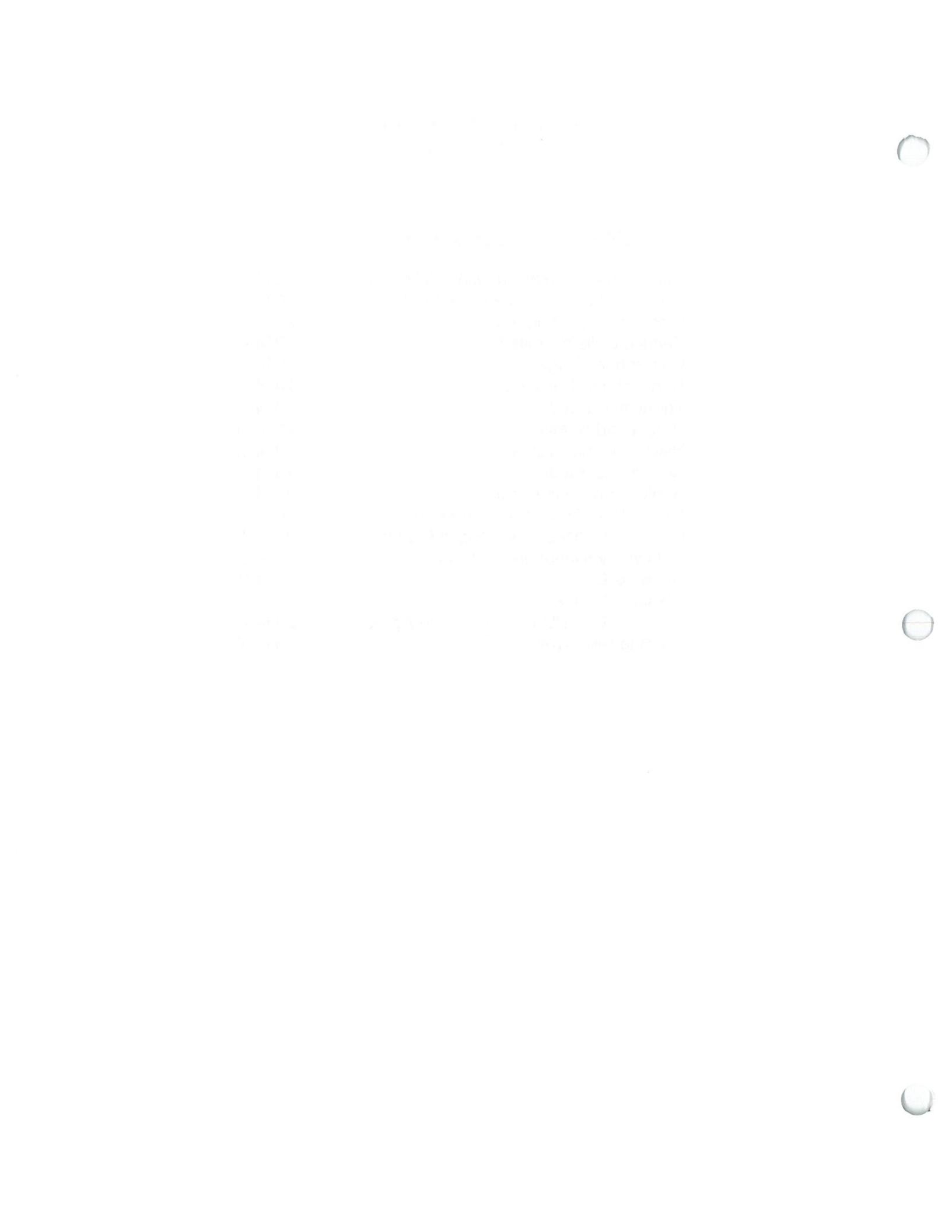


PROCEDURE MANUAL
CHAPTER 6

Chapter 6 / New 2014 Policies

Cash and Currency Handling Policies /	2014 A
Line Up>Show Up ///New Law 2015 /	2014 AA
Bloodborne Pathogens /	2014 B
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PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 A

Palos Park Police Department / Cash & / Currency handling policies.

Historical Information:

The handling, transporting and depositing of cash / currency by Palos Park Police (PPPD) Staff members, for many years occurred Monday -Friday after the “Metra Station Detail” In which staff would collect monies at the Metra Station, and then transport it to Palos Bank and Trust (Now First Midwest Bank) and then it was changed to Standard Bank.

For a period of time staff was required to sort, separate and then deposit cash / currency collected from the Metra Station. Around 2011 Palos Park Police staff offered to transport monies collected from Village staff to First Midwest Bank (Previously the monies were processed and transported and deposited by Village Administrative / Finance staff.)

Currently: Staff members of the Palos Park Police Department (PPPD) collect and transport Metra monies to Standard Bank. At this time the coins currency collected are separated and sorted by Standard staff members.

In addition staff transports Village of Palos Park (Village Hall) cash, checks and currency to First Midwest Bank. A recent event has provided the opportunity to establish a more formal cash-

handling, processing, and depositing policy for PPPD staff.

Recent event involved a PPPD Community Service Officer (CSO) picking up, and transporting the Village Hall deposits at Frist Midwest Bank. Shortly after this event, it was discovered a VOPP Check of more than \$2,000 was found lying in the Frist Midwest Bank parking lot.

The event raises alarms on how we have been handling the cash, and currency deposits. It also dictates a need for a clearly defined policy that would dictate how employees deal with cash from department to department.

The event referred to previously, was resolved after a review of video and equipment with First Midwest Bank security. The C.S.O. took the bags contents out of the bag and placed them inside the drive up teller drawer. Some the contents went into an opening in the bottom of the drawer and after opening and closing the drawer the item caught in the lower part of the drawer and fell on the ground in the drive up window area.

Solution: Working with finance and administration our goal is internal methods to strengthen the security around cash / check handling to seek weaknesses we can improve practices.

Process:

The Palos Park Police Department is taking steps to regulate more strictly how staff handles money in a uniform cash management policy.

To ensure strict written administrative controls and cash management policies will minimize potential loss.

This “cash management policy” will govern officers / staff with recommended changes to the current practices utilizing checks and balances by tracking and a chain of custody.

Metra Collections: Monies collected by the CSO, secured in the issued Bank (Standard Bank) Bag and transported to Standard Bank in the collection bag.

Standard Bank Staff counts the collections and deposit them and returns the bag to the CSO.

A patrol supervisor / sergeant / Officer in Charge will check on the CSO's process and progress several times a week to ensure the integrity of the process.

Patrol Officer / Staff taking the bag to First Midwest Bank and transferring the bag intact to the Commercial Teller. Officer /Staff issued First Midwest Bank receipt. Receipt returned to VoPP staff.

PALOS PARK POLICE DEPARTMENT

New Major Changes Illinois Line Up **/ Show up Law Effective 1 1 15**

Be aware that there is a new statute that goes into effect on 1/1/15 regarding how lineups are to be conducted

For the purposes of this Article:

"Eyewitness" means a person viewing the lineup whose identification by sight of another person may be relevant in a criminal proceeding.

"Filler" means a person or a photograph of a person who is not suspected of an offense and is included in a lineup.

"Independent administrator" means a lineup administrator who is not participating in the investigation of the criminal offense and is unaware of which person in the lineup is the suspected perpetrator.

"Lineup" includes a photo lineup or live lineup. "Lineup administrator" means the person who conducts a lineup.

"Live lineup" means a procedure in which a group of persons is displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

"Photo lineup" means a procedure in which photographs are displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

"Sequential lineup" means a live or photo lineup in which each person or photograph is presented to an eyewitness separately, in a previously determined order, and removed from the eyewitness's view before the next

person or photograph is presented, in order to determine if the eyewitness is able to identify the perpetrator of a crime.

"Show up" means a procedure in which a suspected perpetrator is presented to the eyewitness at, or near, a crime scene for the purpose of obtaining an immediate identification.

PPPD Directive 2014 AA

"Simultaneous lineup" means a live or photo lineup in which a group of persons or array of photographs presented simultaneously to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

(725 ILCS 5/107A-2 new)

All lineups shall be conducted using one of the following methods: (1) an independent administrator, unless it is not practical. (2) An automated computer program or other device that can automatically display a photo lineup to an eyewitness in a manner that prevents the lineup administrator from seeing which photograph or photographs the eyewitness is viewing until after the lineup is completed. The automated computer program may present the photographs to the eyewitness simultaneously or sequentially, consistent with the law enforcement agency guidelines required under subsection (b) of this Section.

3) A procedure in which photographs are placed in folders, randomly numbered, and shuffled and then presented to an eyewitness such that the lineup administrator cannot see or know which photograph or photographs are being presented to the eyewitness until after the procedure is completed. The photographs may be presented to the eyewitness simultaneously or sequentially, consistent with the law enforcement agency guidelines required under subsection (b) of this Section.

(4) Any other procedure that prevents the lineup administrator from knowing the identity of the suspected perpetrator or seeing or knowing the persons or photographs being presented to the eyewitness until after the procedure is completed.

(b) Each law enforcement agency shall adopt written guidelines setting forth when, if at all, simultaneous lineups shall be conducted and when, if at all, sequential lineups shall be conducted. This subsection does not establish a preference for whether a law enforcement agency should conduct Simultaneous lineups or sequential lineups. Whether and when to conduct simultaneous lineups or sequential lineups is at the discretion of each law enforcement agency. If, after the effective date of this amendatory Act of the 98th General Assembly, a method of conducting a lineup different from a simultaneous or sequential lineup is determined by the Illinois

(1) Solely at the eyewitness's request, the lineup administrator may present a person or photograph to the eyewitness an additional time but only after the eyewitness has first viewed each person or photograph one time. 2 If the eyewitness identifies a person as a perpetrator, the lineup administrator shall continue to sequentially present the remaining persons or photographs to the eyewitness until the eyewitness has viewed each person or photograph.

Before a lineup is conducted: The eyewitness shall be instructed that: (A) if recording the lineup is practical, an audio and video recording of the lineup will be made for the purpose of accurately documenting all statements made by the eyewitness, unless the eyewitness refuses to the recording of the lineup, and that if a recording is made it will be of the persons in the lineup and the eyewitness;

(B) The perpetrator may or may not be presented in the lineup; (C) if an independent administrator is conducting the lineup, the independent administrator does not make an identification; (E) it is as important to exclude innocent persons as it is to identify a perpetrator; and (F) the investigation will continue whether or not an identification is

2) The eyewitness shall acknowledge in writing the receipt of the instructions required under this subsection and, if applicable, the refusal to be recorded. If the eyewitness refuses to sign the acknowledgement, the lineup administrator shall note the refusal of the eyewitness to sign the acknowledgement and shall also sign the acknowledgement.

(f) in conducting a lineup:

(1) When practicable, the lineup administrator shall separate all eyewitnesses in order to prevent the eyewitnesses from conferring with one another before and during the lineup procedure. If separating the eyewitnesses is not practicable, the lineup administrator shall ensure that all eyewitnesses are monitored and that they do not confer with one another while waiting to the lineup and during the lineup.

(2) Each eyewitness shall perform the identification procedures without any other eyewitness present. Each eyewitness shall be given instructions regarding the identification procedures without other eyewitnesses present.

The lineup shall be composed to ensure that the suspected perpetrator does not unduly stand out from the fillers. In addition: (A) Only one suspected perpetrator shall be included in a lineup.

(B) The suspected perpetrator shall not be substantially different in appearance from the fillers based on the eyewitness's previous description of the perpetrator or based on other factors that would draw attention to the suspected perpetrator.

(C) At least 5 fillers shall be included in a photo lineup, in addition to the suspected perpetrator.

(D) When practicable, at least 5 fillers shall be included in a live lineup, in addition to the suspect perpetrator, but in no event shall there be less than 3 fillers in addition to the suspected perpetrator. (E) If the eyewitness has previously viewed a photo lineup or live lineup in connection with the identification of another person suspected of involvement in the offense, the fillers in the lineup in which the current suspected perpetrator participates shall be different from the fillers used in the prior lineups

(4) If there are multiple eyewitnesses, subject to the requirements in subsection (a) of this Section and to the extent possible, the suspected perpetrator shall be placed in a different position in the lineup or photo array for each eyewitness.

5) Nothing shall be communicated to the eyewitness regarding the suspected perpetrator's position in the lineup or regarding anything that may influence the eyewitness's identification.

(6) No writings or information concerning any previous arrest, indictment, or conviction of the suspected

PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 B
Palos Park Police Bloodborne
Pathogen
Training Acknowledgement Form

I _____ have completed the IRMA training on Bloodborne Pathogens and MRSA online training course.

had the Hepatitis B vaccine series, I can request the vaccination and it will be provided to me by the Palos Park Police.

Information about the following was covered:

- **Hepatitis B, C , HIV and MRSA**
- **Modes of transmission of blood borne pathogens and how to protect myself from exposure** (3/09)
- **Procedure to follow if I feel I have been exposed to potentially infectious material**
- **Measures are in place to help protect me from an accidental exposure (engineering and work practice controls and personal protective equipment)**
- **Exposure control plan**
- **I understand that if in my position I am considered to be at risk for occupational exposure to blood borne pathogens, and if I have not**

PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 C
PALOS PARK POLICE DEPARTMENT
MEMORANDUM

TO: All Officers
FROM: Chief Joe Miller
SUBJECT: Service Calls
Digging/ Earth Moving/Building
Matters etc...
None Business
Hours/Weekends 24 hr. Resource

DATE: 4 June 14

As we are all aware, we are often called over “neighbor disputes” related to property dividing lines, fences and boundary encroachment onto “my” property matters. Moving earth, building sheds, barns and houses near the boundary line and digging in Palos Park, can all cause long term problems. Because of our terrain, any construction / digging can cause major flooding issues throughout the village. Barring a civil engineer on site (Mike Sibrava PW Director) and a plot of survey for both properties, we cannot accurately or fairly try to rectify this non-police matter. Building Department / Public Works staff offer some advice on these matters that may occur during non-business hours or on weekends.

- Is there a permit on-site from the Village of Palos Park? If there is it should define the scope of the work and

- have plot/plans on file with VoPP. PW or
- Building Department can follow up next business day.
Office 708 671 3700
 - Building concerns, permit, non-permit matters, and structure matters call Bob Adams' (Village of Palos Park Chief Building Inspector) cell phone number is Cell- (708)269-2134 or 708-606-5199.
 - Water flow / drainage / flooring matter call Public Works Director Mike Sibrava Cell 708 259 0521 Cell- (708)269-2134

PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 D PALOS PARK POLICE DEPARTMENT MEMORANDUM

TO: ALL OFFICERS

FROM: Chief Joe Miller

SUBJECT:

Palos Park Police Cell Phone Usage Guidelines

DATE: 2 January 14

NEW ILLINOIS LAW 2014: CELL PHONE USE ON THE ROAD

On the road, Illinois drivers will have to use hands-free technology to talk on cell phones. Otherwise, they'll have to pull off the road to make a call. They can still make calls on hand-held phones legally in case of an emergency. Penalties will also increase for drivers who injure or kill others in crashes caused by the use of a cell phone or other electronic device.

The Palos Park Police Department issues the following guidelines to all staff related to on duty, on patrol in a Village of Palos Park village vehicle.

- * Cell phones should not disrupt or distract while on duty.
- * Do not use it while driving. An exception would be for hands-free models.
- * Personal calls are permissible; but they should be few and brief, except under special circumstances.
- * Personal cell phones records can / have been open to discovery and may subject to the open review if used in a work / case environment
- * Department-provided phones may be subject to random, periodic audits.

SUPERVISOR RESPONSIBILITY

Department Heads and/or Supervisors shall monitor the cell phone needs and usage for their staff and make appropriate decisions and authorizations based on and what is in the best interest of the department.

CELL PHONE USAGE IN VEHICLES

When driving a village vehicle, employees shall be aware that driving is their primary

responsibility and cell phone usage policies exceptions for licensed law enforcement employees is on an as needed, or hands free work related format.

PERSONAL CELL PHONE USAGE IN THE WORK PLACE

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of village issued cell phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others.

PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 E Palos Park Police Department Special Notice D14-01

Firearm Concealed Carry Act

Issue Date: 20 January 2014

Effective Date: 20 January 2014

Purpose

Informs staff members that:

A. the Firearm Concealed Carry Act:

1. allows individuals in possession of a concealed carry license (CCL) in the State of Illinois to:
 - a. carry a loaded or unloaded concealed handgun, fully concealed or partially concealed, on or about his or her person, and
 - b. keep or carry a loaded or unloaded concealed firearm on or about his or her person within a vehicle.
2. preempts the City's village authority to regulate the licensing and registration of handguns, the possession of handguns by individuals who have a valid Firearm Owner's Identification Card (FOID) or CCL, and the transportation of any type of firearm.

B. certain Illinois Compiled Statutes (ILCS) and Village Code of Palos Park ordinances are affected by this Act.

C. those licensed to carry concealed firearms under this Act are prohibited from doing so in certain circumstances and in certain areas.

D. possession of a firearm in public in and of itself is not a violation of the law.

II. General Information

A. The Illinois State Police (ISP) is responsible for issuing Concealed Carry Licenses.

NOTE:

Pursuant to the Act, it may be up to 270 days before ISP issues a CCL.

B. To obtain a CCL, applicants must meet the qualifications as required in the Act, including but not limited to:

1. being at least 21 years of age, and
2. possessing a current Firearm Owner's Identification Card (FOID), if a resident of Illinois.

NOTE:

Non-Illinois residents may also qualify for a CCL.

C. A CCL licensee is required to possess a valid CCL at all times when carrying a loaded concealed firearm absent the following exceptions:

1. a licensee is carrying or possessing a concealed firearm on his or her land or in his or her abode, or fixed place of business.
2. a licensee is carrying or possessing a concealed firearm on the land or in the legal dwelling of another person as an invitee with that person's permission.
3. the handgun is broken down in a non-functioning state, is not immediately accessible, or is unloaded and enclosed in a case.

D. During investigatory stops, including but not limited to, traffic stops of a licensee who is carrying a concealed handgun, upon the request of the officer, the licensee must:

1. disclose to the officer that he or she is in possession of a concealed firearm under the Firearm Concealed Carry Act;
2. present the CCL and FOID card; and
3. identify the location of the concealed handgun.

E. Failure to carry a CCL is a violation of the Act and is not a UUW violation in and of itself.

F. The Act does not require those already exempt pursuant to (UUW) 720 ILCS 5/24-2 (including law enforcement officers) and the Federal Law Enforcement Officers Safety Act 2004 to possess and carry a CCL.

III. Prohibitions

A. Pursuant to the Act, a CCL licensee shall not knowingly carry a concealed handgun into following prohibited areas:

1. any building, real property, and parking area under the control of a public or private elementary or secondary school.
2. any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of pre-school or child care facility.
3. any building, parking area, or portion of a building under the control of an officer of the executive or legislative branch of government, provided that nothing in this paragraph shall prohibit a licensee from carrying a concealed firearm onto the real property, bikeway, or trail in a park regulated by the Illinois Department of Natural Resources or any other designated public hunting area.
4. any building designated for matters before a circuit court, appellate court, or the Supreme Court, or any building or portion of a building under the control of the Supreme Court.
5. any building or portion of a building under the control of a unit of local government.
6. any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail.
7. any building, real property, and parking area under the control of a public or private hospital or hospital affiliate, mental health facility, or nursing home.
8. any bus, train, or form of transportation paid for in whole or in part with public funds, and any building, real property, and parking area under the control of a public transportation facility paid for in whole or in part with public funds.
9. any building, real property, and parking area under the control of an establishment that serves alcohol on its premises, if more than 50 % of gross receipts is from the sale of alcohol.
10. any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who must walk through a public gathering in order to access his or her residence, place of business, or vehicle.
11. any building or real property that has been issued a Special Event Retailer's License

as defined in Section 1-3.17.1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special Event Retailer's License, or a special use permit license as defined in subsection (q) of Section 5-1 of the Liquor Control Act during the time designated for the sale of alcohol by the license.

12. any public playground.
13. any public park, athletic area, or athletic facility under the control of a municipality or park district, provided nothing in this section shall prohibit a licensee from carrying a concealed firearm while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.
14. any real property under the control of the Cook County Forest Preserve District.
15. any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized university-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university.
16. any building, real property, or parking area under the control of a gaming facility licensed under the Riverboat Gambling Act or the Illinois Horse Racing Act of 1975, including an inter-track wagering location licensee.
17. any stadium, arena, or the real property or parking area under the control of a stadium, arena, or any collegiate or professional sporting event.
18. any building, real property, or parking area under the control of a public library.
19. any building, real property, or parking area under the control of an airport.
20. any building, real property, or parking area under the control of an amusement park.
21. any building, real property, or parking area under the control of a zoo or museum.
22. any street, driveway, parking area, property, building, or facility, owned, leased, controlled, or used by a nuclear energy, storage, weapons, or development site or facility regulated by the federal Nuclear Regulatory Commission. The licensee shall not under any circumstance store a firearm or

ammunition in his or her vehicle or in a compartment or container within a vehicle located anywhere in or on the street, driveway, parking area, property, building, or facility described in this paragraph.

23. any area where firearms are prohibited under federal law.

24. nothing in the Act shall prohibit a public or private community college, college, or university from:

a. prohibiting persons from carrying a firearm within a vehicle owned, leased, or controlled by the college or university;

b. developing resolutions, regulations, or policies regarding student, employee, or visitor misconduct and discipline, including suspension and expulsion;

c. developing resolutions, regulations, or policies regarding the storage or maintenance of firearms, which must include designated areas where persons can park vehicles that carry firearms; and

d. permitting the carrying or use of firearms for the purpose of instruction and curriculum of officially recognized programs, including but not limited to, military science and law enforcement training programs, or in any designated area used for hunting purposes or target shooting.

EXCEPTION:

1. A CCL licensee shall be permitted to carry a concealed firearm on or about his or her person within a vehicle into the parking area of a prohibited area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this exception, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

EXCEPTION:

1. A CCL licensee shall be permitted to carry a concealed firearm while he or she is traveling along a public right of way that touches or crosses any of the prohibited areas if the concealed firearm is carried on his or her person in accordance with the provisions of the Act or is being transported in a vehicle by the licensee in accordance with all other applicable provisions of law.

B. Private Property

The owner of private real property of any type may prohibit the carrying of concealed firearms on the property under his or her control. The owner must post a sign in accordance with the Act, indicating that firearms are prohibited on the property, unless the property is a private residence.

C. Situational Restrictions

A CCL licensee is prohibited from carrying a concealed handgun while under the influence of alcohol, other drug or drugs, intoxicating compound or combination of compounds, or any combination thereof, under the standards set forth in subsection (a) of Section 11-501 of the Illinois Vehicle Code.

IV. Procedures

A. Members will be aware that the appropriate ILCS UUW charge is based upon whether the subject has been issued of a valid CCL.

B. Pursuant to 720 ILCS 5/24-2, individuals issued a valid CCL will be exempt from the following UUW statutes:

1. 720 ILCS 5/24-1(a)(4) carries or possesses in any vehicle or conceal on or about his/her person except when on his/her land or in home.

2. 720 ILCS 5/24-1(a)(10) carries or possesses on or about his person, upon any public street, alley, or other public lands within the corporate limits of a city.

C. Under certain circumstances, individuals issued a valid CCL will not be charged with 720 ILCS 5/24-1.6(a) "Aggravated Unlawful Use of a Weapon." Below is the verbatim text of the amended 720 ILCS 5/24-1.6 "Aggravated Unlawful Use of a Weapon" statute:

720 ILCS 5/24-1.6 Aggravated Unlawful Use of a Weapon

a. A person commits the offense of aggravated unlawful use of a weapon when he or she knowingly:

(1) carries on or about his or her person or in any vehicle or concealed on or about his or her person except when on his or her land or in his or her abode, legal dwelling, or fixed place of business, or on the land or in the legal dwelling of another person as an invitee with that person's permission, any pistol, revolver, stun gun or taser or other firearm;

(2) Carries or possesses on or about his or her person, upon any public street, alley, or other public lands within the corporate limits of a city, village or incorporated town, except when an invitee thereon or therein, for the purpose of the display of such weapon or the lawful commerce in weapons, or except when on his or her own land or in his or her own abode, legal dwelling, or fixed place of business, or on the land or in the legal dwelling of another person as an invitee with that person's permission, any pistol, revolver, stun gun or taser or other firearm; and

(3) One of the following factors is present:

(A) The firearm, other than a pistol, revolver, or handgun, possessed was uncased, loaded, and immediately accessible at the time of the offense;

(A-5) the pistol, revolver, or handgun possessed was uncased, loaded, and immediately accessible at the time of the offense and the person possessing the pistol, revolver, or handgun has not been issued a currently valid license under the Firearm Concealed Carry Act; or

(B) The firearm, other than a pistol, revolver, or handgun, possessed was uncased, unloaded, and the ammunition for the weapon was immediately accessible at the time of the offense; or

(B-5) the pistol, revolver, or handgun possessed was uncased, unloaded, and the ammunition for the weapon was immediately accessible at the time of the offense and the person possessing the pistol, revolver, or handgun has not been issued a currently valid license under the Firearm Concealed Carry Act; or

(C) The person possessing the firearm has not been issued a currently valid Firearm Owner's Identification Card; or

(D) the person possessing the weapon was previously adjudicated a delinquent minor under the Juvenile Court

Act of 1987 for an act that if committed by an adult would be a felony; or

(E) the person possessing the weapon was engaged in a misdemeanor violation of the Cannabis Control Act, in a misdemeanor violation of the Illinois Controlled Substances Act, or in a misdemeanor violation of the Methamphetamine Control and Community Protection Act; or

(F) (BLANK), or

(G) The person possessing the weapon had an order of protection issued against him or her within the previous 2 years; or

(H) the person possessing the weapon was engaged in the commission or attempted commission of a misdemeanor involving the use or threat of violence against the person or property of another; or

(I) the person possessing the weapon was under 21 years of age and in possession of a handgun as defined in Section 24-3, unless the person under 21 is engaged in lawful activities under the Wildlife Code or described in subsection 24-2(b)(1), (b)(3), or 24-2(f).

(a-5) "Handgun" as used in this Section has the meaning given to it in Section 5 of the Firearm Concealed Carry Act.

(b) "Stun gun or taser" as used in this Section has the same definition given to it in Section 24-1 of this Code.

(c) This Section does not apply to or affect the transportation or possession of weapons that:

(i) are broken down in a non-functioning state; or

(ii) are not immediately accessible; or

(iii) are unloaded and enclosed in a case, firearm carrying box, shipping box, or other container by a person who has been issued a currently valid Firearm Owner's Identification Card.

1. if the possessor of the firearm does not have either a FOID card or a CCL and the weapon is not lawfully transported.

2. if the UUW offender does not have either a FOID card or a CCL and the weapon is not lawfully transported.

3. if the vehicle contains a sawed-off shotgun, .50 caliber rifle, short barrel rifle, machine gun, or assault weapon.

3. if vehicle contains a laser sight, firearm silencer, or muffler.

**G. PPPD staff will contact the Cook
County Assistant State's Attorney's Felony
Review office for further guidance in regards
to Unlawful Use of Weapons charges.
Cook County State's Attorney - Felony
Review
2650 S. California Ave.,
773-674-3020**

PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 F

Palos Park Police Department

LAW ENFORCEMENT, NOT A SPECTATORS SPORT

To: All Staff members / Officers
From: Chief Joe Miller

**Subject: Palos Park Police
Department Triennial Policy
Review, Rewrite and/or
Development of new policies.**

Every three years we conduct a total review of all PPPD policies and procedures that serve as the governing organizational system in place to guide the most common, duties, practices and interactions an officer has with suspects, victims, witnesses and citizens. The triennial review allows for updates and reviews to ensure clear guidelines, policy, discussion, implementation and direction. We realize conducting a review of existing policies and procedures is a tool to look for ambiguity, ineffective or impractical language, as well as seek specific recommendations to strengthen policies.

Policies are in essence statements of how we will conduct business. We are all ultimately accountable for whether staff and the organization itself follow policies. We realize having the "right" policies can ensure that we are poised to comply with legal requirements and 'best practices' as well as ensuring the fair and

consistent enforcement of the policies. Our goal is to conduct our triennial policy review in a format that examines standards, analyses application, and researches new standards and procedures by which we govern our conduct.

PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 H

Palos Park Police Department **Health and Safety Policy**

This policy outlines the Palos Park Police Departments commitment to ensuring the health and safety of all people who may be affected by its activities.

Policy

1 Introduction

1.1 The Chief of Police and the Village of Palos Park are committed to ensuring the health and safety at work of all their police officers and police staff and others who may be affected by its activities. This will be achieved through consistent endeavors to exceed minimum statutory standards and constantly work towards achieving excellence in health and safety in all our business activities at all levels within the organization.

2 Application

This policy takes immediate effect and is applicable to all police officer and police staff.

3 Purpose

3.1 This policy outlines the organization's responsibilities for health and safety at work. The policy also summarizes the functions of the Force Health and Safety Board.

4 Scope

4.1 This policy describes how Palos Park Police discharges its legal and moral obligation for health and safety in accordance with relevant legislation.

5 Policy Statement

This Health & Safety Policy will ensure, as is reasonably practicable, the provision of:

A safe place of work and working environment where risks to health are managed and adequate as regards facilities and workplace equipment.

Sufficient and appropriate leadership, training, resources, information, awareness and supervision to enable all staff to manage risks and threats associated with our business.

6 Benefits

The implementation of this policy will promote a positive culture of health and safety awareness which in turn will support Sussex Police in delivering a first class policing

service to the public. The principal benefits of this Policy are to:

Maximize the safety, welfare, effectiveness and efficiency of the workforce by empowering all staff to make robust risk-benefit decisions whilst engaging in potentially high risk activities;

Create and maintain a positive culture and framework for managing significant health and safety risks which will assist in demonstrating compliance with the Force's legal and moral obligations;

Reduce injuries and ill health which will in turn reduce sickness absence and the damaging effects of staff turnover and litigation;

7 Responsibilities

These instructions ensure there is sufficient and appropriate leadership, training, resources, information, awareness and supervision with regard to facilities, workplace equipment and personal safety.

Evaluate contractual agreements and that all works are being diligently undertaken and are legislatively compliant.

Police Command Staff Shall

- Communicate / implement this policy**
- Ensuring sufficient resources are allocated for all health & safety issues**
- Producing, implementing, monitoring and auditing of Health & Safety Action Plans**
- Ensuring effective arrangements for communicating and consulting with employees, their representatives and recognized union safety representatives on health & safety issues**

Ensuring that the health and safety training needs of their employees are identified and that appropriate, timely training is provided where necessary

- Ensuring that monitoring procedures are effectively implemented including regular proactive work-place safety assessments are undertaken aimed at continually improving health & safety

- Keeping themselves up to date on relevant health & safety legislation and current best practice

Supervisors and Officer in Charge

All patrol staff must be aware of their relevant legal and organizational duties and responsibilities in relation to the health, safety and wellbeing for themselves and those police officers and/or police staff under their supervision, including non-employees who may be affected by their acts or omissions.

Such duties include:-

To take responsibility for their actions and decisions in managing risks and threats affecting their area or operations or activities and recognizing when there is a need for an issue to be escalated through a higher chain of command

To arrange and/or conduct, health and safety audits of matters

• Staff welfare & wellbeing

• To ensure, so far as is reasonably practicable, that built environment health & safety concerns, defects or non-compliances are identified and appropriately rectified in a timely manner; To maintain high standards of health and safety at all times and ensure that any workplace equipment is fit for purpose, properly maintained and inspected

• To encourage such positive conduct and behavior amongst their colleagues and those under their supervision

• Undertaking the observance and implementation of safe systems of work in accordance with statutory and organizational requirements and recognized good practice

To investigate reports of hazards/threats and take appropriate action as required

To promptly report and investigate injuries and/or incidents, in areas under their remit, using the appropriate procedures and identifying and initiating any remedial action

We will ensure that all persons under our supervision are

Given adequate health and safety training; Provided with relevant health and safety information and instruction;

Provided with and appropriately use suitable protective equipment; Engaged in matters of health, safety and welfare

Police Officers and Police Staff

All police officers and police staff are to discharge their relevant legal and organizational duties and responsibilities in relation to the health, safety and wellbeing for themselves, including non-employees who may be affected by their acts or omissions.

Maintain acceptable health and safety standards at all times and ensuring that any workplace equipment, including personal protective equipment, is fit for purpose, maintained and replaced as required

To observe and implement safe systems of work in accordance with statutory and organizational requirements and recognized good practice

To attend all health and safety training and/or briefings relevant to their area of activity/operation

To promptly identify and raise any conflict between health, safety and wellbeing issues that may affect them or operational capability and effectiveness, through the appropriate channels

PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 O

Palos Park Police Department Hearing Conservation Program

Long-term exposure to excessive noise leads to permanent, irreparable hearing loss. Many individuals who live and work in noise are reluctant to recognize it as a serious threat or to accept and use personal hearing protection. Noise-induced hearing loss occurs slowly over months or years making it difficult to convince those at risk to guard their sense of hearing.

The purpose of a Hearing Conservation Program is to prevent job-related, noise induced, hearing loss in Palos Park Police Department employees.

Hearing tests. All hearing testing are conducted at time of hire or for cause at Southwest Industrial Clinic in a sound treated audio logical test booth, under the supervision of a Certified Audiologist.

In service training for employees shall be performed annually during firearms / range training. Training sessions will cover the areas of basic audition, anatomy of the ear, noise and noise-induced hearing loss, and the benefits of hearing protection.

Hearing protection. In all areas where noise hazards exist, (none currently) warning signs should be posted at entrances or on the periphery of those areas. Hearing protection must be worn during all Palos Park Police Department range activity.

Live firearms training

The usual procedures for live firearms training involve one or several range officers who issue commands on a firing line. If the ratio of range officers (or instructors) to shooters is appropriate and firearm safety rules are stressed, the risk for accidental gunshot wounds should be low. One instructor for up to five shooters is an optimal ratio for static shooting. For dynamic exercises, such as shooting on the move, the ratio should be one instructor for one shooter. A more common problem is backsplash, when metallic debris from the bullet or from a metallic target hits a shooter. Injuries caused by backsplash range from minor skin abrasions to serious lacerations requiring surgical repair. Respecting minimal distances from the target, using training frangible ammunition, and using protective equipment minimize the risk for backsplash injury. Frangible ammunition disintegrates into a fine powder when hitting a hard surface. It allows officers to train with live firearms in close-quarters combat in realistic settings, where the shooting distance is across a room.

Comment [d1]: This is more of a Firearms & Defensive Tactics training policy which includes their hearing conservation and PPE.

Comment [d12]: What about the range? Is there no range at Palos Park and they train at another location. The range should still be mentioned.

The mandatory protective equipment that is worn by shooters includes eye protection, hearing protection, and appropriate clothing. Occupational Safety and Health Administration (OSHA) requires appropriate eye or face protection when exposed to eye or face hazards from flying particles [3]. Typically, shooters wear wraparound eyeglasses (Fig. 1). Goggles are also acceptable. Regular eyeglasses or sunglasses should be fitted with side shields, as OSHA requires side protection. Some wraparound glasses fit over prescription eyeglasses. Protective eyeglasses should comply with the American National Standard Practice for Occupational and Educational Eye and Face Protection (ANSI Z87.1-1989 standard).

Hearing and eye protection for firearms training. From left to right: electronic earmuffs, wraparound eyeglasses, custom silicone earplugs, two different types of foam earplugs

Hearing protection can be provided by earmuffs and earplugs, which are graded by the noise reduction rating (NRR). The NRR typically ranges from 21 to 27 dB for reusable earplugs, 28 to 33 dB for foam earplugs, and 17 to 31 dB for earmuffs (see Fig. 1). Officers should wear earplugs and earmuffs during firearms training, to maximize hearing protection. Electronic earmuffs amplify noise up to a threshold level (around 80 dB) and help to hear commands on the range. Electronic earmuffs are recommended for frequent shooters, including firearms instructors and

tactical team members, in conjunction with earplugs. Custom-made silicone earplugs are available and are preferred by some shooters for their comfort. Officers should be careful about hearing protection when shooting indoors or when shooting short-barreled carbines.

The main purpose for headgear and clothing for shooters is ~~comfort~~, but these items also could increase safety. Casings ejected by firearms are hot and could burn and distract shooters. A baseball cap or a hat with a wide brim should be used. Long pants and long sleeves offer protection against hot brass and the environment. Warm clothes are indicated if shooting in a cold environment, because most range training is fairly static. Officers may choose to wear ballistic vests during firearms training.

A first aid kit should be readily available on each range. At the minimum, a kit should contain the following items:

- Two tourniquets
- Two trauma dressings
- Two pairs of gloves (latex or nitrile)
- Two rolls of conforming gauze
- Adhesive bandages

Optional items, depending on the environment and on the level of medical training of the range officers, include the following:

- Automated external defibrillator
- Pocket mask
- Nasopharyngeal airways
- Splints
- Elastic wraps

Comment [d13]: Safety should be first, then comfort.

- Non-adherent dressings
- Bandage strips
- Gauze pads
- Tape
- Space blanket
- Emergency medical technician (EMT) shears
- Cold compresses
- Sunscreen
- Insect repellent
- Acetaminophen, ibuprofen, aspirin
- Antibiotic ointment
- Antiseptic solution
- Saline drops

Police agencies should develop policies to address medical emergencies that may occur on the range. Besides accidental gunshot wounds and backsplash, other possible medical emergencies at a police firing range include blunt trauma (falls); environmental injury (hypothermia, heat exhaustion, bee sting, poison ivy); cardiac disease, especially during intense physical training; and other general medical emergencies. Firearms instructors should have some first-aid training. Ideally, an EMT should be on staff. Ranges commonly are located in remote areas. Access to emergency medical services (EMS) can be an issue, and its procedures, such as when and how to call for a medical evacuation helicopter, should be addressed in advance. Several means of communication should be available to call for help. The location of the nearest hospitals and trauma centers should be known.

Simulation training with firearms

Most of the recent training deaths of officers occurred during simulation

training. Simulation is a valuable part of the training: It allows officers to experience realistic fights during force-on-force scenarios. During simulation training, firearms are rendered safe and are used to shoot blank or marking rounds or are kept empty for dry firing. Blank rounds create a concentrated blast of hot gases that can be deadly at close range. Police officers have been injured seriously by blank rounds in training; however, most accidental shootings in training happen when a loaded weapon is brought in by mistake. Typically, an officer leaves the training area and loads the gun. He or she returns to the training environment, forgetting that the gun is loaded. Another common mistake happens after the end of the simulation exercise, when the guns have been loaded. An officer asks a question about the exercise, and the instructor offers to do another demonstration of the technique, forgetting that the gun is loaded.

Law enforcement agencies should implement strict guidelines to prevent these tragedies. No live weapons and no live rounds should be present in the training area. Training officers should go through a simulation instructor's course. Safety officers should search officers for live rounds and weapons and possibly use metal detectors. Firearms should be inspected immediately before the exercise by the safety officer and the student to make sure that the firearms are loaded with training rounds. The training area should be closed, and no interruption should be allowed. Students and instructors are notified when training is

completed and when they can have access to live weapons, for example: No more practice, no more demonstration, you now carry live weapons.

Real firearms should be avoided whenever possible, unless they are fitted with special devices that allow only blanks or marking rounds to be fired and are marked with a special color (usually red). Real firearms should not be used for dry firing during simulation and should be replaced with dummy guns for exercises that do not require shooting. Officers should wear hearing and eye protection if guns are fired. Groin, throat, and neck protection is mandatory if marking rounds are used. Ballistic vests are recommended. A medical kit, similar to the range medical kit described earlier, should be available. Instructors should be trained in first aid and have plans and communication means to contact EMS.

Defensive tactics training

Defensive tactics is the art of empty-hand combat. Law enforcement officers use defensive tactics to control (restraint techniques) and disable subjects (impact techniques) and to defend themselves when attacked (blocking, falling, and rolling techniques). Firearm retention and disarming, knife defense, handcuffing, and impact weapons usually are added to the defensive tactics curriculum. Wall padding and mats with no gaps between them can reduce injuries in defensive tactics. Shoes should be worn while working on mats. Live

weapons should be avoided whenever possible and replaced with dummy weapons. Plastic guns and knives are preferred during more dynamic exercises. Dummy aluminum guns and knives might be preferred in other training exercises, because they feel more realistic and are less likely to break, chip, or cause lacerations.

Handcuffing training uses real, metallic handcuffs. It can be painful and could cause nerve damage. Overly tight handcuffs have been found to cause temporary and permanent neuropathies [4, 5]. To prevent nerve damage, wrist neoprene support bands could be used, and handcuffs should not be too tight.

Simulation training in defensive tactics lets officers experience the stress of a real fight and shows them how to apply successful techniques under realistic conditions. To achieve this goal, officers playing the attackers wear special protective suits (Fig. 2).

Commercial training suits are generally not appropriate for full-contact fighting and need to be modified for added protection and mobility; however, there have been improvements in these suits (P.J. Messina, personal communication, 2003). Training suits have to provide protection against impacts, adequate mobility, and peripheral vision while minimizing dehydration and heat exhaustion. At the Modern Warrior Defensive Tactics Institute, training suits are supplemented with

ice packs on the chest, on the back, and around the neck to prevent heat exhaustion. Additional support is added to the back of the neck to prevent whiplash injuries while preserving the mobility of the neck. Officers playing the attackers should have special training and frequently should rest and hydrate during simulation training. They also should wear mouth guards. Several monitors are needed to direct the fight, keep the officers safe, and check the protective equipment. The floor, walls, and dummy weapons should be padded. The trigger guard of the dummy guns should be removed to prevent finger injuries. To keep the fight realistic, the officers do not wear protective equipment. The duration of a fight should be limited to 60 seconds. Code words should be used to stop the fight if anybody observes a safety risk. At the Modern Warrior Defensive Tactics Institute, more than 10,000 officers have been trained in simulated confrontations during the past 15 years. Only one attacker had a significant injury that required medical attention. It is interesting to compare this rate of injury to the findings described in an article by Minor, Rudnick, and Plumstead elsewhere in this issue. The low rate of injury at the Modern Warrior Defensive Tactics Institute can be explained by the use of equipment, selection of the attackers, and use of safety procedures. The training suits are modified to offer the best protection and mobility. The attackers are experienced defensive tactical experts who are trained in simulation confrontations. Their training includes a complex obstacle course, which

they have to complete with the training suits. A safety briefing is given before the fight. At least three instructors monitor the fight and the equipment for safety issues. The attackers work in two shifts, allowing one group to rest and hydrate while the other group fights with an officer.

PPPD DIRECTIVE 2014 Q

PALOS PARK POLICE WILL BEGIN WEARING NEW CENTENNIAL BADGES

Palos Park Police Commissioner Dan Polk has announced that as part of the 100th anniversary of the Village of Palos Park, uniformed Palos Park Police personnel will begin wearing special commemorative badges. The badges will be retained by each employee as a keepsake after they are decommissioned.

Sergeant Chris Hughes was largely responsible for taking the idea of a PPPD commemorative badge and making it a reality. Chief Joe Miller said of Hughes, “Chris did an excellent job of developing consensus on the design, and working with the manufacturer to equip department members with the new badges.”

One hundred years later, members of the Palos Park Police Department continue to be faithful to that public trust, which is symbolized by the badge of office. Chief Miller said, “We are both privileged and proud to wear it.”



PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 R

Palos Park Welcomes Senior Service Investigator

Police Commissioner Dan Polk has announced that Palos Park Officer Deb Legatzke has assumed her duties as the department's Investigative Support officer to assist in follow up investigations, interviews, coordinating community resources, crime prevention and awareness.

Legatzke, a graduate of Queen of Peace High School, is a 30 year veteran who has held the rank of Patrol Officer, Corporal, Canine Handler, Sergeant and Lieutenant with the Palos Hills Police Department. She joined the Palos Park department in 2010.

Legatzke holds an Associate's Degree in Law Enforcement from Moraine Valley Community College and a Bachelor of Arts in Social Justice from Lewis University. She is also a graduate of the School of Police Staff And Command at Northwestern University. She cares for her ailing dog Kelsey, a German shepherd who she obtained after her longtime canine patrol partner Seffe passed away Chief Joe Miller said of Legatzke, "Debbie is committed to this profession and combining her compassion and knowledge, she will be a great resource to all of our homeowners, community members, victims, and businesses."

Officer Legatzke will serve as Palos Park's lead person in encouraging community involvement in policing, providing the community information to stay safe and to make people comfortable enough to call the police when necessary.



PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 S

Village of Palos Park Police Officer Risk Assessment Protocol /

Process

Members of the Palos Park Police Department shall be part of the ongoing risk assessment process, which is a common sense decision making process to enable officers to manage the inherent day to day risks in policing; from normal response policing to major incidents. At high-risk incidents, individual officers and operational staff will carry out subjective assessments of hazards and take appropriate and immediate actions to manage the hazards and control the risk.

Risk Assessment decisions may be recorded in operational decision logs or individual officer's reports, and required document after the incident.

Risk Assessments:

We require assessments of hazard assessments involved in all our work activities and to take whatever appropriate steps we can to remove or reduce the risks to the personnel involved. This also gives us an opportunity to look at the health and safety of all our staff and other people who may be affected by our work. We recognize the people in the best position to identify hazards in any work activity are those actually performing the task. We seek to take all necessary steps reasonably and practicable to ensure the health, safety and welfare at work of all staff and anyone else who may be affected by their undertaking. To that end we undertake a systematic general examination of our work activity to Identify the significant risks arising out of our work. We assess risks to the health and safety of those in our employ and assess the risks to the health and safety of persons not in our employ, but who are working on our premises or affected by our services.; We inspect bi weekly and record all findings on an assessment for employees specifically at risk, we review assessments if there is reason to suspect that they are no longer valid or

there has been a significant change including legislation, correction, training and guidance addressing the concern.

We use the assessment of risks to determine what measures should be taken to manage the risks to a level that is as low as is reasonably practical. We use these measures as directed by IRMA and regulatory agencies looking at the health and safety legislation, standards and codes of practice (MDA) manufacturers' instructions,

The risk assessment is an identification of hazards in the Palos Park work environment that could cause harm to people and an evaluation of the likelihood and consequence to provide a subjective quantification of risk. Safe practices and existing controls to manage our hazards are reviewed regularly and where necessary additional controls are introduced to further manage the hazards and reduce the risk.

We look exam Risk /Hazard within the following definitions:

Hazard – Anything with the potential to cause harm.

Severity– the injurious consequence implicit in a hazard.

Likelihood– The chance that someone or something will be adversely affected by the hazard.

Risk Assessment- Is identifying the hazards present in an activity and estimating the risks arising from them.

Control Measure– An action to remove the hazard or reduce the risk (the control measure may range from avoiding or removing the hazard to reducing the risk of exposure to the hazard).

Risk Assessment / Operational activities.

The Palos Park Police Department takes into account the diverse nature of our activities, it

is recognized that it is not practicable to rigidly apply a formal risk assessment process to all our operational activities.

We assess generic and often common activities across the department, (Driving, traffic control, use of force, deadly weapons, Personal Protection equipment, ballistic vests) we assess department activity taking into account local environment and circumstances. These are often based on the assessment for a specific task.

Planned Operation Risk Assessments. Pre-planned operations risk assessment. Other operational planning documents or assessment forms do not replace the need for a safety and health risk assessment. This should be based on operational planning documents (e.g. tactical plans).

The Individual Risk Assessments are based on the assessment for the activity being undertaken using other available information of an assessment (e.g. violent, combative subjects, less than lethal force)

We look at the Risk Assessment process as common sense decision making to enable officers and staff to manage the inherent day to day risks in policing; from normal response policing to major incidents. Individual officers and operational staff will carry out subjective assessments of hazards and take appropriate and immediate actions to manage the hazards and control the risk. And / or notify staff who will ensure a hazard is controlled, confined, eliminated, mitigated. Assessments are based on guidance and training and local assessments; they include third party (IRMA OSHA DOL, FEMA, and DOJ) and specific assessments of a complex nature. An effective system for communicating safety measures is in place and monitored to assess specific hazards under specific safety regulations such as

Noise Protection / Ear Protection

Regulations1981.

Blood Lead Levels.

Material Data Sheets

Personal Protective Equipment

Equipment Regulations

Lifting Equipment Regulations

Control of Substances Hazardous

Blood borne Pathogens

Infectious Disease Exposure Control

Inoculations

Risk assessments are conducted by command staff who has the ultimate responsibility for

the local risk assessments. We also recognize risk assessments are to be retained with the relevant operational documents and logs. Bi monthly inspection reports attached to the monthly reports with relevant assessment recommendations, corrections and decisions documented via, policy, DPW Work Order, IRMA recommendations.

We believe the main components of our internal risk assessment management are accountability and measuring celebrating success.

Accountability

It is important that all members of our organization are held accountable for following proper procedures and using common sense as it relates to risk management issues. It is connected to their performance and performance ratings. There is an expectation that all staff is to be aware of risk management issues and of their role in those issues, they are a part of the evaluating system.

Measuring and Celebrating Success

Injuries, accidents, claims, and many other determinants of appropriate risk management should all be recorded and assessed continually. This on-going assessment allows for proactive measures or celebration of success. Palos Park remains one of few IRMA police agencies that had no automobile accidents over the course of one year.

The Palos Park Police Department realizes that Risk management is both a leadership and management issue. Leadership is conducted through the role modeling of proper behaviors of all members of the organization.



PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 T

Palos Park Police Department Planning Checklist for Special Events

Event Name _____

Special Event # _____

Event Date

COMMAND
Event Commander

Field Commander

Planning meetings scheduled
weekly – bi-weekly –
monthly _____

Dates: _____

Ops Plan written by

Fire

INTELLIGENCE / PLANNING

Situation Report

Threat Analysis Received

Contingency Plans

**PERSONNEL / FINANCE /
ADMINISTRATION**
On Duty Resources notified by

utilized

available _____

A Watch

B Watch

Bikes
Foot beat

OPERATIONS
Special Resources Anticipated
Tasks
SSRT – D, N notified by

SSSRT notified by _____

Mutual Aid-ILEAS notified by

LOGISTICS Commander

_____ notified
by _____ Tasks

Support Staff

Vehicle Rentals

Feeding Plan

Anticipated Needs for Event Vehicles

Barrier tape

Fencing

Parking

Staging Area

Anticipated Communications Needs for the Event

MUTUAL AID

State Patrol notified by

County Sheriff notified by

KEY MASS DEMONSTRATION ISSUES

Mass demonstrations remain a major challenge to law enforcement agencies and will continue to raise significant concerns in the post-9/11 world;

The reality that large events cannot be handled by any single agency makes cooperation and effective communications the most essential aspects of mass demonstration event management;

Critical planning issues and processes must be addressed by all agencies prior to an event;

“What ifs,” worst-case scenarios and plans for mid-course corrections must be included in the planning and training processes;

There is a balance to be struck between, on the one hand, First Amendment rights and other civil liberties, and on the other hand, the interventions required to protect public safety and property;

Recognizing the serious potential risk to officers' safety, policies must be in place to guide officers on the degree of force that may be used in response to perceived risks;

Operating procedures should address the issue of when it is appropriate or necessary to utilize full body armor or to issue special weapons, recognizing the possible negative effect their appearance can have on a crowd;

We must make the best use of real time and strategic intelligence, managing it both internally and via the media; and determine how to best educate and reassure citizens about police professionalism and proportionate responses

Hold formal meetings with event organizers as early as possible before the event;

Identify potential protest groups. Attempt to meet with them and advocacy groups such as the American Civil Liberties Union and the National Lawyer's Guild. (Consider the benefits of inviting such representatives as part of the police planning team);

Identify partner law enforcement agencies (local, state, federal and others that may be applicable) and meet to discuss mutual aid, the possible

roles for each agency and Memoranda of Understanding (MOU) issues. Consider cross-jurisdictional issues;

Specify equipment and uniform MOU so that commanders are aware of the abilities of mutual aid agencies and how they will be deployed in the field;

Hold formal meetings with all stakeholders who can provide support; including Local leaders and elected officials Business/private sector individuals Public transportation personnel Public utility officials Medical facilities and the local Red Cross Venue managers (hotels, meeting halls, convention centers);

Contact police agencies that have prior experience with similar events and with the same organizers. Send observers to other similar events. In return, plan for visiting police observers to use your agency for the same learning purpose for future events;

Establish a media strategy for managing media representatives, maintaining community contact and disseminating information; Develop MOU with partner and/or assisting agencies; and

Secure a commitment to provide uniform pre-event

training for all support agencies and at all levels— command to supervisors and front-line officers.

The department's use-of-force reporting criteria *must* be followed during mass demonstration events. It may not be reasonable to expect an officer to abandon ongoing, front-line, operational tasks to complete a use-of-force report; however, after-action reports should include

A detailed account of why force was necessary;
The type of force used;
The tools utilized;
Whom the force was directed against;
The resultant response of the crowd or individual;
Any arrests;
Any injuries observed (to officers, demonstrators or bystanders);
Communications (internal and external)— transmitted and recorded; and Risk management systems activated where needed.

Acceptable methods of documentation include the following
Still photography
Audio recording
Video recording

Written/log journal
Reports (including after-action reports)
Media reports/footage

Communication and dispatch tapes/printouts

These documentation methods also are suitable for documenting the following:
Public disruption
Property damage
Injuries (public and police)
Collective and individual behavior/ Individual arrests

PALOS PARK POLICE DEPARTMENT

child with the intent to deprive another person of

PPPD Directive 2014 U

ALL PPPD STAFF

We have pre-printed Unlawful Visitation Interference Ticket books for Filing criminal charges against a parent (custodial or residential parent) for interfering with visitation rights.

Each Sergeant will have one and one will be kept in the lock up area on the shelf with the Bond, Implied Consent, & DUI forms

Under Illinois law (720 ILCS 5/10-5.5), any person who violates the visitation provisions of a court order by detaining or concealing a child with the intent to deprive another person of his or her rights to visitation is guilty of "unlawful visitation interference".

Under the law, any law enforcement officer who has probable cause to believe that a person has committed or is committing an act in violation of this law shall issue to that person a notice to appear in court.

720 ILCS 5/10-5.5

§ 10-5.5 Unlawful visitation interference

(a) As used in this Section, the terms "child", "detain", and "lawful custodian" shall have the meanings ascribed to them in Section 10-5 of this Code.

(b) Every person who, in violation of the visitation provisions of a court order relating to child custody, detains or conceals a

his or her rights to visitation shall be guilty of unlawful visitation interference.

(c) A person committing unlawful visitation interference is guilty of a petty offense. However, any person violating this Section after 2 prior convictions of unlawful visitation interference is guilty of a Class A misdemeanor.

(d) Any law enforcement officer who has probable cause to believe that a person has committed or is committing an act in violation of this Section shall issue to that person a notice to appear.

(e) The notice shall:

(1) be in writing;
(2) state the name of the person and his address, if known;
(3) set forth the nature of the offense;
(4) be signed by the officer issuing the notice; and
(5) request to the person to appear before a court at a certain time and place.

(f) Upon failure of the person to appear, a summons or warrant of arrest may be issued

Pre printed Ticket:



PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 V

What is hepatitis C?

Hepatitis C is an infectious liver disease caused by the hepatitis C virus (HCV). Infections of hepatitis C occur only if the virus is able to enter the blood stream and reach the liver.

For reasons that are not completely understood, about half of all people who develop hepatitis C never fully recover and can carry the virus for the rest of their lives. These people have chronic hepatitis C, and some may eventually develop cirrhosis of the liver and liver failure.

There are other kinds of viral hepatitis such as hepatitis A, hepatitis B, hepatitis D, and hepatitis E. These diseases and the viruses that cause them are not related to hepatitis C even though they also affect the liver. They may have other, different symptoms and different modes of transmission.

This means that there are different ways of spreading the disease and different means for preventing and controlling these diseases.

How long does it take for hepatitis C to develop?

The incubation period (the time between initial contact with the virus and the onset of the disease) for hepatitis C ranges from 2 weeks to 6 months, most commonly 6 to 9 weeks.

What are the symptoms of hepatitis C?

The symptoms of hepatitis C infection include fever, nausea and

vomiting, loss of appetite, stomach pain, extreme fatigue, and yellowing of the skin and eyes (jaundice).

Some people who are infected with hepatitis C virus have no symptoms and can infect others without knowing it. These persons are at risk of becoming ill at some time in the future. It has been estimated that it may take 10 years to develop symptoms.

What tests are available for hepatitis C?

The common tests for hepatitis C are the antibody test, the polymerase chain reaction (PCR) test, liver function test and the liver biopsy test. When a person becomes infected, the body creates antibodies to protect itself from the virus. There is a blood test available to measure these antibodies. However, sometimes a "false negative" test can result if there are not enough antibodies in the blood for the tests to detect accurately. A doctor should also do a complete medical examination and get information about your activities in order to make a clinical diagnosis of hepatitis C.

How is hepatitis C transmitted?

The hepatitis C virus is spread primarily by exposure to blood. Some people who get hepatitis C do not know how they were infected with the virus.

People may get hepatitis C by sharing needles to inject drugs, through exposure to blood in the workplace, from unsterile equipment used for body piercing, tattoos or acupuncture, exposure to dental or medical practices with poor infection control practices or by sharing personal care items including nail clippers, razors, scissors with infected people. The risk of getting this virus from a blood transfusion is minimal but still exists. All donated blood is now screened for the hepatitis C virus. There is no evidence that hepatitis C virus is spread by casual contact. Sneezing, coughing and hugging do not pose the risk for hepatitis C. In addition, there is no evidence that hepatitis C virus is spread by food or water.

What occupations have increased risk of hepatitis C?

The risk of acquiring hepatitis C from the workplace depends on the amount of exposure to human blood or blood products and needlestick injuries. In general, occupational groups with increased risk include workers such as dentists, nurses, and laboratory personnel who are repeatedly exposed to human blood and who are at risk of needlestick injuries.

How can we prevent hepatitis C in the workplace?

There is currently no vaccine for hepatitis C. The risk of hepatitis C can be significantly reduced by implementing infection control guidelines suitable for the specific workplace.

Risk of exposure to blood or certain body fluids, including:

Semen.

Vaginal secretions.

Synovial fluid.

Cerebrospinal fluid.

Pleural fluid.

Peritoneal fluid.

Pericardial fluid.

Amniotic fluid.

Routine practices do not apply to situations where workers may be exposed to:

Feces.

Nasal secretions.

Sputum.

Sweat.

Tears.

Urine.

Vomitus.

Saliva (except in the dental setting, where saliva is likely to be contaminated with blood).

The purpose of routine practices is to prevent exposure to blood-borne diseases transmitted by needlestick accidents or fluid contact with an open wound, non-intact skin (e.g., cuts or skin rashes), or mucous membranes. An example is washing hands whenever gloves are removed or whenever the skin contacts potentially infectious fluids.

Routine practices recommend the use of engineering controls, safe work practices, and personal protective equipment to suit the specific task and workplace.

Engineering controls include the use of equipment to isolate or contain the hazard, such as puncture-resistant containers for disposing of used sharps, or biological cabinets for certain procedures in laboratories.

Safe work practices are required for all tasks involving possible

exposure to blood or certain body fluids. They include:

Safe collection of fluids and tissues for disposal in accordance with local, provincial, territorial, or federal regulations.

Safe removal and disposal or decontamination of protective clothing and equipment.

Procedures to follow in the event of spills or personal exposures such as needlestick injuries.

Specific and detailed procedures to observe when using and disposing of needles and other sharp objects.

Personal protective equipment provides a barrier to blood and certain body fluids. Equipment recommended by routine practices include:

Gloves to protect the hands and skin.

Masks and eye protection together or a face shield (with safety glasses or goggles) to protect mucous membranes of the eye, nose and mouth in any situation where splashes of blood or body fluids may occur.

Aprons to protect clothing from splashes with blood, or gowns if large quantities of blood are present or anticipated.

PALOS PARK POLICE DEPARTMENT

with a single use towel or air dryer
protect your hands from touching

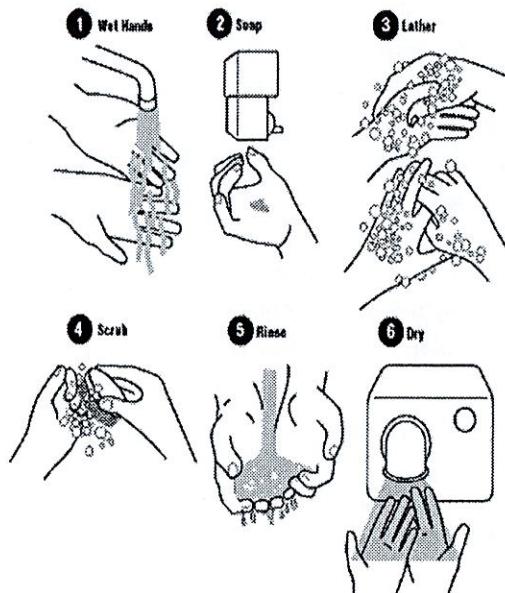
PPPD Directive 2014 W

When should I wash my hands?

- **Different situations where people can pick up "germs" include:**
- **when hands are visibly soiled**
- **after using the washroom (includes changing diapers)**
- **after blowing your nose or after sneezing in your hands**
- **before and after eating, handling food, drinking or smoking**
- **after touching raw meat, poultry, or fish**
- **after handling garbage**
- **visiting or caring for sick people**
- **handling pets, animals or animal waste**
- **Ensuring that employees wash their hands properly after using the washroom is very important in reducing disease transmission of stomach "flus" (which really is not a "flu" or influenza) and other gastrointestinal infections.**

Use warm water and wet your hands thoroughly, use soap and lather very well scrub your hands, between your fingers, wrists, and forearms with soap for 15 seconds scrub under your nails, rinse thoroughly turn off the taps/faucets with a paper towel dry your hands

dirty surfaces as you leave the bathroom



PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 X

generated by the SCHOOLS to the
Cook

PALOS PARK POLICE DEPARTMENT MEMORANDUM

TO: ALL OFFICERS

FROM: Chief Joe Miller

**SUBJECT: PALOS SCHOOL
DISTRICT 118 / CCSPD
POLICE SERVICE AGREEMENT**

DATE: 15 OCTOBER 14

On October 27, 2014 The Village of Palos Park Police will sign off on a Memorandum of Understanding between Palos School District 118 and the Cook County Sheriff's office. In which the CCSPD will ask that PPPD respond in concert with CCSPD unit (s) to Palos West school and/or Palos South school as needed.

The Cook County Sheriffs Police Dispatch will communicate the request via South West Central Dispatch

BACKGROUND/HISTORY:

School District 118 desires that, in addition to the response provided by the SHERIFF through the customary dispatch procedure of the Cook County 911 Center, that Southwest Central Dispatch also be notified by the Cook County 911 Center to dispatch the Palos Park Police Department whenever the Cook County 911 Center receives an emergency 911 call from the Palos West and/or Palos South.

CCSPD PROTOCOL:

Each time a CAD call for service is

County 911 Center, the dispatcher will give a call over the air for the Sheriff's Police. The CAD system automatically notifies the dispatcher to call Southwest Central Dispatch to notify the Palos Park Police Department of the call if it is an in-progress emergency. In the event of an in-progress emergency, the procedure below will be followed:

The dispatcher will obtain an estimated time of arrival for the Sheriff's Police responding unit to Southwest Central Dispatch.

The dispatcher will note in the CAD incident report the estimated time of arrival ("ETA") for the Sheriff's Police units and also the time at which the dispatcher contacted Southwest Central Dispatch for backup units.

A sergeant with the Sheriff's Police will also be notified verbally by the dispatcher each time an in-progress emergency call for service is received from the SCHOOLS.

PALOS PARK POLICE DEPARTMENT

PPPD Directive 2014 Y

PALOS PARK POLICE DEPARTMENT MEMORANDUM

TO: ALL OFFICERS

FROM: Chief Joe Miller

**SUBJECT: Cal Sag Bike Trail Head
86th and Rt83**

DATE: 20 October 14

As the final portion of The Cal-Sag Trail (a multi-use path built almost entirely along the banks of the Cal-Sag) along 30 miles of waterway from Lemont in the west to Burnham prepares to be completed, we need to prepare for the security / policing component.

The Cal-Sag Trail runs through fourteen communities, connecting regional trails, parks, forest preserves, and marinas. Palos Park will have a Trail Head at 86th and Rt 83 with parking.

We will undertake a Trail safety campaign to minimize "risk factors" We will encourage people to project alertness, and be aware of their surroundings, being aware of a particular increase in risks at dusk and darkness.

Most likely, we will secure the trail head in the evening with a secure chain and post like the ones used by the CCFPD and open at dawn.

We will conduct regular checks at the trail head. The trail itself is almost totally on Rt 83 in Palos

Park (8000 / 8600) which will allow for easy patrol access. The trail portion for Palos Park, at this time is set for completion by the end of November 2014.