. If for reasons of time, manpower shortage, jurisdictional boundaries or the investigating officer is unable to make contact with the driver/owner, the investigation will be turned over to the Criminal Investigations Unit for follow up.
8. The investigator assigned to a hit and run crash is responsible for all supplemental reports documenting his investigation.
9. When sufficient evidence is available to sustain prosecution, hit and run drivers are to be charged with the specific offense of leaving the scene of a crash.
10. The investigator is to maintain personal communication with other parties involved in the crash and is to advise them of the progress and status of the investigation.

REPORTING

1. The officer assigned to the crash will be in charge of the investigation (unless the crash is assigned to a crash investigator) and responsible for the completion of the initial report.
2. The Department will use the Traffic Crash Report form provided by the State for a crash occurring on public or private property. Local accident reports and supplemental reports approved and authorized by the State will be used when required.
3. Each officer shall be issued, when published, a copy of Traffic Crash Report Instruction Manual for Law Enforcement Agencies to assist them in the correct manner to complete this form.
4. The crash report form packet contains three separate forms, two (2) Motorist's Report of Motor Vehicle Crash forms and one, (1) Traffic Crash Report form. Each package is control numbered, the red number in the upper left hand corner, and each sheet in the package has the same number.
5. If there are more than two motorists involved in a crash, then additional unnumbered supplemental crash report forms must be used. It is important that the officer writes, in the blank space on the unnumbered forms, the number that corresponds with the control number on the sheets in the original package that is being used for that particular crash.
6. Police Department Supplemental Report forms shall be used for any follow-up investigations or when the narrative portion of the Traffic Crash Report is insufficient to complete the narrative.
7. Those crashes where a formal report is not required may be documented on a case report card. The following information should be documented:
 - Name, address and phone number of both drivers and any passengers or witnesses;

License numbers of vehicles involved;

Drivers license for each driver;

Location of where crash occurred and brief description of what occurred;

Date and time;

Describe damage, if any

8. All traffic crashes shall be classified in conformance with The Manual on Classification of Motor Vehicle Traffic Crash.

9. Supervisors will ensure that all reports are complete, accurate and submitted before the officer completes his tour of duty.

REPORTING DAMAGE TO STATE AND CITY/VILLAGE PROPERTY

1. Officers investigating traffic crashes which result in damage to State or City/Village owned property will ensure the incident is documented on a State Traffic Crash Report form. Included in the report should be the extent of the damage and the driver's insurance information.

2. Traffic crashes which result in damage to Village owned property will be reported on a State Traffic Crash Report form.

3. Damage to street lights, fire hydrants, and other Village owned property will be photographed when necessary. The communications operator will notify the proper utility company or Village Department if their services are needed. Unnecessary call out of Department of Public Works personnel should be avoided if the problem can be handled during the next business day without creating any adverse problems.

4. Clerical staff will make two copies of any crash report that involves Village owned property and forward them to the accounting department.

PALOS PARK POLICE DEPARTMENT

Title: **ANCILLARY MOTORIST SERVICES**

Procedure: **4.606**

Date Issued: **MAY 01, 2002**

Reviewed: **October 2014**

PURPOSE:

To provide general guidelines for officers to help motorists in need of routine and emergency highway assistance.

POLICY:

It is the policy of this Department to take appropriate action to assist lost or stranded motorists, disabled vehicles, correct hazardous situations when possible and provide general assistance to highway users.

PROCEDURE:

GENERAL POLICE SERVICES

1. Protecting lives and aiding the injured, locating lost persons, keeping the peace, and providing for other needs are basic services provided by the Department.
2. To satisfy these requests, the Department responds to calls for service and renders such aid or advice as is necessitated or indicated by the situation.
3. Because of the danger presented by the stranded motorist both to himself and to other motorists on the highway, the Department offers reasonable assistance to motorists who appear to be in need of aid.
4. Such service as applies will be rendered during all hours of the day, but will receive particular attention during nighttime hours, and during severe weather conditions.
5. When an officer assists a motorist, and the vehicle is disabled or towed, the officer will transport the motorist to a place

of safety. A place of safety being the police station, or a business establishment in the Village that will be able to provide temporary shelter for the motorist to get their own assistance and make phone calls.

MECHANICAL ASSISTANCE

1. Anytime an officer encounters a motorist who requires the services of a service station or tow company the officer will:

Check with the motorist to ascertain if he has a preference for a local service station and request the communications dispatcher to make notification.

If the motorist has no preference, or the service station cannot provide timely service, the officer will advise the motorist that the Department has arrangements with local tow companies to provide services.

If the motorist has no preference the officer will advise the communications dispatcher to contact a tow service.

2. When an officer finds that a vehicle is left unattended upon a street or highway in violation of any of the provisions regulating stopping, standing or parking and the vehicle constitutes a definite hazard or obstruction to the normal movement of traffic, the officer is authorized to have the vehicle moved.
3. The towing of any vehicle shall conform to the requirements outlined in Department procedure 4.608.

SPECIFIC RESPONSIBILITIES

1. Officers are expected to be alert for motorists who appear to need assistance.
2. When consistent with other assignments, officers are expected to stop and offer help to motorists who appear to be in need of help.
3. If an assignment prevents the officer from rendering the assistance personally, arrangements should be made for another police unit to render the necessary service. If practical, the motorist should be advised of this by the original officer.
4. Officers who assist stranded motorists should remain alert to the following possibilities:
 - The driver has not been authorized to use the vehicle;
 - The vehicle is unsafe;
 - The motorist is not licensed;
 - The motorist is unable to safely operate the vehicle; or,
 - The vehicle's occupants have engaged in criminal activity.
5. Officers are encouraged to utilize push bars equipped on patrol vehicles to push disabled vehicles from the roadway to the nearest safe location in accordance with procedure.
6. The patrol car may not be used to "jump start" a motorist's vehicle without watch commander approval.
7. Officers should:
 - Provide information and directions upon request;
 - Become familiar with the streets and highways in their area; and
 - Be knowledgeable of the various services and facilities available in the Village and service area.

EXCEPTIONAL MOTORIST SERVICES

1. If reasonable care is taken to prevent damage or injury, when necessary, officers may, at their discretion, render the following exceptional services:

Transporting fuel to the motorist;
Changing a tire, or

Transporting the motorist to public transportation or other convenient location.

Before rendering any exceptional services, officers should consider:

Availability of commercial roadside services;

Time of day;

Accident hazard caused by the motorist;

Physical condition of the motorist, and weather conditions.

The shift's activity and officer's estimated "down time".

EMERGENCY MOTORIST SERVICES

1. Officers will notify communications immediately of any emergency situation and take appropriate action.
 - Provide basic first aid.
 - Obtain medical assistance if necessary.
 - Obtain fire assistance.
 - Use the fire extinguisher in the patrol car, if necessary.
2. Escorting civilian vehicles is extremely dangerous and is prohibited.
3. When possible officers should call medical assistance to the location of an emergency.

PUSH BUMPERS

1. The installation of push bumpers on the squads is intended to relieve the officer of the physical strain of manually removing a

disabled vehicle obstructing traffic. An added benefit is that it is not necessary to tie up two squads to achieve that purpose.

2. The push bumpers are designed to protrude approximately 6" beyond the squad bumper, therefore allowing a good turning radius. This will also serve to avoid damage to the front of the squad.

3. In order to accomplish their purpose the push bumpers must be used in accordance with certain guide lines:

4. To be used only to remove disabled vehicles obstructing traffic;

To remove disabled vehicles to the nearest safe place not obstructing traffic (parking lot, parking area along curb, and side streets, etc.);

Not to be used to push vehicles for a long distance;

Not to be used to attempt to push start a stalled vehicle;

Not to be used to push vehicles that have an obstruction to free movement of any tire (locked brakes, broken wheel mounts, damage from accidents, etc.); and

Disabled vehicles are to be pushed slowly and cautiously.

5. Abuse of the proper use of the push bumpers could result in damage to the squad and/or disciplinary action.

6. Officers will complete the Motorist Assist Release form and have it signed before pushing the vehicle.

VEHICLE LOCK OUTS

1. Officers will make every reasonable attempt to assist a motorist who has locked their keys in their vehicle.

2. Officers will use the Department issued vehicle entry tools.

3. Officers will complete the Motorist Assist Release form and have it signed before attempting entry to the vehicle.