

# BARTLETT POLICE DEPARTMENT



<b>Subject: Direction</b>	<b>Administrative Order 100</b>
<b>Issued: July 19, 1995</b>	<b>Rescinds: G.O. 83-00</b>
<b>Effective Date: July 19, 1995</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>12.1.1, 12.1.2, 12.1.3, 12.1.4, 12.2.1, 12.2.2</b>
<b>Related Directives:</b>	
<b>Amended Date: August 7, 2020</b>	

**PURPOSE:** This order establishes guidelines governing the supervision and direction of the Bartlett Police Department.

**POLICY:** It is the policy of the Bartlett Police Department to ensure that employees have a clear and adequate system of direction and supervision. (12.2.1.f)

## I. Direction

### A. Designated Authority of the Chief of Police:

In accordance with Title 1, Chapter 8, Article H of the Bartlett Village Code, the Chief of Police shall be appointed by the Village Administrator and shall have complete control of all Police Department operations and functions. (12.1.1)

### B. Succession of Command: (12.1.2.a)

1. During the planned absence of the Chief of Police, command authority to conduct operations of the Department shall be accomplished by way of a written personnel memo designating the person in command.
2. In the event of incapacitation or any exceptional situations causing the absence of the Chief of Police, the senior officer of the next lower rank shall assume control of the Department until such time that the Village Administrator names an acting or permanent replacement. (12.1.2.b)

### C. Command Protocol:

1. Command protocol in situations involving personnel of different components engaged in a single operation shall be established as follows: (12.1.2.c)
  - a. Command structure will always follow the chain of command.
  - b. Whenever the command structure cannot be easily distinguished by rank, responsibility of command remains with the command officer having primary functional responsibility.
  - c. Whenever command structure is easily distinguished by rank, but the command officer having primary functional responsibility is of a lower rank; responsibility of command remains with the command officer of the highest rank.
2. In normal day to day Department operations, for the purposes of seniority, the following denotes the presence of rank and command in descending order: (12.1.2.d)
  - a. Chief of Police
  - b. Deputy Chief of Police
  - c. Commander
  - d. Sergeant
  - e. Police Officer
3. In situations requiring decision or control where the officers are of equal rank, the senior will make the decision and exercise control, unless otherwise directed by a higher-ranking command or supervising officer.
4. Seniority is established first by rank and secondly by aggregate time served in rank on a regularly assigned basis. When conflict occurs because of identical service or days of appointment, the member with the highest position on the Eligibility List from which appointments were made is deemed to be the senior.

### D. Supervisory Accountability:

The acceptance of authority carries with it the burden of accountability. Supervisors will be responsible for the quality and the performance of the subordinates within their unit of command.

E. Obedience to Orders:

Members of the Department will obey the lawful orders of a superior officer or supervisor. Compliance is mandatory for both direct orders and for those that are received by way of written communications or relayed through a fellow member of the same or lesser rank. (12.1.3)

F. Conflicting Orders:

If an order conflicts with a previously received order or directive, the subordinate shall immediately inform the supervisor who issued the last order which is in conflict. It will be the responsibility of the last supervisor to retract, modify or reaffirm the order. Subordinates confronted with conflicting orders or directives shall follow the most recent set of instructions and shall not be held accountable for the previously issued order. (12.1.3)

G. Department and Staff Meetings: (12.1.4)

1. At least once a year, the Chief of Police shall convene a Department Meeting. The purpose of this meeting will be to discuss the direction of the Police Department and to offer an exchange of information between the members of the Department. At this meeting, members of the Department will have the opportunity to express opinions and discuss matters of common interest. Whenever practical, an agenda will be distributed prior to the meeting date. Agendas will outline the proposed topics of discussion. A summary of the meeting will be kept by the Administrative Secretary.
2. Administrative Staff meetings will be conducted monthly. The purpose of these meetings is to provide a method of continual coordination, communication and cooperation among all agency functions. Attendance is mandated for all supervisory members.
3. Command Staff meetings will be conducted weekly. The purpose of these meetings is to provide a method of continual coordination, communication and cooperation among all agency functions. Attendance is mandated for all supervisory members on duty.

H. Communication: (12.1.4)

1. Communication, coordination and cooperation among Department members and functions is encouraged. In addition to meetings, this can be accomplished using the Village's email system, memorandums, patrol notices, or any other written or oral means to exchange information.
2. Information may also be relayed through the Daily Bulletin or posted on the bulletin board outside Records with the approval of a Shift Supervisor.

**II. Written Directives**A. Directive System:

The Chief of Police will have complete authority to issue, modify and approve any Department directive. The Department's directive system will consist of: (12.2.1.b)

1. Mission and Values Statements:

A mission statement articulates an organization's purpose. A vision statement is an aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. (12.2.1.a)

2. Administrative Order:

This will be an order that is used to communicate the Administrative Policy of the Police Department that will include policies, procedures and rules applicable to all members of the Department. These are issued by the Chief of Police. (12.2.1.f)

3. Operations Order:

This will be an order used to communicate the operational component of the Police Department and the day-to-day law enforcement activities of the Department. These orders shall include policies, procedures and rules that are applicable to all members of the Department. These are issued by the Chief of Police. (12.2.1.h)

4. Investigations Order:

This will be an order that governs the investigative aspects of the Department. These orders shall include policies, procedures and rules that are applicable to all members of the Department. These are issued by the Chief of Police.

5. Personnel Order:

This will be an order used to announce changes in the status of personnel, or to transfer members from one assignment or section to another. These are issued by the Chief of Police.

6. **Technical Services Order:**  
This is an order used to govern the technical aspects of the Police Department. These orders are applicable to all members of the Department. These are issued by the Chief of Police.
7. **Special Orders:**  
This is an order that affects only a specific segment or component of the Department. These can be statements of policy or procedure regarding a specific circumstance or event that is temporary in nature. These are issued by the Chief of Police. (12.2.1.f)
8. **Memoranda:**  
Memoranda are formal written documents that contain information that is brief in nature and does not require the issuance of one of the above orders. Memoranda are issued by the Chief of Police.
9. **Clerical Procedures:**  
These are procedures unique to the Records Section and utilized by members of that Section. They are approved through the Records Sections Supervisor and issued by the Chief of Police. (12.2.1.c)
10. **Rules of Conduct:**  
A set of specific directions to which all Department members must adhere. (12.2.1.g)

B. **Directive System Format:** (12.2.1.d)

1. The collection of these orders and Rules and Regulations shall be known as the Bartlett Police Department Operations Manual. All written directives that deal with long term policies, procedures, rules and regulations shall be dated and indexed with an identifying category; i.e. Administrative, Operations, etc. The first number of the sequence will correspond with the category. The manual will contain eight categories of orders, which will have a distinct identification number. A ninth section of the manual will contain the Department Rules of Conduct. The following are the categories:
  - a. Administrative Number 1 (100-199)
  - b. Operations Number 2 (200-299)
  - c. Investigations Number 3 (300-399)
  - d. Personnel Number 4 (400-499)
  - e. Technical Services Number 5 (500-599)
  - f. Special Orders Number 6 (600-699)
  - g. Memoranda Number 7 (700-799)
  - h. Clerical Procedures Number 8 (800-899)
  - i. Rules of Conduct and Department Regulations (12.2.1.g)
2. The directive system will follow a standard outline form. Example:
  - I.
  - II.
    - A.
    - B.
      - 1.
      2.
        - a.
        - b.
          - 1)
          - 2)
  3. The least formal form of a directive that will be used by Department members shall be the To-From Memo/Email. This form is an informal directive that can be used to convey an order. It is generally used to clarify, inform, instruct, inquire or reply to a request for information. To-From Memos/Emails can be used by any member of the Department.
  4. On an ongoing basis, the Accreditation Manager shall review all permanent orders to ensure accuracy and relevance. Directives of questionable validity will be returned to the issuing authority for review, updating or purging. Clerical procedures will be reviewed by the Records Section Supervisor. (12.2.1.e)

C. **Directive Review:**

- A directive review process to include Planning and Research shall precede the issuance of all new policies, procedures, rules and regulations. (12.2.1.i)
1. A Policy Review Committee consisting of the Accreditation Manager and five employees below the rank of supervisor will review current and new directives.

2. Included in the directive review shall be a check of existing directives and applicable laws to ensure there is no contradiction or conflict.
  3. Other members of the Department will be encouraged to submit suggestions for directive reviews by the Policy Review Committee members.
  4. Certain members of the Department will be requested to review directives which are specific to their assignments or duties for current and relevant information.
  5. The Accreditation Manager will issue the new or revised directives via the PowerDMS system to the appropriate reviewing members.
  6. Reviewing members will submit their vote and any written comments to the Accreditation Manager within fourteen days. If no comments are received, it will be assumed that the material is acceptable.
- D. **Distribution of Orders and Memoranda:**
1. The Accreditation Manager will maintain the original computerized files on all directives issued and all working draft directives. The Accreditation Manager shall be responsible for keeping the original hard copy of all directives issued. **(12.2.2.b)**
  2. It shall be the responsibility of the Accreditation Manager to keep and maintain current computerized copies of all directives on PowerDMS; accessible to all members via the internet. Each member will be assigned a specific username and password by the Accreditation Manager. Computerized copies will all be maintained on a common network drive in formats accessible by all members. **(12.2.2.a) (12.2.2.b)**
  3. All members will acknowledge receipt of a written directive, whether new or revised, through the PowerDMS document management system. A member's immediate supervisor will be notified should a subordinate fail to properly acknowledge receipt of a directive. Selected directives will be distributed to supervisors for briefing all members. This will be accomplished during roll call or within each section or unit by the Supervisor immediately following issuance. Selected directives will be distributed with an attached test in the PowerDMS system. All members will be required to successfully pass the test before the electronic signature is recorded. **(12.2.2.a) (12.2.2.c)**
  4. All newly hired members will be issued a username and password to PowerDMS in order to access the complete Operations Manual. The Receipt for Bartlett Police Department Operations Manual (Annex I) will be signed by the new member and the Accreditation Manager or Field Training Officer issuing the manual. The original of this form will be kept in the member's personnel file and a copy will be kept electronically by the Accreditation Manager. New members will also be provided a demonstration of the Village's computer system and the PowerDMS system.

By Order of

Patrick Ullrich  
Chief of Police

Annex I

## RECEIPT FOR BARTLETT POLICE DEPARTMENT OPERATIONS MANUAL

I hereby acknowledge receipt of access to the Bartlett Police Department Operations Manual, which contains the following:

1. Administrative Orders
2. Operations Orders
3. Investigations Orders
4. Personnel Orders
5. Technical Services Orders
6. Special Orders
7. Memorandum
8. Clerical Operating Procedures Orders
9. Rules of Conduct

Employee Name/Badge Number \_\_\_\_\_

Access Information: [www.powerdms.com](http://www.powerdms.com)

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_



# BARTLETT POLICE DEPARTMENT

**Subject: Authorized Weapons****Administrative Order 101****Issued: October 11, 1995****Rescinds: G.O. 88-02****Effective Date: October 11, 1995****Reference CALEA Standards:**  
**1.2.2,1.3.4,1.3.9,1.3.10,1.3.11,33.1.5****Termination Date: N/A****Related Directives:**  
**OO 200, TSO 508****Amended Date: December 17, 2017****PURPOSE:**

To establish guidelines concerning the type of lethal and less lethal weapons authorized and used by employees, related training programs, and requirements concerning qualification, proficiency, and inspections.

**POLICY:**

It is the policy of the department to specify the weapons which will be issued to or authorized for use by members and to establish and implement programs and procedures to ensure the proficient, responsible and safe use of those weapons.

**I. Firearms Regulations**

- A. The use of firearms is restricted to sworn personnel who have successfully completed the State required firearms training program in accordance with 50 ILCS 710/2. The use of firearms is authorized in accordance with and 720 ILCS 5/24-2 (Exemptions) to 720 ILCS 5/24-1 (Unlawful Use of Weapons). Any sworn member who intends to carry a firearm off duty must also possess a valid Illinois Firearms Owner Identification Card. (1.2.2)
- B. Members will register all firearms with the Department by using the Weapons Registration Form (Annex I), which will be completed in duplicate. One copy of this form will be maintained in the member's personnel file and one copy will be maintained by Range personnel. (1.3.9.c, e)
- C. Authorized members are required to be armed when on duty or operating a Department-owned vehicle. Exceptions to this rule may be granted by the Chief of Police or his designee on a case-by-case basis.
- D. Any modifications (i.e. modifications to trigger pull, etc.) to any weapon authorized for use will be approved by the Chief of Police, or designee, prior to that weapon being used on or off duty.
- E. Members are not required to carry a weapon off duty, but may do so if they wish. Members are prohibited from carrying a firearm off duty when there is a possibility the member may consume alcoholic beverages.
- F. In accordance with 720 ILCS 5/24-9; **Firearms, Child Protection** all firearms must be maintained in one of the following manners: (1.3.9.f)
  1. Secured by a device or mechanism, other than the firearm safety, designed to render a firearm temporarily inoperable; or
  2. Placed in a securely locked box or container; or
  3. Placed in some other location that a reasonable person would believe to be secure from a minor under the age of 14 years.

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**H.**

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- I. Only personnel demonstrating proficiency in the use of agency-authorized weapons will be approved to carry such weapons. Proficiency training will be conducted by a certified weapons or tactics instructor and will be documented. Proficiency includes attaining and demonstrating a knowledge of the laws concerning the use of authorized weapons and knowledge of policy on the use of force, escalating force, and deadly force; and being familiar with recognized safe-handling procedures for the use of these weapons. Proficiency for firearms includes qualifying on a prescribed course. Proficiency for electronic control weapons includes successfully loading, unloading, deploying and discharging the prongs of the weapon on an annual basis (1.3.10, 1.3.11.a/b)

II. **Authorized Firearms and Ammunition**

- A. Makes, models, and calibers of firearms currently authorized are listed in the Approved Firearms List (Annex II)
- B. Members will be responsible for providing their duty firearm, and the type of firearm must be approved by the Chief of Police or his designee. Pistols must have a minimum 4-inch barrel; semi-automatic firearms may be double or single action. The Range Supervisor maintains a complete list of all approved firearms. (1.3.9.a, c)
- C. [REDACTED]
- D. [REDACTED] but are subject to the approval of the Chief of Police or his designee. Personnel who are assigned to Administrative, Investigative or Station duties may carry their duty firearm, [REDACTED] or off duty firearm. (1.3.9.a)
- E. Ammunition for duty/off duty [REDACTED] will be supplied by the Department. Ammunition will be of the following types and specifications; (1.3.9.b)
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- F. No authorized member of the Department will be allowed to carry a firearm unless the member has first qualified with the weapon. Thereafter, officers will be required to qualify a minimum of twice a year with their duty and once a year with any off-duty and [REDACTED] the member wishes to carry. (1.3.9.c)
- G. Prior to each qualification, the member will submit the firearm to the Range Officer for inspection. The purpose of the inspection is to ensure the firearm is in good working order. If it is determined the firearm is unsafe, the member will be required to have the firearm repaired prior to qualification and will be required to use a replacement. If the member is unable to secure an authorized replacement firearm, the Range Officer will immediately notify the Chief of Police of the situation and request the officer be placed on Administrative Duty until the situation is resolved. (1.3.9.d)
- H. At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the Use of Force Order (Operations Order 200) and demonstrate proficiency with all approved lethal and less lethal weapons the employee is authorized to use. In the event a member fails to qualify with any less-lethal weapon, the member will turn the less-lethal weapon in to the Training Coordinator or his designee until he/she completes remedial training on that weapon and is able to qualify. In the event a member fails to qualify with his/her duty firearm, the member will be removed from his/her current duties and placed on administrative duty until they undergo remedial training and are able to successfully complete the qualification for the weapon. Remedial firearms training will be provided for employees who are unable to qualify with any authorized weapon per Technical Services Order 508. (1.3.11.c, 33.1.5)

III.

(1.3.4)



F.

F.

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E<sub>1</sub>

## **V. Department-Owned Weapons**

- A. The Department maintains an Armory containing weapons that either by court order or donation have become the property of the Bartlett Police Department.
  - B. These weapons include various types of automatics and revolvers, which may be used by authorized members of the Department with the consent of the Range Supervisor.
  - C. Any sworn member wishing to use a Department-owned weapon will complete the necessary forms provided by the Range Supervisor and be required to qualify with the weapon prior to issuance.
  - D. Any member in possession of a Department weapon will immediately report the loss, theft or misplacement of the weapon to his/her immediate supervisor and the Range Supervisor. This report will be in the form of a memo and will detail the circumstances involved.
  - E. Any member in possession of a Department weapon will immediately produce the weapon following a request by a Range Officer for the purpose of examination or when permission to use the weapon has been revoked.

## VI. Knives and Prohibited Weapons

(1,3,9,a)

- A. [REDACTED] The use of knives is restricted to emergency situations (i.e. cutting of seatbelts, first aid etc.).

B. All members of the Department are expressly prohibited from carrying the following:

  1. Blackjacks
  2. Saps
  3. Sap Gloves

**VII. Weapons Inspections (1.3.9.c)**

- A. The Range Supervisor will ensure all lethal and less lethal weapons are inspected at the annual and semi-annual training sessions. Any weapons found to be defective or unsafe will be removed/ replaced. (1.3.9.c, d)
- B. The Range Supervisor will review the types of authorized weapons at each training session and make suggestions for changes as needed.
- C. All weapons will be inspected and approved by the Range Supervisor prior to being carried by any employee.
- D. The Range Supervisor will maintain a complete record of all authorized weapons. (1.3.9.e)

By Order of

Patrick Ullrich  
Chief of Police

Annexes I-II



**BARTLETT POLICE DEPARTMENT  
WEAPONS REGISTRATION FORM**



TO: Chief of Police

FROM: Officer \_\_\_\_\_

SUBJ: Weapons Registration

DATE: \_\_\_\_\_

The following is a complete list of all weapons I intend to use in the course of duty, off duty or for personal use while employed by the Department. I understand that the use of these weapons is subject to all Federal and State Laws as well as Village Ordinances and the Department Operations Manual. Further, I understand that prior to carrying the below-listed weapons I must be qualified in the use and marksmanship of said weapon by one of the Police Department's Range Officers. I also understand that no modifications will be made to the weapon(s) without the written permission of the Chief of Police. Officers will attach a copy of their current State of Illinois Firearms Owner Identification Card if they wish to carry an off duty weapon.

Weapon	Make	Model	Serial Number
Duty			
Off Duty			
Additional			

Officer's Signature: \_\_\_\_\_

I, the undersigned Range Officer of the Bartlett Police Department, have examined the above weapon(s) and found it to meet Department regulations.

Range Officer: \_\_\_\_\_

cc: Officer's Personnel File  
Range Officer's File

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# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> Code of Ethics and Oath of Office	<b>Administrative Order 102</b>
<b>Issued:</b> November 15, 1995	<b>Rescinds:</b> G.O. 94-14
<b>Effective Date:</b> November 15, 1995	<b>Reference CALEA Standards:</b> <b>1.1.1, 1.1.2, 1.2.7</b>
<b>Termination Date:</b> N/A	<b>Related Directives:</b>
<b>Amended Date:</b> January 30, 2020	

**PURPOSE:** This order sets forth for all members of the Bartlett Police Department an articulated code of ethics and conduct which encompasses and describes expectations of behavior and conduct, both on duty and off duty. The order describes the Oath of Office taken by sworn officers.

**POLICY:** All members of the Bartlett Police Department must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing. Each member of the Bartlett Police Department is required to abide by the Code of Ethics.

## I. Code of Ethics (1.1.2)

### A. Sworn Members

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officially or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...law enforcement.

### B. Civilian Members

I acknowledge respect for human life, recognizing diversity among the members of the community and department I serve. I will exhibit honesty and integrity through ethical behavior. I will be obedient to the laws of the Village of Bartlett, the State of Illinois and the United States of America. I will not, in the performance of my duty, work for personal advantage or profit.

I will, at all times, recognize that I am a public servant, and that ultimately I am responsible to the public. I will give the most efficient, impartial and courteous service of which I am capable at all times.

I will regard my fellow Department members with the same standards as I maintain for myself. I will accept responsibility for my actions. I will do only those things that will reflect honor on my fellow members, my supervisors, my agency and myself.

C. Training

All Department members will receive ethics training, at a minimum, on a biennial basis.

II. **Police Officer Oath of Office and Guidelines (1.1.1)**

All police officers take and subsequently abide by the oath of office as prescribed in the Village of Bartlett Board of Fire and Police Commissioners Rules and Regulations before entering duty for the Bartlett Police Department. The Village of Bartlett believes it important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these standards and has adopted the following guidelines to meet these ends.

A. Primary Responsibilities of a Police Officer

A police officer, acting as an official representative of the government, is required and trusted to work within the law. The officer's powers and duties are conferred by statute (65 ILCS 5/11-1-2 – Duties and Powers of Police Officers). The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace, and ensuring the rights of all to liberty, equality and justice.

B. Performance of the Duties of a Police Officer

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity. Officers will never allow personal feelings, animosities or friendships influence official conduct. The law will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner to inspire confidence and respect for the position of public trust they hold.

C. Discretion (1.2.7)

A police officer will responsibly use the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations, and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken. Consistent and wise use of discretion, based on professional policing competence, will preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice, rather than an arrest, may be correct in appropriate circumstances and a more effective means of achieving a desired end.

D. Use of Force

A police officer will never use unnecessary force or violence and will use only such force in the discharge of duty that is objectively reasonable in all circumstances. The use of force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhumane treatment of any person.

E. Confidentiality

Whatever a police officer sees, hears or learns that is of a confidential nature, it will be kept secret unless the performance of a duty or a legal provision requires otherwise. Members of the public have the right to security and privacy, and information obtained about them must not be improperly divulged.

F. Integrity

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers. The public demands the integrity of police officers be above reproach. Police officers must therefore avoid any conduct that might compromise integrity and thereby undermine the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause an officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

G. **Cooperation with Other Police Officers and Agencies**

Police Officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. An officer or agency may be one of many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assists colleagues fully and completely with respect and consideration at all times.

H. **Personal-Professional Capabilities**

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence. Through study and experience, a police officer can acquire the high level of knowledge and competence essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

I. **Private Life**

Police officers will behave in a manner that does not bring discredit upon themselves or their agencies. A police officer's character and conduct off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



## Subject: Internal Affairs—Sworn Officers Administrative Order 103

**Issued: February 1, 1996**

**Effective Date: February 1, 1996**

**Termination Date: N/A**

**Rescinds: G.O. 87-02**

**Reference CALEA Standards:**

**1.2.10, 26.1.4, 26.1.5, 26.1.6, 26.1.7,  
26.1.8 26.2.1, 26.2.2, 26.2.3, 26.2.4,  
26.2.5, 26.3.1, 26.3.2, 26.3.3, 26.3.4,  
26.3.5, 26.3.6, 26.3.7, 26.3.8**

### **Related Directives:**

**Amended Date: October 6, 2020**

**AO109, AO116**

**PURPOSE:** This order provides guidelines and procedures for the investigation and disposition of complaints and allegations of misconduct involving sworn members of the Bartlett Police Department.

**POLICY:** It will be the policy of the Bartlett Police Department to receive and investigate complaints related to internal discipline in a manner that will assure the community of prompt corrective action when sworn Department members conduct themselves improperly, and to protect the Department and its members from unwarranted criticism pursuant to the discharge of official duties.

## I. Applicability

- A. This order will apply to all sworn members of the Bartlett Police Department regardless of the member's job description. Non-sworn members are covered in Administrative Order 109 – Non-Sworn Employees Disciplinary Procedures. During a sworn officer's probationary period, the officer is entitled to all rights, privileges or benefits under the collective bargaining agreement between the Village of Bartlett and the Metropolitan Alliance of Police Chapter #114, except that the Village may suspend or discharge a probationary officer without cause and such action shall be final and the member shall have no recourse under the grievance procedure or otherwise to contest such suspension or discharge.

## II. Definitions

- A. **Administrative Leave**—The temporary relief of an officer's normal duty assignment. The leave will be paid. All members are bound by the Rules and Regulations of the Bartlett Police Department while on Administrative Leave, except those requiring the exercise of direct police action by a member. Members will not be required to appear at court hearings of cases in which he/she was the arresting officer unless ordered to do otherwise, when such hearings are scheduled during the period of time the member will be on leave. In the event the Department receives notification of court cases requiring the appearance of a member during the leave, the Court Liaison Officer will request continuances of the cases to a date subsequent to the member's scheduled return to duty. Members on Administrative Leave are not permitted to enter the police building unescorted.
- B. **Administrative/Pre-Disciplinary Hearing**—Any non-judicial hearing by the Chief of Police to seek the suspension, demotion, removal or discharge of an officer after charges have been filed by the Chief of Police as a result of an investigation or inquiry.
- C. **Bartlett Police Department Operations Manual**—The collection of Administrative, Operations, Investigations, Personnel, Technical Services, Special Orders, Memoranda, Clerical Procedures, and Rules of Conduct issued by the Chief of Police.
- D. **Complaint**—A verbal or written accusation or charge brought against an officer by anyone including the public, fellow officers, or a supervisor. The complaint can be considered formal or informal based on severity.
- E. **Formal Investigation**—The process of investigation ordered by a commanding officer, during which the questioning of an officer is intended to gather evidence of misconduct which may be the basis for seeking his or her demotion, removal, discharge or suspension in excess of three (3) days.

- F. **Informal Inquiry**—A meeting by supervisory or command personnel with an officer upon whom an allegation of misconduct has come to the attention of such supervisory or command personnel, the purpose of which meeting is to mediate a citizen complaint or discuss the facts to determine whether a formal investigation should be commenced. In lieu of a meeting, a “To/From Memo” explaining the officer’s actions or the circumstances involved may be requested. Misconduct which comes to light in an informal inquiry will be handled as a matter of routine discipline and in accordance with the procedures outlined in this order.
- G. **Interrogation**—The questioning of an officer pursuant to formal investigation procedures in connection with an alleged violation of Department, policies rules, regulations, or orders which may be the basis for seeking his/her suspension, demotion, removal, or discharge. The term does not include questioning as part of an informal inquiry or relating to minor infractions of Department rules which may be noted on the officer’s record but which may not in themselves result in discharge, demotion, removal, or suspension in excess of three (3) days.
- H. **Misconduct**—Any violation of any legal statute, written law, Department policy, rule, regulation or order. Any conduct which, by its nature, will reflect unfavorably upon the Department or is otherwise inappropriate.
- I. **Rules of Conduct**—This refers to the Rules and Regulations of the Bartlett Police Department which each member receives and signs for at the beginning of employment with the Department.

### III. Internal Affairs—General

- A. The public’s respect and trust for the Department depends upon the preservation of internal discipline. The investigation of complaints against sworn Department members shall be conducted with the following goals in mind:
  1. Clear the innocent.
  2. Establish the guilt of wrongdoers.
  3. Facilitate prompt, fair, and just disciplinary action.
  4. Uncover defective Department policies, rules, regulations, or orders.
  5. Provide the Department with input on necessary training for members.
- B. The authority to conduct investigations of complaints against Department members is derived from the Office of the Deputy Chief of Support Services. The Deputy Chief of Support Services shall assign, direct, administer and review all internal investigations.
- C. The Department consists of non-union civilian members, non-union sworn members, and union sworn members. Investigations of sworn members shall be conducted in accordance with the involved members’ established rights as defined in Village policy, statutes, and collective bargaining agreements applicable to their positions.

### IV. Duties of All Department Members

- A. Each member of the Department will perform the duties and will assume the obligations of his or her rank and position in the investigation of complaints or allegations of misconduct against any member of the Department.
- B. Each member of the Department will cooperate fully with whoever is conducting the investigation.
- C. Any member of the Department, regardless of rank or position, who has knowledge of circumstances surrounding a complaint or any information regarding misconduct, including any violation of Departmental policy, rules, regulations and orders, state or federal law, or local ordinance, by any Department member shall, when in a position to do so, intervene to prevent such violation. The member shall immediately submit a written report to his or her immediate supervisor. This report will be accurate and will include all information that is known to the member. Failure to do so will constitute a violation by that member.

(1.2.10)

- D. All complaints and allegations of misconduct concerning actions of sworn members of this Department that come to the attention of Department members, shall be referred to the on-duty supervisor or to the supervisor of the named member.
1. If a supervisor is not available within a reasonable amount of time, another supervisor or the Officer-In-Charge (OIC) shall collect all pertinent contact information.
  2. The Officer-In-Charge (OIC) shall then notify a supervisor as soon as possible, and prior to ending of the current tour of duty, about the complaint.
  3. Upon notification from the Officer-In-Charge (OIC), the supervisor shall re-contact the reporting party as soon as possible.

## V. Citizen Inquiries

- A. Supervisors may receive inquiries from citizens concerning or questioning a policy, procedure or tactic used by the Department. If the citizen concern or question is in regard to a Department procedure and it is apparent the member acted within policy or procedure, supervisors shall address the citizen's inquiry, but are not required to document the inquiry as a complaint.
1. The supervisor receiving the inquiry from the citizen shall make every attempt to explain to the citizen why a particular policy, procedure, or tactic is allowed by the Department.
  2. Non-acceptance by the citizen of an inquiry explanation shall be cause for the inquiry to be put into writing and forwarded to the Deputy Chief of Support Services. The Deputy Chief of Support Services shall review the inquiry and draft a letter to the inquiring party for the Chief's signature.
  3. Members against whom citizen inquiries are made shall be kept aware of the progress of the inquiry and informed of its outcome as soon as possible.
- B. Examples of a citizen inquiry include, but are not limited to:
1. Why did an officer handcuff a detainee?
  2. Why was a field interview conducted?
  3. Why was vehicle emergency equipment used?
  4. Why was a felony vehicle stop made?
  5. Why was a citation issued?
  6. Disagreement with the validity of a citation. A disagreement solely over the validity of a traffic/vehicle code citation or a parking violation is not grounds for the initiation of a complaint against a member. The complaining person should be advised that this is a matter for adjudication by the proper court of jurisdiction.
- C. If a citizen's inquiry leads to information that is deemed a complaint, supervisors are required to document the complaint as an Informal Complaint or Formal Complaint. The supervisor shall collect all pertinent contact information and follow the complaint category procedures in section VI below.

## VI. Complaint Categories

- A. All complaints made against the Department or its members will be investigated, including anonymous complaints. **(26.2.1)**
- B. The type and nature of a complaint will determine whether it can be handled and resolved at the line supervisory level or be referred to the Deputy Chief of Support Services for assignment for further informal inquiry or a formal internal investigation. The Deputy Chief of Support Services may advise the Deputy Chief of Operations of the complaint and request his/her assistance or guidance. **(26.3.1)**
- C. Not all complaints can be automatically categorized. Supervisors are required to exercise good judgment and common sense when they are made aware of a complaint. Supervisors, upon receiving a complaint which is categorized as an Informal Complaint or Formal Complaint, will conduct a preliminary investigation and document the complaint: **(26.3.1)**
1. Informal Complaint:
    - a. Complaint is usually resolved at the first line supervisory level or as the result of referral to the Internal Affairs function.
    - b. Generally investigated as an Informal Inquiry.
    - c. May result in discipline up to three (3) days suspension.
    - d. Complaint may include, but is not limited to, allegations of:
      - 1) Tardiness

- 2) Rudeness/Attitude
  - 3) Improper radio procedure
  - 4) Grooming and dress
  - 5) Violations of Department policies, rules, regulations, or orders
2. Formal Complaint:
- a. In which the questioning of a Department member is intended to gather evidence of misconduct which may be the basis for filing charges seeking his/her removal, discharge, or suspension in excess of three (3) days.
  - b. Generally investigated as a Formal Investigation.
  - c. Complaint is usually resolved as the result of referral to the Internal Affairs function but may also be resolved at the first line supervisory level depending on the nature of the complaint.
  - d. Complaint may include, but is not limited to, allegations of:
    - 1) Brutality
    - 2) Misuse of force
    - 3) Breach of civil rights
    - 4) Criminal misconduct
    - 5) Insubordination
    - 6) Violations of Department policies, rules, regulations, or orders

## VII. Supervisory Responsibilities (26.1.5)

- A. First line supervisors will be responsible for detecting those instances and actions when disciplinary actions are warranted for members under their immediate or indirect supervision. These responsibilities include:
1. Investigating allegations of member misconduct when within the scope of their authority and responsibility.
  2. Counseling members to improve job performance or correct minor infractions of Departmental policies, rules, regulations, and orders.
  3. Identifying training needs.
  4. Recommending discipline and issuing oral or written reprimands.
  5. Implementing disciplinary action approved by the Chief of Police or his/her designee.
- B. First line supervisors shall complete the initial intake of all complaints unless circumstances dictate that a Commander or Deputy Chief of Police should complete the intake. Such circumstances may include, but are not limited to:
1. The complaint is made against a first line supervisor.
  2. If the complaint involves significant allegations of misconduct requiring immediate investigation, the appropriate Deputy Chief of Police will be notified immediately. These allegations could include, but not limited to: criminal activity, sexual harassment, incidents involving serious injury or death, misuse of leave, officer-involved shootings, and incidents which will require extensive follow-up investigation.
- C. Informal Complaint:
- Supervisors shall document an Informal Complaint using a Report of Inquiry/Preliminary Investigations form (Annex III).
1. The supervisor shall complete all required information on the Report of Inquiry/Preliminary Investigations form, including the nature of the concern, the action taken, and the resolution of the situation if mediated at the supervisor's level.
    - a. Upon successfully completing an Informal Complaint requiring no further investigation, the supervisor shall forward the Report of Inquiry/Preliminary Investigations via the chain of command to the applicable Deputy Chief for review. The final report and documentation involved in the Informal Complaint shall be sent to the Administrative Secretary to be placed in the member's personnel file. The supervisor shall also document the incident in Guardian Tracking system.
      - 1) The supervisor has the authority to impose discipline such as a Counseling Record, an Oral Reprimand, or a Written Reprimand based on the results of the Informal Complaint if resolved at the supervisory level. (see section XVII below). The supervisor also has the authority to recommend discipline up to three (3) days suspension.
      - 2) If the complaint is resolved at the supervisory level, the supervisor shall indicate on the Report of Inquiry/Preliminary Investigations that it was resolved and

shall indicate the Conclusion of Fact, by checking the appropriate boxes. (26.3.8)

- b. During the preliminary investigation, if the first line supervisor determines that the complaint cannot be resolved at the first line supervisory level and/or the investigation requires additional follow-up, or the supervisor determines that the complaint requires a Formal Investigation, the supervisor shall refer the complaint to the Deputy Chief of Support Services.
  - 1). The supervisor shall indicate on the Report of Inquiry/Preliminary Investigations that the complaint was not resolved by checking the appropriate box. No Conclusion of Fact shall be made at this stage.
2. Depending on the nature of the complaint, an Informal Complaint may or may not involve the need for the complainant to complete a Complaint Form (Annex I) or sworn Affidavit (Annex I-A), or for the supervisor to complete other internal affairs packet documents. When possible, the supervisor should complete the Complaint Receipt Form (Annex II) and issue it to the complainant, if the complainant is known, and include a copy with the Informal Complaint paperwork.
3. Completion of a Report of Inquiry/Preliminary Investigations form does not preclude additional documentation by the supervisor in the Guardian Tracking system as a result of the Informal Complaint.

D. Formal Complaint:

Supervisors shall document a Formal Complaint using a Report of Inquiry/Preliminary Investigations form (Annex III) and prepare additional internal affairs documents, documenting the complaint.

1. Have the complainant complete the Complaint Form (Annex I) and obtain an event (BAP) number from DuComm, using the code for an "Internal Investigation."
2. The complainant will complete and sign the complaint form and then attest to its accuracy by signing a sworn Affidavit (Annex I-A). In the event the complainant refuses to sign the sworn affidavit, the supervisor shall advise the complainant that state law requires complaints to be supported by a sworn affidavit. If the complainant still refuses to sign it, the supervisor taking the complaint will write "Refused" on the signature line and attest in a sworn affidavit to the facts of the complaint as stated or as written, whichever is applicable, and adopt the complaint as his or her own.
3. If the supervisor is taking a complaint over the telephone, he/she will ask the complainant to come to the station to complete and sign the complaint form and then attest to its accuracy by signing the sworn affidavit and/or offer to mail the complaint and the sworn affidavit to be completed, signed and attested to. In the event the complainant refuses to sign the sworn affidavit, the supervisor shall advise the complainant that state law requires that complaints be supported by a sworn affidavit. If the complainant still refuses to sign, the refusal will be noted. The supervisor will attest in a sworn affidavit to the facts of the complaint as stated and adopt the complaint as his or her own.
4. Complete the Complaint Receipt Form (Annex II) and issue it to the complainant, if the complainant is known, and include a copy with the internal affairs paperwork.
5. Conduct a preliminary examination of the allegation or the complaint, using a Report of Inquiry/Preliminary Investigations (Annex III), including the nature of the concern, the action taken, and the resolution of the situation if mediated at the supervisor's level.
  - a. Upon successfully completing a Formal Complaint requiring no further investigation, the supervisor shall forward the Report of Inquiry/Preliminary Investigations via the chain of command to the applicable Deputy Chief for review. The final report and documentation involved in the Formal Complaint shall be sent to the Administrative Secretary to be placed in the member's personnel file. The supervisor shall also document the incident in Guardian Tracking system.
    - 1) The supervisor has the authority to impose discipline such as a Counseling Record, an Oral Reprimand, or a Written Reprimand based on the results of the Formal Complaint if resolved at the supervisory level. (see section XVII below). The supervisor also has the authority to recommend discipline up to three (3) days suspension.
    - 2) If the complaint is resolved at the supervisory level, the supervisor shall indicate on the Report of Inquiry/Preliminary Investigations that it was resolved and shall indicate the Conclusion of Fact, by checking the appropriate boxes.
  - b. During the preliminary investigation, if the first line supervisor determines that the Formal Complaint cannot be resolved at the first line supervisory level and/or the investigation requires additional follow-up, or the supervisor determines that the

complaint requires a Formal Investigation, the supervisor shall refer the complaint to the Deputy Chief of Support Services.

- 1) The supervisor shall indicate on the Report of Inquiry/Preliminary Investigations that the complaint was not resolved by checking the appropriate box. No Conclusion of Fact shall be made at this stage.
6. The supervisor will forward all IAR documents from a Formal Complaint to the Deputy Chief of Support Services. Upon receipt of the packet, an IAR number will be assigned and the complaint logged. The Deputy Chief of Support Services shall assign the Formal Complaint to be further investigated.

### VIII. Notifications

- A. Supervisors will make immediate notification to the Deputy Chief of Operations or the Deputy Chief of Support Services when any of the following allegations are made against a member of the Department:
  1. Any violation of the law, regardless of whether the violation occurred on duty or off duty.
  2. All allegations of substance abuse on or off duty.
  3. All allegations of improper use or display of a weapon.
  4. All allegations of intoxication on duty.
  5. Any allegation of improper conduct that may impact public safety.
  6. Any incident where a member is intoxicated and the matter has been referred to the local authorities, regardless of whether the member was arrested or not.
- B. Supervisors will make timely notifications to the Deputy Chief of Operations or the Deputy Chief of Support Services for any of the following allegations against a member:
  1. Allegations of insubordination by any member.
  2. Any other violation that is non-criminal in nature.
  3. Allegations of courtesy or conduct that is unbecoming a member of the Department.
- C. The Deputy Chief of Operations or the Deputy Chief of Support Services will notify the Chief of Police immediately of complaints under Section A above. The Chief of Police will also be advised of complaints under Section B above in a timely manner. (26.3.2)
- D. In cases where the allegation(s) concern violations of the Illinois Compiled Statutes, the Deputy Chief of Support Services will contact the Public Integrity Unit of the State's Attorney's Office for the county in which the incident allegedly occurred. In cases where the allegations concern violations of Federal law, the Deputy Chief of Support Services will contact the Office of the United States Attorney for the Northern District of Illinois. The purpose of these notifications is to advise these respective offices of the allegation(s) should a separate criminal investigation be considered.

### IX. Internal Affairs Register

- A. The Deputy Chief of Support Services will be responsible for the assignment of internal affairs packets. The Administrative Secretary will be responsible for maintaining the Internal Affairs Register (IAR). The Deputy Chief of Support Services will report directly to the Chief of Police in regards to the status of any ongoing internal affairs investigation. (26.2.3)
- B. The IAR will be maintained in a confidential and secure file cabinet and will contain sufficient accurate information detailing the allegation and the outcome of the investigation.

### X. Notification of Member

- A. At an appropriate point of the investigation, the Deputy Chief of Support Services will provide the member a written statement of the allegations and his/her rights and responsibilities relative to the investigation, through use of the Employee Complaint Notification Form (Annex IV). (26.3.5)
- B. Based on the severity of the allegations made against a member, the Chief of Police or his/her designee, may place the affected member on paid Administrative Leave. Members placed on Administrative Leave will be advised personally in writing through the use of the Order of Administrative Leave (Annex XX). (26.3.7)

**XI. Investigation of the Complaint—Informal or Formal**

- A. Investigation of complaints against members will generally be completed within thirty (30) days of the assignment to the investigator. The investigator may request extensions of the time period from the Chief of Police when extenuating circumstances exist. If the request for extension is approved, a report on the status of the investigation will be submitted to the Chief every seven (7) days. The complainant will be advised of the need for an extension. (26.3.3)
- B. The investigator will contact the complainant to confirm receipt of the complaint and to discuss the content of the complaint. Status reports will be provided to the complainant thereafter every two (2) weeks, at a minimum. The complainant will be notified of the results of the investigation when concluded. If the complaint is from a member of the public, notification will include mailing the documented outcome to the complainant on Department letterhead using the verbiage in Annex XXII. (26.3.4)
- C. The investigator will conduct the investigation in an impartial manner.
- D. The investigator will, when the complaint under investigation is against a sworn member of the Police Department, conduct the investigation in accordance with the Illinois Uniform Peace Officer's Disciplinary Act (UPODA). (50 ILCS 725/1 *et seq.*) (Annex XIX)
- E. All interviews deemed necessary to accumulate evidence and facts in the matter under investigation will be conducted. Prior to scheduling an interrogation, the accused member will be served with the Notification of Charges/Allegations (Annex V) completed by the investigator.
- F. Prior to the date of an interrogation, the accused member will receive a copy of the Interrogation/Examination/Hearing Proceeding (Annex VIII). The member will complete the portion indicated and return the form before the date of the proceeding.
- G. The Chief of Police or his/her designee can require a member submit to being photographed, participate in a line up, submit financial disclosure statements, submit to medical, psychological, or laboratory examinations, or submit to being audio or video recorded, when such actions are specifically related to the matter under investigation. Failure of the member to follow this direct order from the Chief of Police or his/her designee will constitute a separate infraction. (26.3.6.a-e)
- H. A member under investigation cannot be compelled to submit to a polygraph or similar type examination used to detect deception. A member may only voluntarily submit to such examinations by express written consent and should be advised that the results of that examination will not be used in any commission hearing, or trial court to prove guilt or innocence. (26.3.6.f)
- I. The following additional forms will be used in connection with the investigation of the allegation(s) against a member:
  1. Administrative Rights Form (Annex VI)
  2. Criminal Rights Form (Annex VII) (To be used when allegations are violation of criminal law and criminal charges may be sought).
  3. Case Disposition Checklist (Annex XVI)

**XII. Report of Findings and Conclusion of Fact—Formal Investigation (26.3.8)**

- A. The investigator, upon completion of the Formal Investigation, will submit to the Deputy Chief of Support Services or Deputy Chief of Operations a detailed report using the Internal Affairs Register Report. (Annex XV) which will outline the results of the investigation. The report will contain one of the following dispositions for each charge or allegation:
  1. **Exonerated:** The act(s) alleged did occur, but the act(s) are justified, lawful and proper.
  2. **Misconduct Not Based on Original Complaint:** The investigation revealed the acts of misconduct that occurred were not contained or alleged in the original complaint.
  3. **Not Sustained:** The investigation failed to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint.
  4. **Policy Failure:** The investigation revealed the alleged acts did occur; however the member was acting in accordance with Department policy.

5. **Sustained:** The investigation disclosed there is sufficient evidence to clearly prove the allegations made in the complaint.
  6. **Unfounded:** The investigation indicates the act(s) alleged did not occur or that it failed to involve members of the Department.
- B. The accused member will be advised in writing via the Employee Complaint Notice of Disposition (Annex XXI) of the disposition of the investigation by the Deputy Chief of Support Services.

### XIII. Administrative Review of the Investigation and Reports—Formal Investigation

- A. Upon receiving the final report of the investigation, the Deputy Chief of Support Services will review the report and ensure it is complete.
- B. If there are no sustained allegations, the report will be forwarded to the Chief of Police for review, along with any discrepancies noted.
- C. If there are sustained allegations, the following steps will be taken: (26.1.4.c)
  1. The investigator will review the disciplinary history file, as well as any prior commendations and mentions of exceptional performance by the accused member and make a recommendation as to disciplinary action.
  2. The report will then be forwarded to the Deputy Chief of Operations or Deputy Chief of Support Services who will review the report and make a final recommendation as to disciplinary action and then forward the report to the Chief of Police.
  3. Final approval of the findings of the investigation and disciplinary action will be the decision of the Chief of Police or the Board of Fire and Police Commissioners.
  4. It is also within the purview of the Chief of Police, after reviewing the facts of the investigation, to formally file charges with the Board of Fire and Police Commissioners against any sworn member.

### XIV. Confidential Nature of Investigations and Files

- A. Occasionally mistaken or deliberate false reports and accusations are made against members. In some instances the most conscientious and hardworking members will be the subject of such allegations. In order to ensure the integrity of the Police Department is preserved, it is necessary to investigate complaints and accusations completely and thoroughly. This includes those complaints received from anonymous sources. This action is necessary and important to protect the reputations and the good names of innocent members, as well as the effectiveness and the morale of the Police Department as a whole. The depth of the investigation is dependent upon the extent of information available.
- B. When an internal investigation results in a finding of sustained or a finding of misconduct not based on original complaint, the results of the investigation as to disciplinary action will be placed into the member's personnel file. (26.1.8)
- C. All internal investigation reports will be considered confidential in nature and the records of these investigations will be maintained in a separate file by the Deputy Chief of Support Services. (26.1.8) (26.2.2)
- D. Oral reprimands will remain in the member's personnel file for a period of six (6) months, after which time it may be removed unless there is a similar such incident. Written reprimands will remain in the member's personnel file for a period of eighteen (18) months, after which time it may be removed. The removal of any reprimands will be determined after a member makes a written request and is agreed to by the Chief of Police. When removed, all such reprimands will be transferred to the internal investigations file and will be confidentially maintained for a period no less than five (5) years in accordance with the Illinois Local Records Act (50 ILCS 205/). (26.1.8)

### XV. Publication of Internal Investigations Statistical Summaries (26.2.5)

- A. The Deputy Chief of Support Services will submit a detailed report on a yearly basis to the Chief of Police detailing the allegations and complaints received during the year.

- B. Summary information as to the number and type of internal investigations will be released yearly to the public by way of the Police Department Annual Report.

**XVI. Complaint and Compliment Registering Procedures (26.2.4)**

- A. The Department shall make available to the public the procedures for the public to make a complaint or give a compliment to a Department member. A brochure with these procedures will be placed in the Department lobby and on the Department web site.

**XVII. Disciplinary Action**

- A. Supervisors who substantiate misconduct have the authority to exercise limited disciplinary actions. (26.1.5)

1. If, in the judgment of the supervisor, the misconduct is very minor, such as a minor infraction of procedures or a case of poor judgment which has not significantly impeded effective Departmental operations, the supervisor is authorized to take immediate corrective action in the form of counseling. The action taken will be documented by the supervisor.
2. If, in the judgment of the supervisor, misconduct falls within the category of an Informal Complaint or necessitates disciplinary action at the oral or written reprimand level, the corrective action will be taken by the supervisor and documentation will be forwarded to the Deputy Chief of Operations, the Deputy Chief of Support Services, and the Chief of Police.
3. If, in the judgment of the supervisor, the disciplinary action is at a higher level than a written reprimand, the supervisor will make a recommendation to the Deputy Chief of Operations or the Deputy Chief of Support Services for approval by the Chief of Police.
4. Circumstances may arise that require a supervisor to take immediate action concerning a member. Supervisors have the authority to relieve from duty, with pay, without approval from higher authority, any member who, in the supervisor's opinion:
  - a. Is mentally or physically unfit
  - b. Creates a safety hazard if left in his/her official position
  - c. Has committed serious misconduct, such as:
    - 1) Violation of criminal law
    - 2) Gross negligence involving loss of life or potential loss of life
    - 3) Intoxication on duty
    - 4) Gross insubordination
5. When a member is relieved from duty, the Deputy Chief of Operations or the Deputy Chief of Support Services will be immediately notified. The member so relieved will be ordered to report to the office of the Chief of Police at 0900 hours on the next business day unless circumstances exist that dictate a different course of action be taken. Prior to the next workday, the supervisor shall file the appropriate documents to justify the action, including a written report to the Chief of Police. The supervisor shall meet with the Chief of Police or his/her designee before 0900 hours on the next workday. (26.3.7)

- B. Supervisory personnel may recommend the following disciplinary action against any member when such action is necessary:

1. Oral Reprimand – Written documentation of this action is issued by a supervisor. (Annex X)
2. Written Reprimand – Issued by a supervisor. (Annex XI)
3. Relief from duty (as outlined in subsection A.4 above)
4. Written recommendation for other penalties.
5. Performance Improvement Program (PIP) (Annex XVII)
6. Counseling/training for minor infractions.
7. Suspension from duty.

- C. The Chief of Police has full power and authority to discipline any member of the Bartlett Police Department. Prior to any suspension or termination which can be issued without bringing charges before the Board of Fire and Police Commissioners, an administrative (pre-disciplinary) hearing will be conducted by the Chief of Police. (Notice of Charges/Pre-Disciplinary Administrative Review) (Annex IX) In cases that involve sworn members, the Chief of Police will have the authority to suspend the member for a period not to exceed ten (10) days, without pay. (26.1.6)

- D. Disciplinary action which results in a suspension of a member will be documented on an Order of Suspension with a copy served on the member (Annex XII). The Police Pension Fund will be notified via the Notice of Suspension to Police Pension Fund form (Annex XVIII) in matters involving sworn members. A copy of the suspension will be placed in the member's personnel file. (26.1.8)
- E. Disciplinary action which results in a written or oral reprimand will be placed in the member's personnel file along with a copy of the Disciplinary Action Form (Annex XIV). This form will serve as a system for tracking the time that oral or written reprimands will remain in a member's file.
- F. At the discretion of the Chief of Police, the Options to Suspension form may be used. (Annex XIII)
- G. Union and non-union members may appeal disciplinary actions in accordance with Administrative Order 116 – Grievance Procedures, or the prevailing collective bargaining agreement, whichever is applicable. Probationary members may be suspended or discharged without cause and such action shall be final and the member shall have no recourse under the grievance procedure or otherwise to contest such suspension or discharge. (26.1.6)
- H. The member will be provided with the following information when the investigation of the complaint results in a member's separation from the Department:
  1. A written statement citing the reason for separation. (26.1.7.a)
  2. The effective date of the separation. (26.1.7.b)
  3. A written statement concerning the status of fringe benefits and retirement benefits following the separation. (26.1.7.c)

## XVIII. Aids to Discipline

- A. Procedures and Criteria for Use of Training: (26.1.4.a)
  1. The training function of the Department includes positive and constructive techniques for improving the effectiveness, productivity and morale of members.
  2. Members are required to diligently maintain an acceptable level of competence in the performance of their duties, including but not limited to duties and functions listed in their specific job description and Department policies, rules, regulations, and orders.
  3. Supervisors are required to identify any shortcomings, deficiencies or lack of knowledge in their members' job performance. When appropriate, training recommendations will be made based on those areas identified.
- B. Procedures and Criteria for Use of Counseling: (26.1.4.b)
  1. Counseling is an important aspect of the Department's disciplinary process. Supervisors will conduct periodic counseling sessions to help correct a member's job performance or when minor infractions of Departmental rules and procedures occur.
  2. Counseling is also an important aspect of the Department's career development program.
  3. The Village of Bartlett Employee Assistance Program will be utilized when appropriate.

## XIX. Status of Members While on Suspension

- A. [REDACTED]
- B. All members are bound by the policies, rules, regulations, and orders of the Bartlett Police Department while on suspension. Members shall not exercise police powers while suspended.
- C. Members will not be required to appear at court hearings of cases in which he/she was the arresting officer unless ordered to do otherwise, when such hearings are scheduled during the period of time the member will be on suspension. In the event the Department receives notification of court cases requiring the appearance of a member during such member's period of suspension, the Court Liaison Officer will request continuances of the cases to a date subsequent to the member's scheduled return to duty.
- D. When a member is ordered suspended, [REDACTED]  
[REDACTED]  
[REDACTED]

1. This only applies to suspensions to be served for more than three (3) days unless otherwise ordered by a supervisor.
2. A failure to [REDACTED] will result in further disciplinary action against the member.

**XX. Access to Personnel Files**

- A. A member may request to review his/her personnel file by filing a written request to the Chief of Police through the Chain of Command. If the request is granted, the review will take place during normal business hours in the presence of the Administrative Secretary to the Chief of Police. The file and its contents will not leave the Administrative Offices of the Police Department. If a member would like copies of any documents, the member will place a sticky note on the requested documents and the Administrative Secretary will make the copies. The basis for the inspection of files and the extent to which a member may request a copy of his or her file is the Illinois Personnel Records Act (820 ILCS 40/1). Two requests may be granted during the calendar year.

By Order of:

Patrick Ullrich  
Chief of Police

Annexes I-XXII



# **BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS**

**COMPLAINT**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Print Name) (Address)

allege that \_\_\_\_\_, a member of the Bartlett Police Department, committed an act of misconduct/violation of the law as described below. I affirm the following allegations to be true. I understand that upon my submission of this complaint, the facts of the incident will be investigated by the department or legal authorities. I further understand that I am filing an Official Police Report and that knowingly providing false or untrue information can constitute an offense that can result in arrest, pursuant to 720 ILCS 5/26-1(a)(4).

**(narrative continued)**

**Witness Name:** \_\_\_\_\_

**Witness Address:** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_

**Witness Address:** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_

**Witness Address:** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date/Time** \_\_\_\_\_  
(Complainant)

**Witness:** \_\_\_\_\_ **Date/Time** \_\_\_\_\_  
(Receiving Officer)

JAR #

BAP Event #

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****AFFIDAVIT**

I, \_\_\_\_\_, upon being duly sworn on oath, attest to the following:

- To the best of my knowledge and belief, the statements I have made on the Citizen Complaint form attached hereto are true and correct.

**OR**

- To the best of my knowledge and belief, the statements I have written on the Citizen Complaint form attached hereto are true and correct as verbally related to me by the initial complainant, \_\_\_\_\_ (name), I join the complainant in making this complaint.

**OR**

- To the best of my knowledge and belief, the statements I have written on the Citizen Complaint form attached hereto were written by complainant, \_\_\_\_\_ (name), and truly and correctly related what the complainant verbally related to me as well. I join the complainant in making this complaint.

Further affiant sayeth not,

Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
(Affiant)

SUBSCRIBED and SWORN to before me

In County of \_\_\_\_\_, State of Illinois,

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****COMPLAINT RECEIPT FORM**

I.A.R. # \_\_\_\_\_

BAP Event # \_\_\_\_\_

Complainant \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ DOB: \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Complaint Received by: \_\_\_\_\_ # \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manner Complaint Taken: In person \_\_\_\_\_ Telephone \_\_\_\_\_ Letter \_\_\_\_\_

Complaint Category: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Date/Time \_\_\_\_\_

Accused Member(s) \_\_\_\_\_ # \_\_\_\_\_ Unit Assigned: \_\_\_\_\_

Accused Member(s) \_\_\_\_\_ # \_\_\_\_\_ Unit Assigned: \_\_\_\_\_

Accused Member(s) \_\_\_\_\_ # \_\_\_\_\_ Unit Assigned: \_\_\_\_\_

Issuing Employee's Signature \_\_\_\_\_ # \_\_\_\_\_ Date/Time \_\_\_\_\_

Complainant's Signature: \_\_\_\_\_ Date/Time \_\_\_\_\_

You will be contacted by the supervisor assigned to investigate your complaint who will also keep you advised of the status. A more in-depth interview may be required of you.

Upon the completion of the investigation, you will be notified of the outcome.

Original: Complainant

IAR # \_\_\_\_\_

Copy: IAR Packet

BAP Event # \_\_\_\_\_



# **BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS**

## **REPORT OF INQUIRY/PRELIMINARY INVESTIGATIONS**

**I.A.R. NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BAP EVENT NUMBER:** \_\_\_\_\_

**Narrative:** \_\_\_\_\_

## **Narrative Continued**

## **Complaint Resolved**

1

### **Conclusion of Fact:**

Exonerated

**Misconduct Not Based on Original Complaint**

Not Sustained

Policy Failure    Sustained    Unfounded

#### Complaint Requires Additional Follow-Up

Supervisor's Signature \_\_\_\_\_ Star # \_\_\_\_\_

Approved  Assign to Internal Affairs

## **Deputy Chief of Support Services**

Date \_\_\_\_\_

Original: IAR Packet

JAR #

**BAP Event #**

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****EMPLOYEE COMPLAINT NOTIFICATION**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**FROM:** Deputy Chief of Support Services

**SUBJECT:** Notification of Complaint

This will serve as notification to you that a complaint has been forwarded to my office on \_\_\_\_\_.

\_\_\_\_\_ will be investigating this complaint under my authority.

**Summary of Complaint:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This notification is only to inform you that there is a review underway regarding your conduct in the above incident. This is not an official Statement of Charges and there are no findings at this point in the investigation.

**YOU ARE HEREBY ORDERED NOT TO INTERFERE WITH OR DISCUSS ANY INFORMATION REGARDING THIS COMPLAINT WITH ANYONE (OTHER THAN THE ASSIGNED INVESTIGATOR, COUNSEL OR UNION REPRESENTATIVE SHOULD YOU DESIRE) UNTIL SUCH TIME AS THE INVESTIGATION HAS BEEN COMPLETED.**

\_\_\_\_\_  
**Deputy Chief of Support Services**

Original: IAR Packet

IAR # \_\_\_\_\_

Copy: Accused Member

BAP Event # \_\_\_\_\_



BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS

## **NOTIFICATION OF CHARGES/ALLEGATIONS**

**Name of Accused Member** **Rank** **Star #** **Unit of Assignment**

The law provides that, if you are to be charged with a criminal offense or if your removal, discharge, or suspension from the Department is being sought, you are to be advised in writing of specific illegal or improper acts alleged against or attributed to you.

**Furthermore, department policy provides that you have a right to be advised in writing of the allegation even if the allegation is such that it will not result in the filing of criminal charges or the filing of charges seeking your removal, discharge, or suspension from the Department.**

**Accordingly, you are hereby advised that the following illegal or improper acts or allegations have been attributed to you:**

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**The undersigned hereby acknowledges receipt in writing of the charges/allegations made against him/her.**

**Signature**

### Date/Time

## Witness

### Date/Time

Original: IAR Packet

**JAR #**

Copy: Accused Member

BAP Event #

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****ADMINISTRATIVE RIGHTS**

Name of Accused Member	Rank	Star #	Unit of Assignment
------------------------	------	--------	--------------------

**The law provides that you are to be advised of the following:**

1. Any admission made in the course of this hearing, interrogation or examination may be used as the basis for charges seeking your removal, discharge or suspension from the department for up to 60 days
2. You have the right to the counsel of your choosing to be present with you to advise you at this hearing, interrogation, or examination and you may consult with that counsel as you desire at any stage of hearing, interrogation or examination.
3. You have the right to be given a reasonable amount of time to obtain counsel of your choosing.
4. You have no right to remain silent. You have an obligation to truthfully answer all questions that are put to you. You are advised that your statements or responses constitute an official police report.
5. If you refuse to answer questions put to you, you will be ordered by a superior employee to answer the question.
6. If you persist in your refusal to answer, after being given an order to do so, you are advised that such refusal will constitute a violation of the Rules of Conduct of the Bartlett Police Department.
7. You are further advised that, by law, any admission that is made by you during the course of this hearing, interrogation or examination cannot be used against you in a subsequent criminal proceeding.

**The undersigned hereby acknowledges that he/she was advised of the above rights.**

Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Witness \_\_\_\_\_ Date/Time \_\_\_\_\_

Original: IAR Packet IAR # \_\_\_\_\_

Copy: Accused Member BAP Event # \_\_\_\_\_

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****CRIMINAL RIGHTS FORM**

---

Name of Accused Member	Rank	Star #	Unit of Assignment
------------------------	------	--------	--------------------

**You are hereby advised that, by law, you are to be informed of the following rights prior to questioning:**

- 1. You have the right to remain silent.**
- 2. Anything that you say can and will be used against you in a court of law.**
- 3. You have the right to consult with an Attorney and have an Attorney present during questioning.**
- 4. If you cannot afford to hire an attorney, one will be appointed to represent you before any questioning if you wish.**
- 5. You can decide at any time to exercise these rights and not answer any questions or make any statements.**

**The law further provides that any admissions made in the course of any hearing, interview, interrogation or examination may be used as a basis for charges seeking your removal or discharge from the Department.**

**The undersigned hereby acknowledges that he/she was informed of the above rights.**

**Signature** \_\_\_\_\_ **Date/Time** \_\_\_\_\_

**Witness** \_\_\_\_\_ **Date/Time** \_\_\_\_\_

Original: IAR Packet

IAR # \_\_\_\_\_

Copy: Accused Member

BAP Event # \_\_\_\_\_



## BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS

### INTERROGATION/EXAMINATION/HEARING PROCEEDING

Name of Accused Member	Rank	Star #	Unit of Assignment
Proceeding will be held on _____, _____ at _____			
Location: _____, Bartlett, Illinois			
Officer in charge of investigation _____ (Name, Rank and Unit)			
Interrogator(s) _____			
Other person(s) present on the behalf of the Bartlett Police Department: _____			

**THIS SECTION IS TO BE COMPLETED BY EMPLOYEE AND RETURNED**

**Waiver of Counsel**

I, the undersigned, hereby acknowledge that I have received and read the charges/allegations against me and that I knowingly and voluntarily wish to proceed with the hearing, examination or interrogation without having counsel of my own choosing present to advise me during this hearing, examination or interrogation.

Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Witness \_\_\_\_\_ Date/Time \_\_\_\_\_

**Request to Secure Legal Counsel**

I, the undersigned, having been advised of my right to counsel of my own choosing at all hearings, examinations and interrogations in connection with the charges/allegations against me, which have been given to me in writing and receipt of which is hereby acknowledged, elect to secure the services of counsel and agree to proceed with said hearing, examination or interrogation. By affixing my signature upon this statement, I affirm my wish to secure said counsel and agree to comply with the hearing, examination or interrogation scheduled on the date agreed upon. (NOTE: a court reporter will be present if employee is securing legal counsel).

Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Witness \_\_\_\_\_ Date/Time \_\_\_\_\_

Name of any other person(s) who will be representing the employee during this proceeding:

\_\_\_\_\_  
\_\_\_\_\_

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****NOTICE OF CHARGES/PRE-DISCIPLINARY ADMINISTRATIVE REVIEW****TO:** \_\_\_\_\_**FROM:** Patrick Ullrich, Chief of Police**DATE:** \_\_\_\_\_**You are alleged to have violated Section:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**of the Department Rules of Conduct. (Copies Attached)****There exists sufficient evidence apparently to support this charge and you are ordered to appear for an administrative hearing with the Chief of Police on \_\_\_\_\_ at \_\_\_\_\_.****The charges stem from your conduct on \_\_\_\_\_.****\_\_\_\_\_  
Chief of Police****Signature \_\_\_\_\_****Date/Time \_\_\_\_\_****Witness \_\_\_\_\_****Date/Time \_\_\_\_\_****Original: IAR Packet/Personnel File****IAR # \_\_\_\_\_****Copy: Accused Member****BAP Event # \_\_\_\_\_**



**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS**

## **ORAL REPRIMAND**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**SUBJ:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**You are hereby issued this Oral Reprimand for engaging in the following conduct while a \_\_\_\_\_ with the Bartlett Police Department.**

**CONDUCT:** \_\_\_\_\_

**On** \_\_\_\_\_, \_\_\_\_\_, **at** \_\_\_\_\_

**you** \_\_\_\_\_

**in violation of rules and regulations, special orders, departmental policies, or orders of the Bartlett Police Department.**

**A copy of this Oral Reprimand will be placed in your personnel file, for a period of six (6) months, after which time provided there is no similar incident, it will be removed. If you have any questions or comments regarding this disciplinary action, you may make an appointment with me and discuss the matter at a time that is at our mutual convenience.**

---

**Supervisor's Signature**

**The undersigned was personally served with a copy of this Oral Reprimand on**

---

**Member's Signature**

**Original: IAR Packet/Personnel File**

IAR #

Copy: Accused Member

BAP Event #

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****WRITTEN REPRIMAND****TO:** \_\_\_\_\_**FROM:** \_\_\_\_\_**SUBJ:** \_\_\_\_\_**DATE:** \_\_\_\_\_

You are hereby issued this Written Reprimand for engaging in the following conduct while a \_\_\_\_\_ with the Bartlett Police Department:

**CONDUCT:** \_\_\_\_\_

On \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_,  
you \_\_\_\_\_

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in violation of the rules and regulations, special orders, department policies or directives of the Bartlett Police Department.

A copy of this Written Reprimand will be placed in your personnel file. If you have any questions or comments regarding this disciplinary action, you may make an appointment to discuss the matter with me at our mutual convenience. This written reprimand may be removed eighteen (18) months from the date of issuance if no further infractions of the rules occur.

---

**Supervisor's Signature**

The undersigned was personally served with a copy of this Written Reprimand on \_\_\_\_\_.

---

**Member's Signature**

Original: IAR Packet/Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

BAP Event # \_\_\_\_\_

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****ORDER OF SUSPENSION**

TO: \_\_\_\_\_

FROM: Patrick Ullrich, Chief of Police

DATE: \_\_\_\_\_

You are hereby notified of this Order of Suspension by reason of sustained rule violation(s) having been filed against you as a member of the Bartlett Police Department, for the Village of Bartlett, Cook, DuPage and Kane County, Illinois. Notice of said rule violation(s) having been served to you on \_\_\_\_\_ and following an Administrative Hearing held on \_\_\_\_\_ to review the rule violation(s), you are hereby suspended without pay for a period of \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_. Attached to this order is a letter setting forth the Department's findings.

Options to suspension are/are not attached.

By Order of

Chief of Police

I acknowledge by my signature that I have received a copy of this notice on \_\_\_\_\_, \_\_\_\_\_  
at \_\_\_\_\_ AM/PM

Employee Signature \_\_\_\_\_

Served By: Name/Title \_\_\_\_\_

Original: IAR Packet/Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

BAP Event # \_\_\_\_\_



**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS**

**OPTIONS TO SUSPENSION**

**TO:** Patrick Ullrich, Chief of Police

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Having been informed of an Order of Suspension, I voluntarily choose to comply with said order by:**

- Loss of Vacation Days**
- To not work a scheduled day and receive no pay**
- Loss of Personal time**

*(Initial one of the above)*

**Signature** \_\_\_\_\_

**Date/Time** \_\_\_\_\_

**Witness** \_\_\_\_\_

**Date/Time** \_\_\_\_\_

Original: IAR Packet/Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

BAP Event # \_\_\_\_\_



**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS**

**DISCIPLINARY ACTION FORM**

NAME: \_\_\_\_\_

**ORAL REPRIMAND**

- I. Date Letter placed into Personnel File: \_\_\_\_\_
- II. Date Eligible to be Purged (6 months): \_\_\_\_\_
- III. Request for Purging:

Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____

- IV. Date Entered-Internal Investigation File \_\_\_\_\_
- 

**WRITTEN REPRIMAND**

- I. Date Letter placed into Personnel File: \_\_\_\_\_
- II. Date Eligible for Purging (18 Months): \_\_\_\_\_
- III. Request for Purging:

Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____

- IV. Date entered-Internal Investigation File: \_\_\_\_\_

Original: Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

BAP Event # \_\_\_\_\_



## BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS

### COMPLAINT AND DISCIPLINARY PROCEDURES FORMAT INTERNAL AFFAIRS REGISTER REPORT

TO: Chief of Police  
Attn: Deputy Chief of Support Services DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJ: Investigation of Internal Affairs Register (IAR) Number: \_\_\_\_\_

REF: BAP Event Number: \_\_\_\_\_

Property Control Number (if applicable) \_\_\_\_\_

**ACCUSED MEMBER:**

Rank	Name	Star #	Unit of Assignment
------	------	--------	--------------------

Sex	Race	Age	Date of Appointment
-----	------	-----	---------------------

Duty Status	Number of months in Assignment
-------------	--------------------------------

**COMPLAINANT:**

Name
------

Sex	Race	Age
-----	------	-----

**1. ALLEGATIONS**

List each allegation separately. Include date, time and location where the complaint occurred, by whom the complaint was received and summarize the complaint.

**2. INVESTIGATION**

In narrative form, summarize all investigative procedures followed to resolve the total issues and results that were achieved. Evidence must be submitted to support conclusions.

**3. SUMMATION**

A brief descriptive summary of the circumstances and conclusion.

#### 4. FINDINGS

Each allegation must be classified as one of the following: Unfounded, Exonerated, Not Sustained, Sustained, Policy Failure, Misconduct Not Based on Original Complaint. If the classification is "Sustained", indicate the rule number that has been violated, the content of the rule, and how the rule was violated by the accused member.

Example: Allegation 1: Unfounded

Allegation 2: Sustained--- Violation of Rules and Regulations 2, 4, 9, 18. Absence From Duty; in that on December 16, 1994, the accused failed to report for duty for PM shift at 1800 hrs, for regular duties.

Even though the original allegation(s) may be unfounded, etc., the investigation may uncover a violation of a serious nature not based on the original complaint, in which case the accused member should be disciplined for the other violation.

Example: Allegation 1: Unfounded

Allegation 2: Not Sustained

Other Violation: Sustained-- Violation of Rules and Regulations, 2.18.4.18 Failure to provide the Department with a current Address and Telephone Number, in that the accused related in his statement that he had moved to a new residence location and obtained a new telephone number and that he failed to provide the information to the department.

Date Initialed: Date complaint was received for investigations

Date Completed: Date report was completed

Elapsed Time: Total Time, expressed in days.

#### 5. Record of Previous Disciplinary History

When an investigation is classified as "Sustained" or "Misconduct not based on original complaint", the investigator will review the accused member's records of previous disciplinary history. This information will be considered when the Investigator is determining his recommendation for disciplinary action and it will be included as an attachment to the final investigation report.

#### 6. Recommendation for Disciplinary Action

One overall recommendation for disciplinary action will be made by the Investigator. The recommendation will be for all the sustained findings. Recommendations will not be made for each sustained allegation.

Investigator	Star#	Date
--------------	-------	------

APPROVED  NOT APPROVED

---

Deputy Chief of Support Services	Date
----------------------------------	------

APPROVED  NOT APPROVED

---

Chief of Police	Date
-----------------	------

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****CASE DISPOSITION CHECK LIST**

Complainant Advised of Disposition	Yes _____	Date _____ N/A _____
Employee(s) Advised of Disposition	Yes _____	Date _____ N/A _____
Employee(s) Supervisor Notified of Disposition	Yes _____	Date _____ N/A _____
Copy of Report-Police/Fire Commission	Yes _____	Date _____ N/A _____
Copy of Report- Village Attorney	Yes _____	Date _____ N/A _____
Copy of Report- Other _____	Yes _____	Date _____ N/A _____

Investigator \_\_\_\_\_ Star # \_\_\_\_\_ IAR # \_\_\_\_\_

BAP Event # \_\_\_\_\_

Deputy Chief of Support Services Star # \_\_\_\_\_



## **BARTLETT POLICE DEPARTMENT PERFORMANCE IMPROVEMENT PROGRAM**

**This form is for recording exceptional performance or minor violations by Department Personnel. It should be used to document specific incidents of employee activity and is not subject to appeal to a higher authority.**

Name \_\_\_\_\_ Rank \_\_\_\_\_ Star \_\_\_\_\_

**Unit of Assignment:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Performance Factor Check List (+) Good (-) Improvement Needed

## 1. Knowledge of Work

- Laws & Local Ordinances**
- Rules and Regulations**
- Policies/Procedures**
- Job Skill Level**
- Work Judgements**

#### **4. Care of Equipment/Personal Appearance**

**Vehicle & Equipment**  
**Uniform/Personal Equipment**  
**Personal Appearance**  
**Other Equipment**

## 2. Work Effectiveness

- Planning/Organization
- Handling Stress Situations
- Judgment/Decision Making
- Managing/Directing People
- Volume/Quality of Work
- Equipment Proficiency
- Meeting Deadlines
- Operational Economy

## 5. Personal Factors

<b>Conduct</b>	_____
<b>Attitude</b>	_____
<b>Dependability</b>	_____
<b>Accepts Responsibility</b>	_____
<b>Initiative</b>	_____
<b>Public Contacts</b>	_____
<b>Accepts Change</b>	_____
<b>Accepts Direction</b>	_____
<b>Employee Contacts</b>	_____
<b>Suspect Contacts</b>	_____

### 3. Ability to Communicate

**Spoken Communications**  
**Written Communications**  
**Training/Instructing**

**Comments:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_ **Rank** \_\_\_\_\_ **Star** \_\_\_\_\_



**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS**

**NOTICE OF SUSPENSION TO POLICE PENSION FUND**

You are hereby notified that I have suspended Officer \_\_\_\_\_ for a period of \_\_\_\_\_ day(s), beginning at \_\_\_\_\_ hours on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, in accordance with the Order of Suspension, of which a copy is hereto attached.

\_\_\_\_\_  
Patrick Ullrich  
Chief of Police  
Bartlett Police Department

Original: Pension Board

IAR # \_\_\_\_\_

Copy: Personnel File  
IAR Packet  
Accused Member

BAP Event # \_\_\_\_\_

Uniform Peace Officers' Disciplinary Act

- 50 ILCS 725/3 Interrogation of Officer** - Whenever an officer is subjected to an interrogation within the meaning of this Act, the interrogation shall be conducted pursuant to Sections 3.1 through 3.11 of this Act.
- 50 ILCS 725/3.1 Place of Interrogation** - The interrogation shall take place at the facility to which the investigating officer is assigned, or at the precinct or police facility which has jurisdiction over the place where the incident under investigation allegedly occurred, as designated by the investigating officer.
- 50 ILCS 725/3.2 Disclosure of Information to Subject of Interrogation Regarding Nature of Investigation & Complainants** - No officer shall be subjected to interrogation without first being informed in writing of the nature of the investigation. If an administrative proceeding is instituted, the officer shall be informed beforehand of the names of all complainants. The information shall be sufficient as to reasonably apprise the officer of the nature of the investigation.
- 50 ILCS 725/3.3 Time of Interrogation** - All interrogations shall be conducted at a reasonable time of day. Whenever the nature of the alleged incident and operational requirements permit, interrogations shall be conducted during the time when the officer is on duty.
- 50 ILCS 725/3.4 Disclosure to Subject of Interrogation of Officer in Charge, Interrogators and Others Present** - The officer under investigation shall be informed in writing of the name, rank and unit or command of the officer in charge of the investigation, the interrogators, and all persons who will be present on the behalf of the employer during any interrogation except at a public administrative proceeding. The officer under investigation shall inform the employer of any person who will be present on his or her behalf during any interrogation except at a public administrative hearing.
- 50 ILCS 725/3.5 Duration of Interrogation Sessions** - Interrogation sessions shall be of reasonable duration and shall permit the officer interrogated reasonable periods for rest and personal necessities.
- 50 ILCS 725/3.6 Abusive and Offensive Language Prohibited at Interrogation** - The officer being interrogated shall not be subjected to professional or personal abuse, including offensive language.
- 50 ILCS 725/3.7 Record of Interrogation – Transcript** - A complete record of any interrogation shall be made, and a complete transcript or copy shall be made available to the officer under investigation without charge and without undue delay. Such record may be electronically recorded.
- 50 ILCS 725/3.8 Advice of Rights** - No officer shall be interrogated without first being advised in writing that admissions made in the course of the interrogation may be used as evidence of misconduct or as the basis for charges seeking suspension, removal or discharge; and without first being advised in writing that he or she has the right to counsel of his or her choosing who may be present to advise him or her at any stage of any interrogation. Anyone filing a complaint against a sworn peace officer must have the complaint supported by a sworn affidavit. Any complaint, having been supported by a sworn affidavit, and having been found, in total or in part, to contain knowingly false material information, shall be presented to the appropriate State's Attorney for a determination of prosecution.
- 50 ILCS 725/3.9 Right To Counsel - Presence of Representative of Collective Bargaining Unit** - The officer under investigation shall have the right to be represented by counsel of his or her choosing and may request counsel at any time before or during interrogation. When such request for counsel is made, no interrogation shall proceed until reasonable time and opportunity are provided the officer to obtain counsel. If a collective bargaining agreement requires the presence of a representative of the collective bargaining unit during investigations, such representative shall be present during the interrogation, unless this requirement is waived by the officer being interrogated.
- 50 ILCS 725/3.10 Admissions or Confessions Obtained in Violation of Law** - Admissions or confessions obtained during the course of any interrogation not conducted in accordance with this Act may not be utilized in any subsequent disciplinary proceeding against the officer.
- 50 ILCS 725/3.11 Polygraph or Chemical Tests** - In the course of any interrogation no officer shall be required to submit to a polygraph test, or any other test questioning by means of any chemical substance, except with the officer's express written consent. Refusal to submit to such tests shall not result in any disciplinary action nor shall such refusal be made part of his or her record.
- 50 ILCS 725/4 Constitutional and Legal Rights** - The rights of officers in disciplinary procedures set forth under this Act shall not diminish the rights and privileges of officers that are guaranteed to all citizens by the Constitution and laws of the United States and of the State of Illinois.
- 50 ILCS 725/5 Application of Act** - The Act does not apply to any officer charged with violating any provisions of the Criminal Code of 1961, or any other Federal, State or local criminal law.
- 50 ILCS 725/6 Supersedure of Provisions by Collective Bargaining Agreements** - The provisions of this Act apply only to the extent that there is no collective bargaining agreement currently in effect dealing with the subject matter of this Act.
- 50 ILCS 725/7 Retaliatory Actions Prohibited** - No officer shall be discharged, disciplined, demoted, denied promotion or seniority, transferred, reassigned or otherwise discriminated against in regard to his or her employment, or be threatened with any such treatment as retaliation for or by reason of his or her exercise of the rights granted by this Act.

**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS****ORDER OF ADMINISTRATIVE LEAVE**

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Name of Accused Member	Rank	Star #	Unit of Assignment
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**You are hereby ordered to the status of Paid Administrative Leave.**

The leave will be paid. You are bound by the Rules and Regulations of the Bartlett Police Department while on Administrative Leave, except those requiring the exercise of direct police action by a member. You will not be required to appear at court hearings of cases in which you were the arresting officer unless ordered to do otherwise, when such hearings are scheduled during the period of time you will be on leave. In the event the Department receives notification of court cases requiring your appearance during the leave, the Court Liaison Officer will request continuances of the cases to a date subsequent to your scheduled return to duty. You are not permitted to enter the police building unescorted.

Effective \_\_\_\_\_ . You will be advised of any change in this status.  
(Date)

Ordered by: \_\_\_\_\_ Date/Time \_\_\_\_\_  
Chief of Police or Designee

The undersigned hereby acknowledges receipt in writing of the administrative leave hereby ordered.

Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Served By: \_\_\_\_\_ Date/Time \_\_\_\_\_  
Name/Title

Original: IAR Packet IAR # \_\_\_\_\_  
Copy: Accused Member BAP Event # \_\_\_\_\_



**BARTLETT POLICE DEPARTMENT INTERNAL INVESTIGATIONS**

**EMPLOYEE COMPLAINT**  
**NOTICE OF DISPOSITION**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**FROM:** Deputy Chief of Support Services

**SUBJECT:** Notice of Disposition

This will serve as notification to you that \_\_\_\_\_ completed the investigation of the complaint forwarded to my office on \_\_\_\_\_.

Allegation #1

Finding

Thank you for your professionalism and patience during this thorough evaluation of facts.

---

Deputy Chief of Support Services

Original: IAR Packet

IAR # \_\_\_\_\_

Copy: Accused Member

BAP Event # \_\_\_\_\_

DATE

COMPLAINANT NAME  
COMPLAINANT ADDRESS  
CITY / STATE / ZIP

Dear \_\_\_\_\_:

On behalf of the Bartlett Police Department, I would like to provide you with an update to the complaint you made with Sergeant \_\_\_\_\_ on \_\_\_\_\_.

As a result of your complaint, the Bartlett Police Department initiated an investigation into the matter.

On \_\_\_\_\_ Sergeant \_\_\_\_\_ completed his investigation into your complaint.

The result of the investigation concluded the allegation(s) to be: (example: Not Sustained in that the investigation failed to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint. OR Sustained, appropriate action has been taken)

The case is now concluded, and I thank you again for bringing the allegation to our attention.

Sincerely,

---

Patrick B. Ullrich  
Chief of Police



## BARTLETT POLICE DEPARTMENT

<b>Subject: Vehicle Maintenance Order</b>	<b>Administrative Order 104</b>
<b>Issued: September 26, 1995</b>	<b>Rescinds: G.O. 91-06, SO633</b>
<b>Effective Date: September 26, 1995</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>41.3.2, 53.1.1, 70.1.2, 46.1.6</b>
<b>Amended Date: September 5, 2018</b>	<b>Related Directives:</b>
	<b>SO625</b>

**PURPOSE:** To ensure the vehicles belonging to and operated by the Bartlett Police Department are maintained in such a manner so as to prevent untimely repairs and reduce down time for the vehicles. Vehicles are inspected to ensure that proper equipment is available and no weapons or contraband have been secreted by arrestees. Special Purpose Vehicles (Crime Prevention, Traffic, Surveillance, Bicycles, Segways, CSO Vehicles, Incident Command Vehicle, Nuisance Abatement Vehicle, Emergency Services Boat) are covered in Special Order 625.

### I. Daily Vehicle Maintenance (53.1.1.a/b/d)

- A. Prior to the start of each shift, each employee assigned to a vehicle will inspect the vehicle for weapons, contraband, damage or maintenance. The employee will update the vehicle status in 911Tech by entering the current mileage on the vehicle prior to the start of each shift, and noting the use (patrol, CSO, training, court, drone, out for repairs with location, or out of service). The employee will complete a "New Vehicle Inspection" via 911Tech documenting any discrepancies on the inspection checklist after checking the vehicle. If any discrepancies are found, the employee will not check the item and a brief narrative will be completed to explain the discrepancy. *(Annex I). Exception: Sirens/P.A. systems will be tested in a remote area of the officer's beat at the first available opportunity during their shift. At no time will sirens/P.A. systems be tested in the Police Department parking lots due to the proximity of residences.*
- B. The inspection when completed will be approved or denied by the shift/section supervisor in 911Tech under workflow. This inspection will be completed by all employees who use a vehicle for any purpose (i.e. Community Service Officers, court officers, training, etc.) (70.1.2)
- C. It will be the responsibility of the shift/section supervisor to ensure the employees are inspecting the vehicles. When an inspection is approved by a supervisor, 911Tech will report the discrepancy to the vehicle maintenance officer via email. (53.1.1.c)

### II. Vehicle Repairs/Maintenance (53.1.1.e)

- A. Any vehicle requiring normal maintenance (i.e. GOF, Trans/Radiator Service) will be written up on a Vehicle Maintenance Checklist. This form, along with the maintenance card, will be forwarded to the Vehicle Maintenance Officer. The officer writing up the vehicle will be responsible for indicating that the vehicle was written up on the board adjacent to the secure parking area.
- B. Once the vehicle has been approved for maintenance, the vehicle maintenance officer will assign an officer or CSO to schedule a repair or take it in for repairs.
- C. In the event of major repairs which may cause a safety concern for the officer, the vehicle will be taken out of service. The officer writing up the vehicle will update the status via 911Tech through vehicle status.
- D. All repairs to emergency equipment (i.e. light bars, radios, spotlights, etc.) will be written up as with any other vehicle repair, but the vehicle will not be "dead lined" unless absolutely necessary.

**III. Vehicle Assignments**

- A. Officers will only use the vehicle that they are assigned to (Annex II). If the assigned vehicle is unavailable, then the Shift Supervisor will assign a vehicle to the officer.
- B. Any employee requiring the use of a vehicle for errands, training, court, etc. will receive a vehicle assignment from the Shift Supervisor and update the status of the vehicle in 911Tech.
- C. All employees will be held strictly accountable for any damage or malfunctions of an assigned vehicle. Disciplinary action will be initiated for any failure to comply with this order.

**IV. Vehicle Equipment (41.3.2)**

- A. All employees will ensure that the equipment listed in Annex III of this Order is in the vehicle that they are using prior to the beginning of each tour of duty.
- B. Employees will check the garage for any equipment that needs to be replaced. If the equipment is not found, the employee will write up the deficiency and forward the replenishment request to the Vehicle Maintenance Officer via the Shift Supervisor.
- C. It is the responsibility of the Vehicle Maintenance Officer to ensure any missing or deficient equipment is replaced.

**V. I-PASS Transponders**

- A. I-Pass transponders have been assigned to each department vehicle and both the license plate number and I-Pass transponder number have been recorded with the Illinois State Toll Highway Authority. (Annex IV)
- B. I-Pass Use
  1. The use of police department I-Pass transponders is limited to authorized emergency and non-emergency travel to and from locations to conduct official village business.
  2. At no time is personal usage authorized when using the I-Pass transponders.
  3. I-Pass transponders issued to the police department are to be used in official police vehicles only. They shall not be removed for personal use.
  4. When a department-owned vehicle is taken to a service garage for maintenance, the I-Pass transponder will be taken out and placed in the CSO bin near Records.
- C. I-Pass Monitoring
  1. Monitoring the usage of police department issued I-Pass transponders is the responsibility of the Deputy Chief of Support Services.
  2. Procedures for monitoring usage of I-Pass transponders include the following:
    - a. Examining invoice statements and comparing to former periods.
    - b. Comparing I-Pass issuance and usage history with on-duty schedules and assigned vehicles.
    - c. Reporting any discrepancies and remitting any associated payments to the Toll & Highway Authority.
  3. Misuse of I-Pass transponders will be dealt with appropriately in accordance with the department rules of conduct.

By Order of:

Patrick Ullrich  
Chief of Police  
Annex I – IV

# BARTLETT POLICE DEPARTMENT

**Subject: Standards of Appearance and Uniform Regulations****Administrative Order 105****Issued: March 5, 1997****Rescinds: A.O. 129****Effective Date: March 5, 1997****Reference CALEA Standards:**  
**17.5.1, 22.1.6, 22.1.8, 41.3.4,**  
**61.3.2****Termination Date: N/A****Amended Date: October 6, 2020**

**PURPOSE:** This order establishes standards of appearance and uniform regulations to ensure members of the Bartlett Police Department will reflect a professional appearance to the public, as well as ensure all members have properly maintained uniforms.

**I. Appearance**

- A. All members are expected to present a professional appearance and adhere to standards of good personal hygiene and grooming while on duty.
- B. All supervisors are expected to ensure that on-duty members under their command present a neat appearance and that hairstyles are within Department guidelines.
- C. In certain situations, members who are assigned to non-patrol functions may, at the discretion of the Chief of Police, deviate from these standards.

**II. Grooming Standards****A. Uniformed Members:**

1. **Male:**
  - a. Hair will be neatly groomed and will not hang over the shirt collar. Sideburns shall be worn neatly trimmed with the base clean shaven in a horizontal line not extending below the center of the ears.
  - b. The face will be clean-shaven with the exception of sideburns and mustaches. Members may wear a short and neatly trimmed mustache. Mustaches shall not exceed below the corners of the mouth and shall not extend horizontally farther than one-half inch from the corners of the mouth. Beards and goatees are prohibited. Individuals with a medical condition that precludes shaving will be required to present a letter from a medical doctor describing the condition. The Chief of Police or his/her designee may require a second opinion by a doctor of his/her choosing. This section does not apply to members in non-uniform assignments.
  - c. Male members are prohibited from wearing earrings, except during certain undercover non-uniform assignments and only with the approval of the Chief of Police or his/her designee.
2. **Female:**
  - a. Hair will be neatly groomed and styled so that it does not extend below the top of the shoulders when loosely worn. Bangs will not extend below the eyebrow. Hair that is longer than shoulder length will be neatly secured away from the face.
  - b. Hair ribbons, barrettes or other devices will not be worn if it interferes with the proper wearing of the uniform headgear. Accessories used to secure hair will be color-coordinated to the uniform color.
  - c. Earrings will be small and will have a post or a clip back. Dangling earrings are prohibited.
  - d. If cosmetics and nail polish are worn, it will be professional and natural looking.

**B. Male and Female Members:**

1. All hairstyles will allow for the proper wear of the uniform hat. Hair in front will be groomed in such a manner so it does not fall below the band of properly worn headgear. The length, bulk and appearance of the hair will not be excessive, ragged or unkempt.

2. Members who wear hairpieces or wigs on duty will conform to the same standards that are stipulated for natural hair.
3. Members using hair coloring will ensure the coloring used looks natural.
4. Jewelry will be limited to two rings, a watch or bracelet and will be professional in appearance. Medical alert bracelets are the exception to this rule. Necklaces may be worn but will be tucked inside of the uniform and will not be visible.
5. Body piercing, other than ear piercing, must not be visible.
6. Visible tattoos and brands are prohibited for all members while wearing the uniform of the day.
  - a. Tattoos must be naturally covered by the uniform of the day without additional bandages, makeup, clothing, garments, etc.
  - b. Those having pre-existing tattoos prior to November 1, 2009 may have them covered as approved by the Chief of Police.
7. Intentional body mutilation that is a deviation from normal anatomical features, and is not medically required, is prohibited, including:
  - a. Foreign objects inserted under the skin to create a pattern or design.
  - b. Tongue splitting or bifurcation or piercing.
  - c. The complete or transdermal implantation of any object(s) other than hair replacement.
  - d. Abnormal shaping of the ears (including earlobe stretching), eyes, or nose.
  - e. Abnormal filling of the teeth.
  - f. Scarification.
8. Dental ornamentation to include, but not limited to colored caps or veneers, stars, crescents or any objects bonded to teeth for aesthetic reasons are prohibited.
  - a. The wearing of tooth grills or other similar dental ornamentation is prohibited while a member is on duty.
  - b. Nothing in this policy prohibits the wearing of braces for orthodontic reasons, or to repair a traumatic injury.

### **III. Dress Standards**

- A. Non-uniformed civilian members and sworn officers allowed to wear civilian clothing will wear clothing that is considered to be general business attire. The wearing of jeans, regardless of the color, is prohibited unless previously approved by the member's immediate supervisor.
- B. When appearing in court, members will wear either a uniform or general business attire. Unless the situation dictates otherwise, the wearing of jeans to any court hearing is prohibited.
- C. Members may be attired in a manner appropriate to a particular situation. Examples of this include, but are not limited to, casual clothing when performing surveillance or training functions.

### **IV. Uniform Requirements**

- A. All uniformed Department members will maintain proper uniforms in a good serviceable condition. All uniforms will meet the specifications of the Department. Members will not permit footwear to be unshined, dirty or worn down at the heels.
- B. All police officers are required to maintain a complete, working uniform for patrol duties in their police department lockers at all times.
- C. Uniformed members will not turn up or roll up the sleeves of either summer or winter shirt when it is being worn on duty. The exception to this will be when it is necessary to prevent damage to the uniform.
- D. A tee-shirt, if worn, will be V-neck or a white, black or blue crew neck. Other undergarments, if worn, must be white, black or blue in color if they might be visible at the sleeve or neck openings. (41.3.4)
- E. All uniformed members will wear black or dark blue socks while in uniform. Exceptions to this rule will be when the member is wearing the modified summer uniform for special events, when the member is wearing high top boots, or when the member has a medical doctor's order requiring that white socks be worn. (41.3.4)

- F. Uniform trousers with cargo pockets may be worn at the officer's discretion for regular duty assignments. Uniform trousers with cargo pockets will not be worn at special events such as funerals or other events as designated by the Chief of Police when a more formal appearance is appropriate.

**V. Purchase of Uniforms (22.2.5)**

- A. The Department will provide an initial allotment of uniforms and equipment as specified for new members. The new member checklist will be completed and the member will sign acknowledging receipt. (Annex I) New members will be eligible for uniform allowances after the completion of their probationary period. The amount of the allowance will be determined at the beginning of each fiscal year (May 1) and will be based on budget allocation and the prevailing collective bargaining agreement. (17.5.1)
- B. The following will be provided to all police officers:
1. One (1) shirt star
  2. One (1) coat star
  3. One (1) hat shield
  4. One (1) tie bar
  5. One (1) set of BPD collar devices
  6. Two (2) CALEA logo name plates and Serving Since pins (special-order)
  7. One (1) American flag pin
  8. One (1) Academic Pin (if applicable)
  9. One (1) Locker Room Key
  10. One (1) Duty Bag Storage Key
  11. One (1) Door Key
  12. One (1) Key Fob
  13. One (1) Challenge Coin
  14. Basic body armor (cost not to exceed \$650.00 unless approved by the Chief of Police)
  15. One (1) 5-star uniform hat, navy blue
  16. One (1) silver hat band
  17. One (1) plastic hat cover
  18. One (1) knit black cap with white POLICE embroidered
  19. One (1) baseball cap, navy blue
  20. Three (3) short sleeve shirts, navy blue
  21. Three (3) long sleeve shirts, navy blue
  22. One (1) pair dress uniform pants, navy blue
  23. Two (2) pairs cargo pants, navy blue
  24. Two (2) clip-on ties, navy blue
  25. One (1) ANSI 107 raincoat with hood, black and hi-viz yellow
  26. One (1) 5-in- jacket, navy blue
  27. One (1) pair black boots
  28. Two (2) name plates, plain
  29. One (1) dress pants belt with buckle, black basket-weave
  30. One (1) duty belt, black basket-weave
  31. One (1) pants belt Velcro, black basket-weave
  32. Four (4) belt keepers, black basket-weave
  33. Two (2) sets of handcuffs
  34. One (1) handcuff case, black basket-weave
  35. One (1) straight baton holder, black basket-weave
  36. One (1) ASP holder
  37. One (1) OC holder, black basket-weave
  38. One (1) police straight baton
  39. One (1) police ASP expandable baton
  40. One (1) metal report holder
  41. One (1) metal ticket book holder
  42. One (1) reflective traffic safety vest (61.3.2)
  43. One (1) security holster, black basket-weave
  44. One (1) magazine pouch
  45. One (1) plastic gloves belt pouch, black basket-weave

- 46. One (1) key ring holder, duty belt, black basket-weave
  - 47. One (1) flashlight
  - 48. One (1) flashlight holder, duty belt, black basket-weave
  - 49. One (1) gun locker, home storage
  - 50. One (1) gun cleaning kit
  - 51. One (1) special event shirt
  - 52. One (1) hobble restraint
  - 53. One (1) radio attachment strap
  - 54. One (1) portable radio
  - 55. One (1) radio holder
  - 56. One (1) radio charger
  - 57. One (1) Avon respirator
  - 58. One (1) N-95 particulate respirator
  - 59. One (1) pair safety goggles
  - 60. One (1) face shield
  - 61. One (1) medical mask
  - 62. One (1) medical gown
  - 63. One (1) mourning band
  - 64. One (1) tourniquet
  - 65. One (1) Kevlar helmet
- C. Community Service and Parking Enforcement Officers will be issued the same as police officers except the uniform shirt will be light blue and they will not receive a security holster, magazine pouch, gun locker, or gun cleaning kit.
- D. Outer Vest Carriers:  
Officers and CSOs may purchase an outer vest carrier that has been approved by the Department. Outer vest carriers will conform to the following design:
- 1. The carrier will be identical in color to the uniform shirt when viewed from the front or back, be navy blue in color (sworn officers) or light blue (CSOs), and be constructed of Cordura nylon fabric.
  - 2. The carrier will allow for the member's Department-issued badge or patch and nameplate or nametape to be affixed in the same location as the uniform shirt.
  - 3. Buttons on the front of the carrier that mimic the uniform shirt are mandatory.
  - 4. Vertical pleats on the front or back of the carrier that mimic the uniform shirt are mandatory.
  - 5. Two (2) pockets of the same size and configuration as the uniform shirt with flaps are required. Buttons on the flaps are mandatory.
  - 6. Badge Patch:  
The Department will provide an authorized police department badge patch which designates rank to be permanently affixed (sewn-on; no Velcro) above the front left pocket. This will be the only authorized patch to be worn on the front of the carrier. Members choosing not to use the Department-issued patch must use their Department-issued badge and nameplate.
  - 7. POLICE Patch (Sworn Officers):  
The Department will provide an initial POLICE patch which will be the only authorized patch to be worn on the back of the carrier. Additional POLICE patches for additional carriers will be the responsibility of the member to purchase and must be identical to the Department issued POLICE patch. The POLICE patch shall be affixed to the middle of the back, three (3) inches below the neckline of the carrier.
    - a. The attachment of this patch to the carrier is optional and at the discretion of sworn officers only.
    - b. The POLICE patch may be sewn on permanently or affixed with Velcro.
    - c. CSOs are not authorized to wear a POLICE patch on their carriers.
    - d. Patrol officer POLICE patches shall be navy in color with silver lettering.
    - e. Supervisor POLICE patches shall be navy in color with gold lettering.
  - 8. Nametape:  
The member's name shall be embroidered on a five-inch nametape permanently affixed (sewn-on; no Velcro) above the right pocket. The embroidery shall be  $\frac{1}{2}$ -inch lettering in silver for patrol officers and CSOs, and gold for supervisors.

9. Members using the Department-issued badge patch must use the embroidered nametape. Members using their Department-issued metal badge must use their Department metal nameplate.
  10. Manufacturer of Outer Vest Carrier and Conformance to Policy:  
Members may purchase an outer vest carrier from the provider of their choosing, provided that the carrier conforms to all specifications listed above. It shall be the sole responsibility of the individual member to maintain, repair, or modify the carrier in order to conform with this policy.
  11. Because outer vest carriers are worn on a continual basis, it is the member's responsibility to maintain a professional looking carrier free of dirt, dust, color fading, or excessive wear. All carriers must pass both regular informal and formal uniform inspections in order to be authorized for use.
- E. Jacket Insignia:
1. Department lightweight or fleece jackets are authorized to display badge patches and embroidered nametapes in lieu of Department-issued metal badges and nameplates. This does not apply to leather coats. No patches will be worn on leather coats.
  2. Badge Patch:  
The Department will provide an authorized police department badge patch which designates rank to be permanently affixed (sewn-on; no Velcro) above the front left pocket. This will be the only authorized patch to be worn on the front of the jacket. Members choosing not to use the Department-issued badge patch must use their Department-issued metal badge and nameplate.
  3. POLICE Patch (Sworn Officers):  
The Department will provide an initial POLICE patch which will be the only authorized patch to be worn on the back of the jacket. Additional POLICE patches for additional jackets will be the responsibility of the member to purchase and must be identical to the Department issued POLICE patch. The POLICE patch shall be affixed to the middle of the back, three (3) inches below the neckline of the jacket.
    - a. The attachment of this patch to the jacket is optional and at the discretion of sworn officers only.
    - b. The POLICE patch may be sewn on permanently or affixed with Velcro.
    - c. CSOs are not authorized to wear a POLICE patch on their jackets.
    - d. Patrol officer POLICE patches shall be navy in color with a silver border and lettering.
    - e. Supervisor POLICE patches shall be navy in color with a gold border and lettering.
  4. Nametape:  
The member's name shall be embroidered on a five-inch nametape permanently affixed (sewn-on; no Velcro) above the right pocket. The embroidery shall be  $\frac{1}{2}$ -inch lettering in silver for patrol officers and CSOs, and gold for supervisors.
  5. Members using the Department-issued badge patch must use the embroidered nametape. Members using their Department-issued metal badge must use their Department metal nameplate.
- F. Officers attending the basic academy will comply with the academy's dress code while in attendance. Items supplied by the Police Training Institute (PTI) or Suburban Law Enforcement Academy (SLEA) are indicated. Items with an asterisk (\*) next to them will be purchased by the Department or reimbursed to the recruit if purchased on his/her own. Other items required for use at the academy will be purchased and/or supplied by the recruit and will not be reimbursed by the Department (e.g. mouth guard, backpack, etc.). (41.3.4)
1. Shirt supplied by PTI.
  2. Ten (10) plain white crew neck t-shirts with the recruit's last name heat pressed/iron-on letters in 2-inch black or dark blue lettering on the back between the shoulder blades. \*
  3. Two (2) pairs navy blue athletic shorts. \*
  4. One (1) pair navy blue sweatpants/jogging pants. \*
  5. Flash drive. \*
- G. Records Section members will be issued the following upon completing probation:
1. Three (3) short sleeved and three (3) long sleeved uniform shirts, light blue
  2. Three (3) short sleeved golf shirts, light blue
  3. Three (3) pairs uniform pants, navy blue
  4. One (1) black basket-weave belt
  5. One (1) navy blue cardigan sweater
  6. Two (2) clip-on ties, navy blue
  7. One (1) tie bar

8. One (1) shirt star
  9. One (1) set of BPD collar devices
  10. Two (2) name plates (plain)
  11. Two (2) CALEA logo name plates and Serving Since pins (special-order)
  12. One (1) American flag pin
- H. In the event a member needs any uniform item or issued equipment replaced because of work-related damage, he/she must submit a "To-From" memorandum to his/her direct supervisor explaining the circumstances and the damaged item. The memorandum will be forwarded to the Administrative Secretary after approval. The member may then purchase a replacement or request one be ordered and any expense incurred from an approved reissue will be reimbursed. (17.5.1)

## VI. Insignia and Uniform Attachments

- A. Shoulder patches shall be worn on each sleeve, centered  $\frac{3}{4}$ " below the shoulder seam on all shirts and jackets.
- B. Name tags/service pins shall be worn above the right shirt pocket. Nametags shall be worn on the outer garments as well.
- C. Optional Attachments:
  1. Shooting badges may be worn on the left shirt pocket centered below the seam line.
  2. Service awards may be worn adjacent to and centered below the nameplate on the right shirt pocket.
  3. American flag pins may be worn on the right shirt pocket, either centered underneath the service awards or next to them towards the button line of the shirt.
- D. Specialty Badges:

Officers who wear specialty badges are limited to the use of one (1) at a time. They are to be worn on the left shirt pocket flap centered above the button.
- E. Collar Devices and Rank Insignias:
  1. Collar devices and rank insignias shall to be worn on the upper collar seam,  $\frac{3}{4}$ " below the seam and set back 2" from the front edge of the collar front.
    - a. Police officers (except Officers In Charge), Community Service Officers, and Records Clerks shall wear the following collar devices whenever wearing a tie with the uniform shirt. The devices are not required when not wearing a tie.
      - 1) Officers and Records Clerks shall wear "BPD" collar devices
      - 2) CSOs shall wear "CSO" collar devices.
    - b. Designated Officers in Charge (OICs) shall wear a single silver stripe insignia in place of the BPD collar devices at all times. OICs do not have the option to not wear the collar device.
  2. Rank insignias for Officers In Charge and above shall be worn on the collars at all times, as follows:
    - a. Chief of Police – three (3) gold stars on each collar.
    - b. Deputy Chief – two (2) gold Stars on each collar.
    - c. Commander – one (1) gold eagle on each collar.
    - d. Sergeants – one (1) set of gold chevrons on each collar and three (3) chevrons sewn on both sleeves, centered on each sleeve  $5 \frac{3}{4}$ " from the shoulder seam. Chevrons will be dark blue stripes w/white outline within a light blue background. Shirt and jacket chevrons will be the same.
    - e. OIC (Officer In Charge) – one (1) silver single chevron on each collar.
- F. Department issued badges will be worn on the uniform shirt and on the uniform jacket. Recruit officers will wear the "academy" badge issued to them while attending the training academy until issued a star number badge.
- G. Portable radios are to be worn on the side opposite of the sidearm. The microphone attachment will be attached to the shoulder epaulet on either side, at the officer's option.

- H. In accordance with the Illinois Military Service Button Act (330 ILCS 90/1), police officers are permitted to wear military service buttons evidencing the fact that they have served in the military forces of the United States. This will be centered on the left pocket flap.

## VII. Optional Special Duty Uniform

- A. For special events and special duty assignments, members of the Department may wear the optional Special Duty Uniform. Officers deciding to wear this uniform will be required to purchase the necessary uniform items. (41.3.4) This uniform will consist of:
1. Summer mesh navy uniform, yellow special event shirt, or polo shirt.
  2. Black or blue bicycle or cargo shorts.
  3. White or black socks and appropriate foot wear (black tennis shoes or low-cut hiking shoes).
  4. Duty belt to include weapon.
  5. Protective vest.
- B. Bicycle Patrol Uniform:  
Officers conducting bicycle patrols will wear the following uniform:
1. Short sleeve shirt regular uniform shirt or yellow special event shirt.
  2. Black or blue bicycle or cargo shorts.
  3. White or black socks and appropriate footwear (black tennis shoes or low-cut hiking shoes).
  4. Duty belt to include weapon.
  5. Protective vest.
  6. Bicycle helmet.
- C. Dress Coat:  
Officers may purchase, at their own expense, a dress coat to be worn at funerals or other special occasions as appropriate. (41.3.4) The Department will purchase dress coats for the rank of Sergeant and above.
1. When worn, the officer will wear navy uniform pants, a long sleeve shirt, tie and tie bar, black or blue socks and black shoes, and 5-star cap.
  2. Command personnel may wear a white or blue long sleeve shirt. Officers will wear the navy blue shirt.

## VIII. Summer and Winter Uniform Changes – Patrol and Community Service Officers

- A. Winter Uniform:  
The winter uniform shall be worn during the months of December, January, and February of each year.
1. Long sleeve shirts
  2. Tie and tie bar
  3. Department badges
  4. Leather jackets (optional)
  5. Lightweight jackets (optional)
  6. Navy blue V-neck sweater (optional)
  7. 5-star cap, fur cap, or knit cap (optional)
  8. When no tie is worn, either a black or blue crew neck t-shirt or turtleneck for patrol members and/or white for supervisory or command staff (optional). (41.3.4)
    - a. The collar may be embroidered with the member's star number, which will be just left of center on the front of the shirt.
    - b. The embroidery will be light blue, to match the light blue in the shoulder patch.
    - c. A tie will not be worn with the turtleneck shirt.
    - d. The collar of the uniform shirt will be open when wearing a turtleneck.
- B. Summer Uniform:  
The summer uniform shall be worn during the months of June, July, and August of each year.
1. Short sleeve shirt
  2. 5-star cap
  3. Department badges
  4. Lightweight jacket (optional)

5. Navy blue V-neck sweater (optional)

C. Exceptions:

The months of March, April and May in the spring and September, October and November in the fall are optional months. Members may elect individually which uniform they want to wear based upon personal comfort levels.

**IX. Summer and Winter Uniform Changes – Records Section Members**

- A. Records Section members may choose to wear one of the following uniforms at any time during the year.
- B. Regular Uniform:
  1. Long sleeve or short sleeve uniform shirt
  2. Navy uniform pants
  3. Tie and tie bar
  4. Department badges
  5. Navy blue turtleneck (optional) (41.3.4)
    - a. The collar may be embroidered with the member's star number, which will be just left of center on the front of the shirt.
    - b. The embroidery will be light blue, to match the light blue in the shoulder patch.
    - c. A tie will not be worn with the turtleneck shirt.
    - d. The collar of the uniform shirt will be open when wearing a turtleneck.
  6. Black closed-toe, closed-heel, low-heel shoes and black socks.
- C. Casual Uniform:
  1. Light blue golf shirt
  2. Navy uniform pants
  3. Black basket-weave belt
  4. Black closed-toe, closed-heel, low-heel shoes.
- D. Records members may wear a navy blue cardigan with Bartlett Police Department patches sewn on it at any time of the year for comfort.

**X. Identification**

- A. All sworn officers will be issued an official Bartlett Police Department identification card with the following information on it: (22.1.8.b)
  1. Photograph
  2. Employee's name
  3. Employee's rank
  4. Status – active or retired
  5. Date of hire
- B. All civilian members will be issued an official Village of Bartlett identification card with the following information on it: (22.1.8.b)
  1. Photograph
  2. Member's name
  3. Member's title
  4. "Police Department"
- C. All Department members who are not in uniform will respond to requests from citizens and/or supervisors to view their issued identification during the performance of their duties. This may be done by display of badge and/or the identification card. Members who are working undercover assignments are exempt from this requirement. (22.1.8.a)
- D. All members will verbally identify themselves to callers when speaking over the telephone. (22.1.8.c)

**XI. Exclusions and Exceptions****A. Religious Accommodations:**

The Department is committed to ensuring members can practice their religious beliefs. Requests for accommodations for qualified members with sincerely held religious beliefs will be considered on a case-by-case basis and in accordance with Village Policy.

1. A Department member who believes that for religious reasons he or she should be allowed to deviate from the Department's Standards of Appearance and Uniform Regulations policy may request an accommodation from the Chief of Police in writing through the chain of command. The request shall include the member's:
  - a. Name
  - b. Present assignment
  - c. Immediate supervisor's name
  - d. Nature of accommodation
  - e. Reason for requesting the accommodation
2. The Department's decision relating to any accommodation requested pursuant to this order shall be issued in writing.
  - a. Before denying a request, the Chief of Police should consult with the Human Resources Director and meet with the member to determine if alternative accommodations can be made.
3. In the event that an accommodation becomes a health and/or safety issue for any member, detainee, or the public, the Department reserves the right to cancel any previously approved accommodation.

By Order of

Patrick Ullrich  
Chief of Police

Annex I

POLICE OFFICERS

Name \_\_\_\_\_ Badge # \_\_\_\_\_

Quantity	Item	Issued Date/Init	Ordered	Return Date/Initial
1	Shirt Star			
1	Coat Star			
1	Hat Shield			
1	Tie Bar			
1	Set of BPD Collar Devices			
2	CALEA Logo Name Plates/Serving Since			
1	American Flag Pin			
1	Academic Pin (if applicable)			
1	Locker Room Key			
1	Duty Bag Storage Key			
1	Door Key			
1	Key Fob			
1	Challenge Coin			
1	Body Armor			
1	Uniform Hat- 5 Star, Navy Blue			
1	Silver Hat Band			
1	Plastic Hat Cover			
1	Black Knit Cap			
1	Baseball Hat, Blue			
3	Short Sleeve Shirt, Navy Blue			
3	Long Sleeve Shirt, Navy Blue			
1	Dress Pants, 4 Pocket, Navy Blue			
2	Cargo Pants, Navy Blue			
2	Clip-on Tie, Navy Blue			
1	Raincoat ANSI 107, jacket or full length, blk/yel			
1	5 in 1 Jacket, Navy Blue			
1	Boots, Black			
2	Name Plates, Plain			
1	Dress Pants Belt, Black Basket weave			
1	Duty Belt, Black Basket weave			
1	Pants Belt, Black Velcro			
4	Belt Keepers			
2	Handcuffs			
1	Handcuff Case, Black Basket weave			
1	Straight Baton Holder			
1	Expandable Baton Holder			
1	OC Holder, Black Basket weave			
1	Straight Baton			
1	Expandable Baton			
1	Metal Report Holder			
1	Metal Ticket Holder			
1	Traffic Safety Vest			
1	Holster			
1	Magazine Pouches			
1	Glove Pouch, Black Basket weave			
1	Key Ring Holder, Duty Belt			
1	Flashlight			
1	Flashlight Holder			
1	Gun Locker, Home Storage			
1	Gun Cleaning Kit			
1	Special Event Shirt			
1	Hobble Restraint			
1	Radio Attachment Strap			
1	Radio			
1	Radio Holder			
1	Radio Charger			
1	Gas Mask			
2	N95 Mask			
1	Safety Goggles			
1	Face Shield			
1	Medical Mask			
1	Gown			
1	Mourning Band			
1	Tourniquet			
1	Kevlar Helmet			

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**COMMUNITY SERVICE OFFICERS**

Name \_\_\_\_\_ Badge # \_\_\_\_\_

Quantity	Item	Issued Date/Init	Ordered	Return Date/Initial
1	Shirt Star			
1	Coat Star			
1	Hat Shield			
1	Tie Bar			
1	Set of BPD Collar Devices			
2	CALEA logo name plates/serving since			
1	American Flag Pin			
1	Academic Pin (if applicable)			
1	Locker Room Key			
1	Duty Bag Storage Key			
1	Door Key			
1	Key Fob			
1	Challenge Coin			
1	Body Armor			
1	Uniform Hat – 5-star, navy blue			
1	Silver Hat Band			
1	Plastic Hat Cover			
1	Winter Fur Cap, black OR			
1	Knit Black cap			
1	Baseball Cap, blue)			
3	Short Sleeve Shirt, light blue			
3	Long Sleeve Shirt, light blue			
1	Dress Pants, 4 Pocket, Navy Blue			
2	Cargo Pants, navy blue			
2	Clip-on Tie, navy blue			
1	Raincoat ANSI 107, jacket or full length, blk/yellow			
1	5-in-1 Jacket, navy blue			
1	Black Boots			
2	Name Plates Plain			
1	Dress Pants Belt, Black Basket weave			
1	Duty Belt, Black Basket weave			
1	Pants Belt, Black Velcro			
4	Belt Keepers			
1	Set Handcuffs			
1	Handcuff Case, black basket-weave			
1	Straight Baton Holder			
1	Expandable Baton Holder			
1	OC Holder, Black Basket-weave			
1	Straight Baton			
1	Expandable Baton			
1	Metal Report Holder			
1	Metal Ticket Holder			
1	Traffic Safety Vest			
1	Glove Pouch, Black Basket weave			
1	Key Ring Holder, Duty Belt			
1	Flashlight			
1	Flashlight Holder			
1	Special Event Shirt			
1	Radio Attachment Strap			
1	Radio			
1	Radio Holder			
1	Radio Charger			
2	N95 Mask			
1	Safety Goggles			
1	Face Shield			
1	Medical Mask			
1	Gown			
1	Mourning Band			

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

RECORDS CLERKS

Name \_\_\_\_\_ Badge # \_\_\_\_\_

Quantity	Item	In Stock	Ordered	Return Date/Init
<b>UNIFORM VENDOR(S):</b>				
3	Short Sleeve Shirts, light blue			
3	Long Sleeve Shirts, light blue			
3	Uniform Pants, navy blue			
1	Pants Belt, black basketweave			
3	Golf Shirts, light blue			
1	Cardigan Sweater, navy blue			
2	Clip-on Ties, navy blue			
2	Name Plates, plain			

**ISSUED BY DEPARTMENT:**

1	Shirt Star			
1	Tie Bar			
1	Set of BPD Collar Devices			
2	CALEA Name Plates/Serving Since Pins			
1	American Flag Pin			
1	Academic Pin (if applicable)			
1	Locker Key			
1	Door Key			
1	Door Fob			
1	Challenge Coin			

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

Original: Admin Secretary  
 Receipts and Packing Slips: Admin Secretary  
 Copies: Records Supervisor

# BARTLETT POLICE DEPARTMENT



Subject: Holding Facility Procedures	Administrative Order 106
<b>Issued:</b> January 17, 1996	<b>Rescinds:</b> G.O. 93-04
<b>Effective Date:</b> January 17, 1996	<b>Reference CALEA Standards:</b> <b>72.1.1, 72.1.2, 72.1.3, 72.2.1, 72.3.1, 72.3.2, 72.3.3, 72.4.1, 72.4.2, 72.4.3, 72.4.4, 72.4.5, 72.4.6, 72.4.7, 72.4.8, 72.4.10, 72.4.11, 72.5.4, 72.5.6, 72.7.1, 72.8.1, 72.8.2, 72.8.3, 72.8.4, 72.8.5, 53.1.1</b>
<b>Termination Date:</b> N/A	<b>Related Directives:</b> <b>AO107, AO119, OO200, OO223, TSO502, SO619</b>
<b>Amended Date:</b> June 13, 2019	

**PURPOSE:** This order establishes policies and procedures for the safe, efficient and effective operation of the Bartlett Police Department's Holding Facility.

**POLICY:** The Holding Facility operated by the Bartlett Police Department is a facility for the temporary detention of persons held for investigation pending disposition of their case by the judiciary, awaiting transfer to another institution, or awaiting the posting of bond. It will be the policy of the Bartlett Police Department that persons detained in the Holding Facility will be afforded their rights under the law, will be treated humanely, and will be provided with proper food, shelter, and if required, medical treatment. The maximum period of detention in the Holding Facility should not normally exceed 72 hours.

## I. Organization, Management and Administration

- A. Chief of Police: The administration of the Holding Facility is the responsibility of the Chief of Police.
- B. Deputy Chief of Operations: The supervision, management, inspection and control of the Holding Facility are the responsibility of the Deputy Chief of Operations.
- C. Shift Commander: The direct daily control and supervision of the Holding Facility are the responsibility of the Shift Commander.
- D. Shift Supervisor: The Shift Supervisor is responsible for the inspection of the cells for any damage that may have been caused by a detainee and for the filing of the appropriate reports detailing the extent of the damage. In the absence of a Shift Commander the direct daily control and supervision of the Holding Facility are the responsibility of the Shift Supervisor.
- E. Training and Staff Development: (72.1.1)
  1. Matrons - Designated civilian female Department members are selected as matrons by the Chief of Police. These matrons, prior to assuming the duties of this office, will attend a training program for matrons. This training is designed to deal with adult and juvenile detainees and deals with security procedures, supervision of detainees, significant legal issues, detainee rules and regulations, rights and responsibilities of detainees, emergency procedures, fire suppression and equipment, detention procedures for all detainees including women and juveniles, and special needs of mentally disturbed and handicapped detainees.
  2. Community Service Officers (CSO) - The primary responsibility for the feeding of detainees falls on the Community Service Officers. These members, prior to assuming their duties, will receive in-house training to include use of physical restraints to ensure safety and security of staff and detainees, and those areas detailed in Section I, Subsection E.1 above, as part of their field training and through the outside training programs utilized by the Department.

3. Police Officers - Sworn members have the primary responsibility for the processing and securing of detainees. The training required for these duties is part of the 560-hour basic training required by the Illinois Local Governmental Law Enforcement Officer's Training Board and is also part of the field training during the officer's probationary period, as prescribed by the Field Training Manual. Training shall include those areas detailed in Section I, Subsection E.1 above.
4. Other Department Members - Department members assigned to various station duties who do not work in direct contact with detainees will receive an orientation on the operation of the Holding Facility and their role, if any. Training shall include fire suppression and equipment in the Holding Facility. This orientation of the Holding Facility will be part of the Department member's initial orientation upon employment with the Department.
5. In-service refresher training for all Department members, including fire suppression and equipment in the Holding Facility, shall occur at least once every three (3) years.

F. Access of Non-Essential Persons to the Holding Facility (72.1.2)

1. Access of non-essential personnel to the Holding Facility will be limited to cleaning services for purposes of cleaning the area and to maintenance personnel when repairs are needed. Access to the Holding Facility will be granted by the Shift Supervisor.
2. Access of non-essential personnel to the Holding Facility when there are detainees will not be allowed, unless there exists an emergency situation where they are needed. These individuals will be escorted by Department members for security reasons. The decision to admit these non-essential personnel will be the responsibility of the Shift Supervisor.
3. When access is granted, presence of non-essential persons should not violate a detainee's privacy, impede facility operations, or obstruct or frustrate acquisition and development of information for presentation in court by either the prosecution or the defense.
4. Detainee Records - A detainee's constitutional right to privacy can be violated if records are improperly disseminated. All information related to an arrest will be maintained in a Department case jacket. The arresting officer will keep the case jacket in a confidential manner while in his/her possession. Upon completion of all applicable reports/forms, the case jacket will be submitted for supervisory review and approval. After approval, the case jacket will be turned into the Records Section for processing and retention. Access to detainee's records will be limited in accordance with the Illinois Freedom of Information Act (5 ILCS 140). Release of arrest information will be handled per Administrative Order 119, "Public Information/Press Releases." (72.1.3)

## II. Physical Plant

A. Holding Facility - Minimum Conditions

1. The Holding Facility will provide minimum comforts, space, privacy and protection for the detainee. These will be provided in accordance with the standards set forth by the Illinois Municipal Jail and Lock-Up Standards.
2. Minimum Conditions for Detainees will be:
  - a. Lighting of at least 20-foot candles. (72.2.1.a)
  - b. Circulation of fresh or purified air. (72.2.1.b)
  - c. Access to a toilet and drinking water. (72.2.1.c)
  - d. Access to a washbasin or shower for detainees held in excess of eight (8) hours. (72.2.1.d)
  - e. A bed and bedding consisting of a mattress and pillow which is clean, sanitary and fire-retardant any time a detainee is placed in a cell, and a blanket when appropriate. (72.2.1.e)

- B. A detainee who is deemed to be suicidal will not be given a blanket and will be kept under constant supervision by being placed into the padded cell until such time as he/she has modified his/her behavior and the Shift Supervisor decides he/she can be placed into a regular cell with 15 minute intervals between checks.

- C. The Holding Facility, like the police station, is a non-smoking environment.

- D. In situations where the air needs to be purged from the Holding Facility, such as smoke or OC spray, members shall use the red "purge exhaust" button on the wall near the secure key box. The button is pushed in to operate the exhaust and pulled out to shut off the exhaust.



## **BARTLETT POLICE DEPARTMENT**

## **HOLDING FACILITY KEYS SIGN-OUT SHEET**

**DETAINEE SHOWER WAIVER**

While a detainee of the Bartlett Police Department, I voluntarily refused to shower

On \_\_\_\_\_ at \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

On \_\_\_\_\_ at \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

On \_\_\_\_\_ at \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

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OFFICER'S SIGNATURE/BADGE #

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DETAINEE'S SIGNATURE

CASE NUMBER \_\_\_\_\_



**DETAINEE MEAL WAIVER**

While a detainee of the Bartlett Police Department, I voluntarily refused to be served

Breakfast  Lunch  Dinner on \_\_\_\_\_  
Date \_\_\_\_\_ at \_\_\_\_\_  
Time \_\_\_\_\_

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OFFICER'S SIGNATURE

---

DETAINEE'S SIGNATURE

CASE NUMBER \_\_\_\_\_

Detainees Interviewed			
Name	Date of Birth	Date Confined	Arresting Charge

<b>Officials Interviewed</b>	
<b>Name</b>	<b>Title</b>

**Principal cause of occurrence:** \_\_\_\_\_

**Summary of specific details of occurrence (include date and time):**

**Recommendations to prevent future occurrences:**

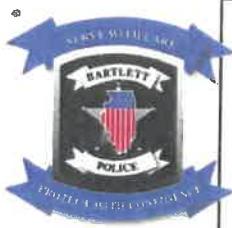
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Print Reporting Officer's Name	Badge #	Reporting Officer's Signature	Date
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**Note:** Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards.

# BARTLETT POLICE DEPARTMENT



<b>Subject: Booking Procedures</b>	<b>Administrative Order 107</b>
<b>Issued: January 22, 1996</b>	<b>Rescinds: G.O. 93-03</b>
<b>Effective Date: January 22, 1996</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>1.2.3, 1.2.4, 1.2.5, 1.2.8, 1.3.5, 70.1.1, 70.3.2, 72.5.1, 72.5.2, 72.5.3, 72.5.5, 72.5.6, 72.6.1, 72.6.3, 72.6.5, 72.7.1</b>
<b>Amended Date: September 18, 2014</b>	<b>Related Directives:</b>
	<b>AO 106, SO 619</b>

**PURPOSE:** To facilitate the handling of persons in custody for the purposes of processing an arrest. The following procedures set forth will be adhered to by all members of the Department. The direct daily control and supervision of the Holding Facility and Booking Procedures are the responsibility of the Shift Commander. In the absence of a Shift Commander, the responsibility will fall upon the Shift Supervisor.

## I. Detainee Processing

- A. **Search of Detainee (70.1.1)**
  1. An inventory search will be made of all detainees at the time of booking and prior to entry into the holding facility. (72.5.1.a)
  2. A written, itemized inventory will be made of all property taken from the detainee. (72.5.1.b)
    - a. Have detainee remove all personal property; belt, tie, shoes, wallet, jewelry, eyeglasses and smoking materials.
    - b. Detainees may keep the clothing they are wearing; socks, underwear, one shirt, one pair of pants or one skirt. All other items will be removed from detainee.
    - c. Inventory all items on the Prisoner Property Inventory and Lock Up Report (Annex I) in the presence of the detainee. Place all property removed from the detainee into a prisoner property bag.
    - d. All property bags and larger items such as outer garments and shoes will be placed in the secure property locker numbered to correspond to each cell. Once secured, the key will be placed into the key safe near the shower room. (72.5.1.c)
    - e. Unauthorized items (i.e. guns, knives and bludgeons), as well as confiscated contraband, will be shown on the inventory along with the detainee's signature. The completed Prisoner Property Inventory and Lock Up Report will be placed in the locker while the prisoner is detained and afterwards will be maintained in the arrest jacket.
    - f. Whenever possible, this process should be witnessed. If the detainee refuses to sign the inventory, it should be so noted.
    - g. The Shift Supervisor will review and approve all Prisoner Property Inventory and Lock Up Reports.
- B. Strip searches and body cavity searches will be conducted in accordance with **725 ILCS 5/103-1 (1.2.4.g, 70.1.1)**
  1. No person arrested for a traffic, regulatory or misdemeanor offense, except in cases involving weapons or a controlled substance, will be strip searched unless there is reasonable belief the individual is concealing a weapon or controlled substance. (1.2.8.a)
  2. "Strip Search" means having an arrested person remove or arrange some or all off his/her clothing as to permit a visual inspection of the genitals, buttocks, anus, female breast or undergarments of such person.
  3. All strip and body cavity searches conducted under this section will be performed by a person(s) of the same sex as the arrested person and on premises where the search cannot be observed by persons not physically conducting the search. (1.2.8.b)

4. Every member of the Department conducting such a search will:
    - a. Obtain written permission from the Shift Commander authorizing a strip search in accordance with this Section.
    - b. Prepare a written report of the search. The report will include a written authorization as required by subsection a, and will contain the name of the person being searched, the names of the personnel conducting the search, the time, date and the place of the search. A copy of the report will be provided to the person(s) subjected to the search. A copy of the Strip Search Authorization Form (Annex II) is attached to this order. (1.2.8.c)
  5. **No search of a body cavity, other than the mouth, will be conducted without a duly executed search warrant. Any warrant authorizing a body cavity search will specify the search must be performed under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice medicine in all its branches in this State per 725 ILCS 5/103-1(g). (1.2.8.a)**
- C. Complete an arrest card and Incident/Offense Report or other appropriate report, and an arrest court file.
- D. Whenever a detainee is arrested by another agency and turned over to this Department for processing and/or detention, the receiving officer must obtain the following: (72.5.5)
  1. Positive identification of the detainee; and
  2. Documentation of the complaint and/or warrant; and
  3. Positive identification of the law enforcement officer from the other agency, including name, badge number, agency and legal authority to make the commitment. If necessary, the Shift Supervisor will contact the other agency to verify the above information.
- E. Digital photographs and fingerprints will be taken for ALL persons arrested for Class A and B misdemeanors and all felonies. (1.2.5.b/c)
  1. As a matter of policy, the Bartlett Police Department will photograph all physical custody arrests as follows:
    - a. ADULT - All Felony and Class A & B Misdemeanor Arrests. 20 ILCS 2630/2 authorizes the use of photographs as part of the record of arrest when such arrest is for a violation of a penal statute of this state.
    - b. JUVENILE - All Felony and Class A & B Misdemeanor Arrests. Digital photographs will be maintained in accordance with the Juvenile Court Act, 705 ILCS 405/5-905 and as authorized by the Illinois Criminal Identification Act, 20 ILCS 2630/4. All Station Adjustments will also be fingerprinted and photographed.
  2. Digital photographs will be maintained by the Livescan Liaison Supervisor. Access to juvenile photographs is limited only to those authorized under the Illinois Juvenile Court Act, 705 ILCS 405/5-905.
- F. Allow the person in custody to make the necessary and reasonable amount of telephone calls from the booking area, when feasible.

## II. Detainee Jail Record

- A. A Prisoner Property Inventory and Lock Up Report will be completed for each person placed in a holding cell. The arrest information, property inventory and disposition areas **must** be completed. (72.5.2)
- B. The following information will be obtained and recorded when detainees are admitted to the facility and before transfer to another facility:
  1. Current health of the detainee; (72.6.3.a)
  2. Medications taken by the detainee; (72.6.3.b)
  3. Behavior, including state of consciousness and mental status; and. (72.6.3.c)

4. Body deformities, trauma markings, bruises, lesions, jaundice, and ease of movement. (72.6.3.d)

- C. The Lockup Log maintained in Report Writing will also be completed once the person has been placed in a cell. The Shift Supervisor will be responsible for seeing the required checks are made and the Lockup Log is kept current. Each Shift Supervisor will check the log prior to the end of his/her tour of duty.
- D. The arresting officer will notify the on duty Records Clerk upon placing a prisoner into a cell in order that the digital video recorder can be turned on per Administrative Order 106 – “Holding Facility”.
- E. Both visual (TV) and audio (intercom) monitoring equipment will be checked by the Records Clerk both at the beginning and end of his/her tour of duty.

**III. Detainees Under The Influence, Violent Or Self-Destructive. (72.5.4)**

- A. Any detainee who is under the influence of alcohol or other drugs, and who is violent to the point of being self-destructive will be placed into the temporary holding cell and will be continually observed by a Department member. At the discretion of the Shift Supervisor, the subject may be placed into restraints until such time as the person can be transported to an appropriate medical facility.
- B. Any detainee who is potentially suicidal, has a mental condition, or in some way requires constant supervision, will NOT be left unattended in a cell. The arresting officer or other Department member will continually observe the prisoner until the prisoner can be:
  1. Transferred to the County Jail.
  2. Transferred to a proper medical facility.
  3. Released on bond.
- C. Any detainee who is under the influence of alcohol and is deemed by the arresting officer to be “intoxicated” to the degree that medical attention is necessary will not be incarcerated. The arresting officer or other Department member will remain with this detainee in the processing area until that prisoner can be transferred to a proper medical facility.
- D. Any detainee who is handicapped and such handicap may hinder the safekeeping or safe evacuation of the detainee, will:
  1. Not be incarcerated.
  2. Be kept under constant supervision.
  3. Bonded out, or;
  4. Transferred to the County Jail.

**IV. Release of Detainee**

- A. To ensure the proper person is being released from the holding facility, the releasing officer will: (72.5.7)
  1. Check the identity of the detainee to be released by comparing his/her likeness with the mug shot.
  2. Prior to releasing the detainee from the holding facility, the releasing officer will question the detainee as to his/her full name, date of birth and place of residence.
- B.

the arrested individual eligible for release. Following the inquiry, if it is found the subject has an outstanding warrant the Records Clerk will notify the arresting officer or a supervisor.

- C.. Property returned to the detainee upon release from the holding facility will be compared with the Prisoner Property Inventory and Lock Up Report and if everything is in order the detainee and releasing officer will sign the inventory, certifying the items removed from the detainee's possession at the time of detention have been returned. (72.5.1.d)
- D. Property taken from the detainee and retained for evidentiary or other purposes will be noted on the inventory.
- E. If a detainee is released to a transporting officer for transfer to another facility, the property will be given to the transporting officer, who will sign the inventory receipt, and a copy of the signed inventory given to the transporting officer.
- F. Prisoners transported to bond call will sign for only the property accompanying them. Cook County Sheriff's Office personnel at the Rolling Meadows facility require a copy of this form when accepting custody of a prisoner for bond hearing, officers will give the County the yellow copy of the inventory form. Any property not accompanying the prisoner will be secured in the temporary storage lockers in the evidence garage. The prisoner will be advised to contact family members for pick up of the items. Any items not picked up within 10 days will be placed into Property Control by the initial arresting officer according to the procedures in Technical Services Order 502 – Evidence & Property Control. If the prisoner or a family member picks up the items within the first 10 days, an officer will be called in to complete the white copy of the Prisoner Property Inventory form. If the 10 days has elapsed, the items can only be released by the Property Custodian per procedure. This will be indicated on the Prisoner Property Inventory form.
- G. The Department will maintain the Prisoner Property Inventory and Lock Up Report in a blue folder in Records until all property has been released or turned into Property Control. Upon completion, Records will scan the white copy of the report into the RMS to attach to the case report. The pink two-sided copy of the form will be scanned in by Records to the RMS.

**V. Bond Procedures**

- A. It is the policy of the Bartlett Police Department not to hold an individual any longer than necessary. Therefore, Shift Commanders or Shift Supervisors are authorized to use their discretion in granting Individual Recognizance Bonds to persons arrested.
- B. When officers arrest persons for traffic offenses who are unable to post either a driver's license, or a bail bond card or be released in accordance with the provisions of the violator compact, they will bring the violator to the station for the purpose of having the person post cash bond via their credit card or having the Shift Commander or Shift Supervisor determine whether or not the violator qualifies for an Individual Recognizance Bond.
- C. The Shift Commander or Shift Supervisor will determine if the person is a good risk to make a court appearance and on that basis decide to release the person on his or her recognizance. The decision in this matter will be based on the specifics of the arrest and in accordance with Illinois Supreme Court Rule #553(d). Consideration for releasing an arrestee on recognizance should always be made as opposed to incarceration, especially in those cases involving petty offenses and/or non-jailable offenses.

1.

a.

# BARTLETT POLICE DEPARTMENT

- b. The individual in custody has been admitted to the hospital and is expected to be held there for more than twenty-four (24) hours. If the subject does not qualify for a Recognizance Bond (i.e. Felony Charges), the supervisor should contact the Emergency Judge and request a mittimus be issued turning custody over to the Cook County Sheriff or to Cermak Hospital.
  - c. Continued monitoring of the subject by Department personnel, while in the hospital, will cause a reduction of manpower needed to meet the needs of the Department and the community.
  - d. The person in custody has a medical condition (i.e. confined to a wheel chair, contagious disease, etc.) that the members of the Police Department are not capable of caring for.
  - e. The person in custody has a severe mental disability that makes it impractical for the person to be held in custody for an extended period of time.
2. When a prisoner is in custody on a Cook County charge and cannot make bond or is ineligible for a Recognizance Bond, he/she is to be taken before the nearest Cook County Judge for a bond hearing at the earliest possible time. This is the responsibility of the Shift Supervisor on dayshift, who may assign a patrol officer to handle the bond hearing when the shift strength consists of five or more officers. Specialty assignment personnel may be used for bond calls when the shift strength consists of less than five officers. Notification will be made by the Shift Supervisor to the Support Services or Directed Patrol Sergeant if a specialty officer is needed for bond call. If a detective is needed on Saturday or Sunday for this function, the Investigations Sergeant will be contacted by the Shift Supervisor. The Third District Bond Court Notification (Annex III) will be completed and faxed to the State's Attorney's Office records before a defendant is transported to bond court. It will be the responsibility of the officer/detective handling the bond hearing to write a follow-up report of any disposition or change in the court date. It will be the responsibility of the Records Clerks to see that the disposition or continuance dates are recorded on the report so the arresting officer will be informed and can notify complainants and witnesses.
3. No officer will make any recommendation for the purpose of getting a person admitted to bail except as approved by the Chief of Police or his designee. All such recommendations will be with the full knowledge of the State's Attorney and the judge on duty at the time.

## E. DUPAGE COUNTY

- 1.
2. The jail will not accept any ill and/or injured prisoners without a medical release from a hospital. No arrestee will be accepted if arrested more than twenty-four hours earlier without a valid arrest warrant.

## F. KANE COUNTY

1. The arrestee will be held in the Department's lock up until the next available time for a bond hearing
2.
  - a.
  - b.
  - c.
- 3.

appropriate fingerprint copies, the Incident/Offense Report and a current Criminal History printout. Copies of evidence will also be required, if applicable.

4. Kane County as a rule does not have emergency judges for the purpose of setting bonds. When practical, Recognizance Bonds will be used. In extreme situations, the supervisor on duty will contact the Felony Review Hot Line and request the assistance of the State's Attorney's Office.

**VI. Medical and Health Care Services (1.3.5, 72.6.1)**

**A. Medical Treatment of Detainees (70.3.2)**

If an officer places an individual under arrest who has any condition that might require medical treatment, the arresting officer will immediately notify the Shift Commander.

1. If there is any doubt whatsoever as to the detainee's physical condition, or there is an obvious need for medical attention, the Shift Supervisor or Officer will request the assistance of the Paramedics to examine the detainee.
2. If the paramedics determine it to be necessary, the Shift Supervisor will direct them to remove the detainee to an area hospital deemed appropriate by the paramedics. The physician's recommendation with regard to hospitalization or incarceration will be followed.
3. Should a person under arrest require hospitalization, security will be provided under the following circumstances:
  - a. Any detainee who has been charged with and placed under arrest for a **forcible felony** or a **felony level crime against person** or any detainee **whose identity has not been confirmed** will be under the constant supervision of a sworn officer while hospitalized.
  - b. The Shift Supervisor will make an immediate effort to obtain a bond or a mittimus to incarcerate persons in Section 3.a. into the county jail hospital facility.
  - c. Persons charged and arrested for other than those situations listed in Section 3.a. can be hospitalized without officer supervision. The arresting officer must notify the hospital security staff of the detainee's arrest status and request the hospital notify the Department of the detainee's pending release.
  - d. The requirements of Section 3.a. will not be abridged, however, the Shift Supervisor may, for whatever reason he/she deems necessary, require constant supervision of any detainee.
  - e. Should a person under arrest require medical treatment due to serious illness or injury, or that person dies; the Shift Supervisor or his designee will make immediate notifications to the Deputy Chief of Operations and the Chief of Police. The Command Officers notified will arrange for notifications to the prisoner's next of kin or legal guardian.
  - f. Medical treatment of detainees by personnel other than a licensed physician will be performed only in accordance with the rules and regulations of the Bartlett Fire Protection District.

**B. Detainee Requiring Medical Attention**

1. Should a detainee require medical attention, whether injury or illness occurred during incarceration or not, all treatment and medication administered to the detainee will be documented on a Supplementary Report and included in the court file. If immediate first aid is administered by a Department employee or the paramedics, the injury and treatment will be noted in the Prisoner's Log Book.
2. The confidential relationship of doctor and patient extends to detainee patients and their physician. Copies of all records and forms issued by the physician or medical facility treating a detainee will be made part of the sick/injured report and/or maintained as part of the arrest jacket.
3. In the event a detainee is injured while in custody or shortly before being taken into custody, the Shift Supervisor will arrange to have photographs taken of any and all visible injuries. The photographs will be treated as physical evidence. If practical, the photos should be taken both

prior to the application of bandages, etc., and after the injury has received appropriate medical attention.

**C. Administration of Medication (72.6.5)**

1. If the detainee has a prescription on his/her person at the time of booking, or another brings a prescription medicine to the station for the prisoner, the prescription must be verified prior to administering the medication. The information on the medicine will be checked for accuracy, dosage instructions, dates, and verification that it belongs to the detainee. If there is any question on the medicine, the prescribing physician will be contacted. The Shift Supervisor or Officer will administer any medication and ensure the detainee actually takes the medication. This will be logged in the Prisoner's Log Book.
2. Department personnel will not dispense any medication not prescribed by a physician.

**VII. Detainee Rights**

**A. Access to Court - 725 ILCS 5/109-1 (72.7.1.a)**

1. A person arrested without a warrant will be taken without unnecessary delay before the nearest and most accessible judge in the county of venue, and a charge will be filed.
2. A person arrested on a warrant will be taken without unnecessary delay before the judge who issued the warrant or if he/she is absent or unable to act, before the nearest or most accessible judge in the same county.

**B. Bond (72.7.1.b)**

1. Every person arrested will be given every opportunity to secure bond money. All detainees will be allowed to make as many local or collect long distance calls as are necessary and reasonable.
2. Bond procedures in Section V. will be followed. Every officer will adhere to these procedures and applicable Supreme Court Rules without exception and will ensure that detainees are given every reasonable opportunity to secure bail.

**C. Confidential Access to Attorneys/Telephone Calls (1.2.3.c)**

1. Right to communicate with attorney and family (725 ILCS 5/103-3) (72.7.1.d)
  - a. Persons who are arrested will have the right to communicate with an attorney of their choice and a member of their family by making a reasonable number of telephone calls or in any other reasonable manner. Such communication will be permitted in a reasonable time after arrival at the first place of custody. Telephone calls made by detainees will only be made from an unrecorded telephone line and will not usually be monitored unless there is a substantial reason for doing so.
  - b. In the event the accused is transferred to a new place of custody, his right to communicate with an attorney and a member of his family is renewed.
2. Right to consult with an attorney (725 ILCS 5/103-4). Any person committed, imprisoned or restrained of liberty for any cause whatsoever and whether or not such person is charged with an offense will, except in cases of imminent danger of escape, be allowed to consult with any licensed attorney at law of this state when such person may desire to see or consult, alone and in private at the place of custody, as many times as is reasonable. When any such person is about to be moved beyond the limits of this state under any pretense whatever, the person to be moved will be entitled to a reasonable delay for the purpose of obtaining counsel and to avail himself of the laws of this state for the security of personal liberty. (72.7.1.c)
3. In-person visitations will be conducted in accordance with Administrative Order 106 – Holding Facility.

- D. Detainees will be advised they are being monitored while in custody as explained on the posted notices in the booking area. (72.7.1.e)

**VIII. Lock-up Procedures - Male Prisoners**

- A. The arresting officer will be responsible for the final completed search of male prisoners and for processing prisoners.
- B. The arresting officer will be assisted by other personnel in locking up the prisoner if needed. If possible, a male officer should be utilized to search male prisoners prior to placing in a cell if the arresting officer is female.
- C. All male prisoners will be incarcerated in cells #1 through #4.

**IX. Lockup Procedure - Female Prisoners**

- A. When a female is arrested or detained by a male police officer, the arresting officer will have a female officer or a police matron conduct a search of the prisoner prior to the prisoner being placed in a cell. The arresting officer will be responsible for processing and may be assisted by other personnel if needed. Female prisoners will be placed in cell 5 or 6.
- B. At no time should a male officer enter the women's cellblock while a woman is incarcerated unless accompanied by another officer or police matron. An exception to this would be during an emergency situation such as a fire, etc.

By Order of:

Patrick Ullrich  
Chief of Police

Annex I - III

**PRISONER PROPERTY INVENTORY  
AND  
LOCK UP REPORT**



**Bartlett Police Department**

CASE NO:	DATE:	PRISONER NAME:	
OFFENSE SECTION NO:		COMPLAINTS/TICKETS	SERVED/TO BE SERVED
BOOKING OFFICER:	ARRESTING OFFICER:	TIME:	CELL:

Currency	\$
Change	\$
Checks	\$
Foreign Money	\$
Total	\$

<b>Condition of Release</b>	
<input type="checkbox"/>	on bond
<input type="checkbox"/>	other agency
<input type="checkbox"/>	recognition
Agency:	_____
Receiving Officer:	_____

Belt	Credit Cards	Nail Clippers
Books	Driver's License	Papers
Boots	Flashlight	Pen/Pencil
Briefcase	Glasses	Purse
Camera	Gloves	Razor
Candy	ID Cards	Shoes
Cell Phone	IPod	Sunglasses
Checkbook	Jewelry	Suitcase
Cigarettes	Key(s)	Tobacco
Clothing	Knife	Toilet Articles
Coat	Lighter	Tools
Comb/Brush	Makeup	Wallet
Computer	Medicine	Watch

<b>Property Location:</b>	
Locker Number	_____
Other	_____

<b>Other Items of property not classified above:</b>	
--	--

I certify that the above is a correct list of items removed from my possession at the time I was placed in jail.	
Prisoner's Signature: _____	
I hereby acknowledge receipt of the above arrested individual and his/her itemized property on this	
____ day of _____ 20____ at _____ am/pm.	
Receiving Officer's Signature: _____	
I received all of the above listed property (minus any property previously released as indicated on this receipt) on this	
____ day of _____ 20____ at _____ am/pm.	
Prisoner's Signature: _____	

<b>ITEMS ACCOMPANYING PRISONER TO BOND CALL</b>			
Date	Item(s) Released	Signature of Prisoner	Signature of Officer

<b>IN CUSTODY RELEASED ITEMS RECORD</b>				
Date	Item(s) Released	Signature of Person Authorizing Release	Signature of Person Receiving Item(s)	Signature of Person Releasing Item(s)

<b>MEDICAL INFORMATION</b>				
Any current medical illnesses or conditions?		Yes <input type="checkbox"/> Explain:		No <input type="checkbox"/>
Any medications currently taken?		Yes <input type="checkbox"/> List Name & Dosage:		No <input type="checkbox"/>
State of consciousness		Normal <input type="checkbox"/>	Problems Noted <input type="checkbox"/> Explain:	
Mental state		Normal <input type="checkbox"/>	Problems Noted <input type="checkbox"/> Explain:	
Body Deformities Yes <input type="checkbox"/> No <input type="checkbox"/>	Trauma Markings Yes <input type="checkbox"/> No <input type="checkbox"/>	Bruises Yes <input type="checkbox"/> No <input type="checkbox"/>	Lesions Yes <input type="checkbox"/> No <input type="checkbox"/>	Jaundice Yes <input type="checkbox"/> No <input type="checkbox"/>
Ease of Movement Trouble Yes <input type="checkbox"/> Explain: _____ No <input type="checkbox"/>			Female Health Issues Yes <input type="checkbox"/> Explain: _____ No <input type="checkbox"/>	
<b>Officer's Comments/Impressions (check all that apply):</b>				
<input type="checkbox"/> Language barrier <input type="checkbox"/> Under the influence of drugs/alcohol <input type="checkbox"/> Non-cooperative <input type="checkbox"/> Difficulty understanding questions				
<input type="checkbox"/> Other, specify: _____				
<b>MEDICATION RECORD</b>				
NAME OF MEDICATION	QUANTITY	MANNER DISPENSED	SIGNATURE OF PERSON DISPENSING	DATE/TIME
<b>MEALS SERVED/WAIVERS ISSUED</b>				
Date/Time	Meal Served		Waiver	Officer/CSO
	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	Signed <input type="checkbox"/> Refused <input type="checkbox"/>
	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	Signed <input type="checkbox"/> Refused <input type="checkbox"/>
	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	Signed <input type="checkbox"/> Refused <input type="checkbox"/>
	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	Signed <input type="checkbox"/> Refused <input type="checkbox"/>
	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>	Signed <input type="checkbox"/> Refused <input type="checkbox"/>
<b>MISCELLANEOUS INFORMATION</b>				
SIGNATURE OF ARRESTING OFFICER		SIGNATURE OF RELEASING OFFICER		SUPERVISOR'S SIGNATURE

**STRIP SEARCH AUTHORIZATION**

1. Officer Requesting Permission to Search: \_\_\_\_\_
2. Case No: \_\_\_\_\_ Offense: \_\_\_\_\_
3. Person Searched
  - A. Name: \_\_\_\_\_
  - B. Address: \_\_\_\_\_
  - C. Phone: \_\_\_\_\_
  - D. Charges: \_\_\_\_\_  
\_\_\_\_\_
4. Search
  - A. Person conducting search: \_\_\_\_\_
  - B. Other persons present: \_\_\_\_\_
  - C. Location of search: \_\_\_\_\_
  - D. Time of search: \_\_\_\_\_
  - E. Date of search: \_\_\_\_\_
5. Evidence Recovered: \_\_\_\_\_  
\_\_\_\_\_
6. Supervisor Authorization for Search

I have reviewed the information pertaining to this search and I have authorized the strip search of the person named above.

  - A. Supervisor: \_\_\_\_\_
  - B. Date: \_\_\_\_\_
  - C. Time: \_\_\_\_\_
  - D. Signature: \_\_\_\_\_

Original: case report  
Copy: person searched

(1.2.8)







# BARTLETT POLICE DEPARTMENT

<b>Subject: Juvenile Detention</b>	<b>Administrative Order 108</b>
<b>Issued: January 17, 1996</b>	<b>Rescinds: G.O. 93-12</b>
<b>Effective Date: January 17, 1996</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>44.1.1</b>
<b>Amended Date: February 6, 2018</b>	<b>Related Directives:</b>
	<b>AO107, OO212</b>

**PURPOSE:** To facilitate the detention of juveniles arrested for violations of Federal, State Law or Municipal Ordinances. Detailed information for juvenile detention can be found in the [Bartlett Police Department Juvenile Officer Guidebook](#).

## I. Definitions

Excerpts from the Illinois Juvenile Court Act of 1987, Section **705 ILCS 405/5-105** state:

- A. **"Detention"** means the temporary care of a minor alleged or adjudicated as a Delinquent Minor who requires secure custody for his/her own or the community's protection in a facility designed to physically restrict his/her movements, pending disposition by the court or execution of an order of the court for placement or commitment. Design features which physically restrict movement include, but are not limited to, locked rooms and the secure handcuffing of a minor to a rail or other stationary object, i.e., Juvenile Detention Cell and booking room table. (Both of these locations should be used only when necessary, i.e.: disorderly, disruptive behavior, when displaying acts of violence, when charged with violations of criminal law.)
- B. **"Delinquent Minor"** means any minor who prior to his/her 18th birthday has violated or attempted to violate, regardless of where the act occurred, any federal, State, county or municipal law or ordinance.

## II. Juvenile Processing (46.1.3.b)

The arresting officer, after completion of his/her investigation and determining a juvenile is to be taken into custody, will follow these procedures:

- A. Notify the youth's parent/guardian and a juvenile officer if one is not on duty.
- B. Photograph and fingerprint any juvenile arrested for any Misdemeanor or Felony, whether it is a petition to court or a station adjustment. Fingerprints will only be transmitted for the following offenses:
  1. UUW
  2. Class X felony
  3. Class 1 felony
  4. Forcible felony
  5. Class 2 or greater felony under the Cannabis Control Act, Controlled Substances Act, or Methamphetamine Control and Community Protection Act
  6. Chapter 4 of the Illinois Vehicle Code (stolen vehicles)
- C. Determine if placement of the delinquent minor in the appropriate county detention center is going to be sought (refer to the Juvenile Officer Guidebook).
- D. Complete an arrest card, juvenile contact card and incident report.
- E. Conduct a search of the juvenile in accordance with Section I of Administrative Order 107.
- F. Remove all property from the juvenile and inventory it on the [Prisoner Property and Lock Up Report](#). Property will be placed into envelopes or into bags depending on the size and quantity and placed in the bin outside the juvenile cell. The bin should then be secured in the storage garage.
- G. Have the juvenile review the property inventory and affix his/her signature to the [Prisoner Property and Lock Up Report](#) in the appropriate place.

- H. Any contraband, i.e., narcotics, stolen property, weapons, etc. to be held as evidence and to be submitted to Property Control will be inventoried and listed on the Prisoner Property and Lock Up Sheet.
- I. When a juvenile is released from custody, the juvenile will be shown his/her property and asked to compare it to the contents listed on the form. The juvenile will then be offered the opportunity to affix his/her name on the appropriate line to indicate the property was returned to them. If the juvenile is turned over to the youth home, a copy of the property sheet will be provided to the individual taking custody of the juvenile.
- J. The Prisoner Property and Lock Up Report will be reviewed for approval by the Shift Supervisor and made a permanent part of the arrest report.

### III. Juvenile Detention

- A. Minors under ten (10) years of age will not be placed in secure custody.
- B. Minors 10 years of age and under 12 years of age will be detained for no more than six (6) hours. (**705 ILCS 405/5-410(2)(a)** ).
- C. Minors 12 years of age and under 18 years of age will be detained for no more than twelve (12) hours, unless the offense is a violent crime, then the period of time for the detention will not exceed twenty-four hours. (**705 ILCS 405/5-410(2)(c)** ).
- D. Except for minors accused of violation of an order of the court, any minor accused of any act under federal or State law, or a municipal or county ordinance that would not be illegal if committed by an adult, cannot be placed in a jail, municipal lockup, detention center, or a secure correctional facility. (**705 ILCS 405/5-401(3)** ).
- E. The period of detention is deemed to have begun once the juvenile has been placed into a cell, locked room or handcuffed to a stationary object in a building housing a municipal lockup. Time spent transporting a minor is not considered to be time in detention or secure custody.
- F. Any minor taken into custody and confined will be under periodic supervision and will not be allowed to come into or remain in contact with adults in custody in the building. (**705 ILCS 405/5-410(2)(c)(ii)** ).
- G. Upon placement in secure custody in the juvenile cell or lock up, the juvenile will be informed of the purpose of the detention and the time it is expected to last. The juvenile will also be advised the detention cannot last longer than twenty-four hours.
- H. It will be the responsibility of the arresting officer to place the juvenile's name in the "Juvenile Detention Prisoner Log" which is maintained in Records. The officer will show the offense the juvenile committed, along with the report number, and any cautionary information available. The officer assigned to check on the juvenile will note in the log each time the prisoner is checked.
- I. Juveniles who are under 18 years of age will be kept separate from confined adults and may not at any time be kept in the same cell, room or yard with adults that are confined pursuant to criminal law. (**705 ILCS 405/5-410(2)(c)(v)** ). No juvenile may be present in the lock up facility for processing when an adult arrestee is present in the same room or the temporary holding cell, unless there is a sworn police officer present. (**705 ILCS 405/5-410(2)(g)** ).

**IV. Supervision while in Custody**

- A. Juveniles must be checked every **15 minutes**. These checks will be done by one of the following. The Shift Supervisor will determine the best course of action based on available manpower. The objective of this will be to avoid calling an officer off the street to check the prisoner every fifteen minutes.
  - 1. The arresting officer, completing his/her initial report.
  - 2. An on-duty detective
  - 3. A Secondary Records Clerk
  - 4. A CSO/Clerk/Officer called back for the purpose of jail duty.
- B. Minors confined in the Bartlett Police Department will be confined in the juvenile cell located in the Investigations Section, and will be periodically supervised by a Juvenile Officer or a Detective.
- C. If there is more than one juvenile to be detained at a time, the adult cells may be used provided there are no adults in custody in the same cell block (i.e. male, female block) at the time with the permission of the Shift Supervisor.
- D. If a Juvenile Officer or a Detective is not available for supervision, the following procedure will be followed:
  - 1. The detained juvenile (16 and older) will be placed into the temporary holding cell provided no other adult prisoner/arrestees are in the processing area and will be continuously supervised by a Department member, or
  - 2. A Department member will be assigned to remain in the Investigations Office to supervise the detained minor located in the detention cell.
- E. Juvenile detainees will under the following conditions be provided with supervision by a person of the same sex:
  - 1. When following established procedures which require physical contact or examination such as body cavity searches.
  - 2. During periods of personal hygiene activities and care such as showers, toiletry and related activities.
- F. Nothing contained herein prohibits the use of necessary force by a staff member of a sex other than that of the detainee.
- G. All periodic checks of the juvenile offender will be visual in nature and will be logged in the book. The following information will be included:
  - 1. Time of check.
  - 2. Initials of person conducting check.
  - 3. Any relevant information.
- H. Cells or detention rooms will include the following:
  - 1. Toilet facilities
  - 2. A washbasin (located in juvenile detention cell)
  - 3. Drinking water, in the form of drinking cups or a drinking fountain.
- I. Detainees will be provided with meals when they are detained during the Department's normal meal periods.
- J. Any evidence of child abuse observed by an Officer will be immediately documented and reported to the Illinois Department of Children and Family Services at

**V. Weapons Security**

- A. Officers will either secure firearms in the lockers located in the Investigations Section or in the lockers outside of the main entrance to the detention area. Officers may also request another officer hold their firearm for them while they enter the juvenile detention area.
- B. In the event of an emergency such as a fire or other disaster, an officer may enter the cell with their firearm, if securing the firearm will hinder the safe removal of detainees. Should an officer enter the cell with a firearm during an emergency, extraordinary care must be taken to ensure the safekeeping of that firearm.

**VI. Emergency Evacuation Plan**

- A. An emergency evacuation route for the juvenile holding facility is posted adjacent to each of the doors and provides for two separate means of emergency exits. Both exits from the juvenile holding facility are designated and signed as emergency exits.
- B. In the event the automatic fire alarm system or the heat and smoke detection devices activate, detainees will be evacuated from the juvenile holding facility by the safest route.
  1. The evacuation will be conducted by two Department members in the following order, based on availability.
    - a.
    - b.
    - c.
    - d.
  2. The detainees will be continuously monitored by a Department member.
  3. Detainees will be returned to the cells when the Fire Department proclaims the building safe.
  4. Should the Holding Facility be proclaimed by the Fire Department unsafe, detainees will be released to a parent/guardian or alternative housing provided, i.e.; the Streamwood Police Department Holding Facility, the Hanover Park Police Department Holding Facility or the county juvenile detention center.

**VII. Release of Juveniles in Custody**

- A. When a juvenile who has been held in custody is to be released, he/she will be released to a parent or legal guardian, as provided by law. The parent may designate a person over the age of 18 years to take custody of the youth when the parent or guardian is unable to pick the juvenile up.
- B. Minors under the influence of alcohol and/or drugs:
  1. Under the age of 18, may only be released to a sober parent or guardian.
  2. At least 18 years of age, but less than 21 years of age, the officer shall make a reasonable attempt to contact a responsible adult who is willing to take custody of the person who is under the influence of alcohol or drugs.
- C. Upon release from police custody, all juveniles and their parents/guardians will be provided with a juvenile expungement packet pursuant to **705 ILCS 405/5-915** (refer to Operations Order 212).

By order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> Non-Sworn Employee Disciplinary Procedures	<b>Administrative Order 109</b>
<b>Issued:</b> May 18, 2004	<b>Rescinds:</b> N/A
<b>Effective Date:</b> May 18, 2004	<b>Reference CALEA Standards:</b>
<b>Termination Date:</b> N/A	<b>26.1.4,26.1.5,26.1.6,26.1.7,26.1.8 52.1.1,52.1.2,52.1.3,52.1.5,52.2.1, 52.2.2,52.2.3,52.2.4,52.2.5,52.2.6, 52.2.7,52.2.8</b>
<b>Amended Date:</b> February 1, 2018	<b>Related Directives:</b> <b>AO103, AO116</b>

**PURPOSE:** To provide guidelines and procedures for the investigation and disposition of complaints and allegations of misconduct involving non-sworn members of the Bartlett Police Department.

**POLICY:** It is the duty of each employee to maintain high standards of conduct and to work cooperatively and efficiently. Whenever work habits, attitude, production or personal conduct of any employee falls below a desirable standard, employees may be subject to disciplinary action, up to and including discharge. It is the policy of the Bartlett Police Department to receive and investigate complaints related to internal discipline in a manner that will assure prompt corrective action.

While the Bartlett Police Department will make all reasonable efforts to comply with the guidelines in this policy, this policy does not constitute a contract, either express or implied. Consequently, the Department may take whatever disciplinary action it deems necessary for the given situation, including immediate dismissal. Non-sworn employment with the Bartlett Police Department is at-will, meaning that either the employee or the Department may terminate employment either with or without cause, or with or without notice.

## I. Applicability

This policy will apply to all non-sworn employees of the Bartlett Police Department regardless of the employee's job description. Sworn employees are covered in Administrative Order 103 – "Internal Affairs Manual/Procedure" or the prevailing Collective Bargaining Agreement for probationary sworn employees.

## II. Definitions

- A. **Misconduct:** Any violation of any legal statute, written law, department policy, rule, regulation or order. It also includes any conduct which, by its nature, will reflect unfavorably upon the Department or is otherwise inappropriate.
- B. **Rules of Conduct:** This refers to the Rules and Regulations of the Bartlett Police Department which each employee receives and signs for at the beginning of employment with the Police Department.
- C. **Bartlett Police Department Operations Manual:** The collection of Administrative, Operations, Investigations, Personnel, Technical Services, Special Orders, Memoranda, Clerical Procedures and Rules of Conduct issued by the Chief of Police.
- D. **Inquiry:** A meeting with an employee and supervisory or command personnel who has become aware of a complaint or misconduct. The purpose of such a meeting is to discuss the facts to determine whether an investigation should be commenced. In lieu of a meeting, a "To/From Memo" explaining the employee's actions or the circumstances involved may be requested.
- E. **Complaint:** A verbal or written accusation of misconduct brought against an employee by anyone including the public, fellow officers or a supervisor.
- F. **Pre-Disciplinary Meeting:** A conference with an employee and the Chief of Police or his designee to discuss the employee's possible suspension, demotion or discharge.

**III. Progressive Discipline Procedures (26.1.4.c)**

- A. Where appropriate, the Bartlett Police Department will progressively discipline employees as follows:
  - 1. Oral Reprimand (Annex V)
  - 2. Written Reprimand (Annex VI)
  - 3. Suspension Without Pay (Annex VII)
  - 4. Discharge
- B. Nothing in this policy should be construed as a guarantee; depending on the circumstances, the Department may repeat disciplinary steps, take disciplinary steps out of the order outlined in this policy, skip steps all together or, if warranted, immediately dismiss an employee.

**IV. Supervisory Responsibility and Authority (26.1.5, 52.2.1.a)**

- A. First line supervisors will be responsible for detecting those instances and actions that warrant disciplinary actions for members under their immediate or indirect supervision. These responsibilities include, but are not limited to:
  - 1. Investigating allegations of employee misconduct when within the scope of their authority and responsibility.
  - 2. Counseling employees to improve job performance or correct minor infractions of departmental rules, regulations and procedures.
  - 3. Identifying training needs.
  - 4. Implementing disciplinary action approved by the Chief of Police.
- B. Supervisors have the authority to exercise limited disciplinary actions. The type and nature of a complaint or observed misconduct will determine whether it can be handled and resolved at the line supervisory level or be referred to the Deputy Chief of Support Services for an internal investigation. Not all complaints can be automatically categorized. Supervisors are required to exercise good judgment and common sense when they are made aware of misconduct. The following is a non-exhaustive list of examples of the types of misconduct a supervisor may address:
  - 1. Tardiness
  - 2. Rudeness/Attitude
  - 3. Improper Radio Procedure
  - 4. Grooming and Dress
- C. The type of discipline that may be administered by a line supervisor.
  - 1. Supervisors may verbally counsel an employee, issue an oral reprimand or a written reprimand. Documentation of the corrective action will be forwarded to the Deputy Chief of Support Services, the Deputy Chief of Operations, and the Chief of Police.
  - 2. If the disciplinary action is at a higher level than a written reprimand, the supervisor will make a recommendation to the Deputy Chief of Support Services or the Deputy Chief of Operations for approval by the Chief of Police.
  - 3. If the misconduct is very serious, such as, but not limited to, a violation of criminal law, gross negligence involving loss of life or potential loss of life, intoxication on duty, gross insubordination, or when deemed to be in the best interest of the Department, the supervisor may impose an immediate relief of duty. The Deputy Chief of Support Services and the Deputy Chief of Operations will be immediately notified. The employee so relieved will be ordered to report to the office of the Chief of Police at 0900 hours on the next business day unless there exists circumstances that dictate a different course of action be taken. (52.2.7)
- D. The following types of complaints are examples of misconduct which require referral to the Internal Affairs process for investigation: (52.2.1.b)
  - 1. Brutality
  - 2. Misuse of Force
  - 3. Breach of Civil Rights
  - 4. Criminal Misconduct
  - 5. Insubordination

- E. Documenting Oral and Written Reprimands: (26.1.8)
1. Disciplinary action which results in a written or oral reprimand will be placed in the member's personnel file along with a copy of the Disciplinary Action Form (Annex IX). This form will serve as a system for tracking the time that oral or written reprimands will remain in a member's file.
  2. Oral reprimands will remain in the member's personnel file for a period of six months, after which time it may be removed unless there is a similar such incident. Written reprimands will remain in the member's personnel file for a period of eighteen (18) months, after which time it may be removed. The removal of any reprimands will be determined after a member makes a written request and is agreed to by the Chief of Police. When removed, all such reprimands will be transferred to the Internal Investigations File and will be confidentially maintained for a period no less than (5) years.
- F. In cases where the allegations(s) concern violations of the Illinois Compiled Statutes, the Deputy Chief of Support Services will contact the Public Integrity Unit of the State's Attorney's Office for the county in which the incident occurred. In cases where the allegations concern violations of Federal Law, Deputy Chief of Support Services will contact the Office of the United States Attorney for the Northern District of Illinois. The purpose of these notifications will be to advise these respective offices of the allegations should a separate criminal investigation be considered.

## V. Suspensions and Terminations

- A. The Chief of Police has full power and authority to discipline any member of the Bartlett Police Department, as he or she deems appropriate. Depending on the facts and circumstances, the Department will make all reasonable efforts to give an employee an opportunity to explain his or her actions during a Pre-Disciplinary meeting with the Chief prior to implementing suspension or terminating the employee. However, non-sworn employment is at-will and nothing in this policy is a guarantee that employment will be terminated only with cause or notice.
- B. Suspensions
1. When a member is ordered suspended, the member must turn in his/her identification card, departmental keys and any other departmental equipment to the supervisor serving the suspension order. The items will be returned to the member upon return to duty.
  2. The return of departmental property/identification only applies to suspensions to be served for more than three days unless otherwise ordered by a supervisor.
  3. A failure to turn in this property will result in further disciplinary action against the member.
  4. Disciplinary action which results in a suspension of a member will be documented on an Order of Suspension with a copy served on the employee. A copy of the suspension will be placed in the member's personnel file. (Annex VII)
  5. At the discretion of the Chief of Police, the Options To Suspension (Annex VIII) may be used.
- C. Terminations
1. The member will be provided with the following information when the investigation of the complaint results in a member's separation from the Department:
    - a. A written statement citing the reason for separation. (26.1.7.a)
    - b. The effective date of the separation. (26.1.7.b)
    - c. A written statement concerning the status of fringe benefits and retirement benefits following the separation. (26.1.7.c)

## VI. Complaint Investigations

- A. All complaints made against the Department or its members will be investigated, including anonymous complaints. (52.1.1)

- B. Supervisors, upon receiving a serious complaint, will conduct a preliminary investigation and prepare a notification to the Deputy Chief of Support Services for Internal Affairs review in the form of a "To-From", documenting the complaint.
  - 1. Have the complainant complete the Citizen Complaint Form (Annex I)
  - 2. Complete the Complaint Receipt Form (Annex II)
  - 3. Conduct a preliminary examination of the allegation or the complaint. **(Annex III)**
- C. Supervisors will make immediate notification to the Deputy Chief of Operations and the Deputy Chief of Support Services when any of the following allegations are made against a member of the Department:
  - 1. Any violation of the law, regardless of whether the violation occurred on duty or off duty.
  - 2. All allegations of substance abuse on or off duty.
  - 3. All allegations of improper use or display of a weapon.
  - 4. All allegations of intoxication on duty.
  - 5. Any allegation of improper conduct that may impact public safety.
- D. The supervisor will forward all documentation to the Deputy Chief of Support Services.
- E. The Deputy Chief of Support Services will notify the Chief of Police immediately of complaints under Section C above. The Chief of Police will be advised of other complaints in a timely manner. **(52.2.2)**
- F. At an appropriate point of the investigation, the Deputy Chief of Support Services will notify the affected member in writing of the matter under investigation through use of the Employee Complaint Notification Form (Annex IV). **(52.2.5)**
- G. The Deputy Chief of Support Services will assign a supervisor to conduct an investigation whenever a matter requires referral to Internal Investigations. The Deputy Chief of Support Services will be responsible for maintaining the Internal Affairs Register (IAR) and for the assignment of Internal Affairs Packets. The Deputy Chief of Support Services will report directly to the Chief of Police in regards to the status of any ongoing Internal Affairs Investigation. **(52.1.3)**
- H. Investigation of complaints against members will generally be completed within thirty days of the assignment to the investigator. The investigator may request extensions of the time period from the Chief of Police when extenuating circumstances exist. If the request for extension is approved, a report on the status of the investigation will be submitted to the Chief every seven days. The complainant will be advised of the need for an extension. **(52.2.3)**
- I. The investigator will contact the complainant to confirm receipt of complaint and to discuss the content of the complaint. Status reports will be provided to the complainant thereafter every two weeks, at a minimum. The complainant will be notified of the results of the investigation when concluded. If the complainant is external to the department, notification will include mailing the documented outcome to the complainant on **Annex XII**. **(52.2.4.a-c)**
- J. The Chief of Police or his designee can require an employee submit to being photographed, participate in a line up, submit financial disclosure statements, submit to medical, psychological or laboratory examinations when such actions are specifically related to the matter under investigation. Failure of the member to follow this direct order from the Chief of Police or his designee will constitute a separate infraction. **(52.2.6.a-d)**
- K. A member under investigation cannot be compelled to submit to a polygraph or similar type examination used to detect deception. An employee may voluntarily submit to such examinations and should be advised the results of that examination will not be used in any hearing, or trial court to prove guilt or innocence. **(52.2.6.e)**

**VII. Report of Findings/Conclusion of Fact (52.2.8)**

- A. The investigator, upon completion of the investigation, will submit to the Deputy Chief of Support Services a detailed report which will outline the results of the investigation. The report will contain one of the following dispositions:
  - 1. **Exonerated:** The act(s) alleged did occur, but the act(s) are justified, lawful and proper.
  - 2. **Misconduct Not Based on Original Complaint:** The investigation revealed the acts of misconduct that occurred were not contained or alleged in the original complaint.
  - 3. **Not Sustained:** The investigation failed to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint.
  - 4. **Policy Failure:** The investigation revealed the alleged acts did occur; however the member was acting in accordance with Department policy.
  - 5. **Sustained:** The investigation disclosed there is sufficient evidence to clearly prove the allegations made in the complaint.
  - 6. **Unfounded:** The investigation indicates the act(s) alleged did not occur or that it failed to involve members of the Department.
- B. The accused employee will be advised in writing of the disposition by either the Deputy Chief of Support Services or the Chief of Police during a pre-disciplinary meeting.
- C. Employees may appeal disciplinary actions in accordance with Administrative Order 116 – “Grievance Procedures”. (26.1.6)
- D. When an internal investigation results in a finding of sustained or a finding of misconduct not based on original complaint, the results of the investigation as to disciplinary action will be placed into the member’s personnel file. (26.1.8, 52.1.2)

**VIII. Administrative Review of the Investigation and Reports**

- A. Upon receiving the final report of the investigation, the Deputy Chief of Support Services will review the report and ensure it is complete.
- B. The report will be forwarded to the Deputy Chief of Operations when the matter involves an employee under his direction.
- C. If there are no sustained allegations, the file will be forwarded to the Chief of Police for review, along with any discrepancies noted.
- D. If there are sustained allegations, the following steps will be taken: (26.1.4.c)
  - 1. The investigator will review the disciplinary history file as well as any prior commendations and mentions of exceptional performance by the accused member and make a recommendation as to disciplinary action.
  - 2. The file will then be forwarded to the Deputy Chief of Support Services who will review the file and make a final recommendation as to disciplinary action and forward the file to the Chief of Police.
  - 3. Final approval of the findings of the investigation and disciplinary action will be the decision of the Chief of Police.
  - 4. It is within the purview of the Chief of Police, after reviewing the facts of the investigation, to seek the removal of any non-sworn member of the Department.
- E. All reports filed in connection with the investigation will be filed in the format of The Internal Affairs Register Report. (Annex X)
- F. The Case Disposition Checklist (Annex XI) will be completed by the supervisor assigned to investigate and by the Deputy Chief of Operations.

**IX. Aids to Discipline**

- A. Procedures and Criteria for Use of Training (26.1.4.a)
1. The training function of the Department includes positive and constructive techniques for improving the effectiveness, productivity and morale of members.
  2. Members are required to diligently maintain an acceptable level of competence in the performance of their duties.
  3. Supervisors are required to identify any shortcomings, deficiencies or lack of knowledge in their employees' job performance. When appropriate, training recommendations will be made based on those areas identified.
- B. Procedures and Criteria for Use of Counseling (26.1.4.b)
1. Counseling is an important aspect of the Department's disciplinary process. Supervisors will conduct periodic counseling sessions to help correct an employee's job performance or when minor infractions of departmental rules and procedures occur.
  2. Counseling is also an important aspect of the Department's career development program.
  3. The Village of Bartlett Employee Assistance Program will be utilized when appropriate.

**X. Confidential Nature of Investigations and Files**

- A. Occasionally mistaken or deliberate false reports and accusations are made against members. In some instances the most conscientious and hardworking members will be the subject of such allegations. In order to ensure the integrity of the Police Department is preserved, it is necessary to investigate complaints and accusations completely and thoroughly. This includes those complaints received from anonymous sources. This action is necessary and important to protect the reputations and the good names of innocent members, as well as the effectiveness and the morale of the Police Department as a whole. The depth of the investigation is dependent upon the extent of information available.
- B. All internal investigation reports will be considered confidential in nature and the records of these investigations will be maintained in a separate file by the Deputy Chief of Support Services. (26.1.8, 52.1.2)

**XI. Publication of Internal Investigations Statistical Summaries (52.1.5)**

- A. It will be the responsibility of the Deputy Chief of Support Services to submit to the Chief of Police on a monthly basis a report of all allegations and complaints received. The Deputy Chief of Support Services will also submit a detailed report on a yearly basis to the Chief of Police detailing the allegations and complaints received during the year.
- B. Information as to the number and type of Internal Investigations will be released yearly to the public by way of the annual report.
- C. The statistical information contained in the monthly and yearly reports is available for inspection. It may be reviewed upon request, or by viewing the Police Department Annual Report.

**XII. Employee Access to Personnel Files**

A member may request to review their personnel file by filing a written request to the Chief of Police through the Chain of Command. The review will take place during normal business hours in the presence of the Administrative Secretary to the Chief of Police. The file and its contents will not leave the Administrative Offices of the Police Department. The basis for the inspection of files is the **Illinois Personnel Records Act, 820 ILCS 40/1**. Two requests may be granted during the calendar year.

By Order of:

Patrick Ullrich  
Chief of Police  
Annexes I-XII



**BARTLETT POLICE DEPARTMENT**  
**Non-Sworn Employee Disciplinary Procedure**  
**CITIZEN COMPLAINT**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Print Name) (Address)

allege that \_\_\_\_\_, a member of the Bartlett Police Department, committed an act of misconduct/violation of the law as described below. I affirm the following allegations to be true. I understand that upon my submission of this complaint, the facts of the incident will be investigated by the department or legal authorities. I further understand that I am filing an Official Police Report and that knowingly providing false or untrue information can constitute an offense that can result in arrest, pursuant to 720 ILCS 5/4-26-1(a)(4).

(narrative continued)

Witness Name: \_\_\_\_\_

Witness \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Witness Name:

Witness \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

**Witness** \_\_\_\_\_ **Date/Time** \_\_\_\_\_

JAR #

RD#



**BARTLETT POLICE DEPARTMENT**  
**Non-Sworn Employee Disciplinary Procedure**  
**COMPLAINT RECEIPT FORM**

I.A.R. # \_\_\_\_\_ RECORDS DOCUMENT NUMBER \_\_\_\_\_

Complainant \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ DOB: \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Complaint Received by: \_\_\_\_\_ # \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manner Complaint Taken: In person \_\_\_\_\_ Telephone \_\_\_\_\_ Letter \_\_\_\_\_

Complaint Category: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Date/Time \_\_\_\_\_

Accused Member(s) \_\_\_\_\_ # \_\_\_\_\_ Unit Assigned: \_\_\_\_\_

Accused Member(s) \_\_\_\_\_ # \_\_\_\_\_ Unit Assigned: \_\_\_\_\_

Accused Member(s) \_\_\_\_\_ # \_\_\_\_\_ Unit Assigned: \_\_\_\_\_

Issuing Employee's Signature \_\_\_\_\_ # \_\_\_\_\_ Date/Time \_\_\_\_\_

Complainant's Signature: \_\_\_\_\_ Date/Time \_\_\_\_\_

You will be contacted by the supervisor assigned to investigate your complaint who will also keep you advised of the status. A more in-depth interview may be required of you.

Upon the completion of the investigation, you will be notified of the outcome.

Original: Complainant  
Copy: IAR Packet

IAR # \_\_\_\_\_  
RD# \_\_\_\_\_

(52.1.5.a)



BARTLETT POLICE DEPARTMENT  
Non-Sworn Employee Disciplinary Procedure  
REPORT OF INQUIRY/  
PRELIMINARY INVESTIGATION

I.A.R. NUMBER \_\_\_\_\_

DATE: \_\_\_\_\_

RECORDS DOCUMENT NUMBER:

### Narrative:

## Narrative Continued

Complaint Resolved

Complaint Requires Additional Follow-Up

Supervisor's Signature \_\_\_\_\_ Star # \_\_\_\_\_

Star #

Approved  Assign to Internal Affairs

### **Deputy Chief of Support Services**

Date

Original: IAR Packet

IAR #

RD#



**BARTLETT POLICE DEPARTMENT**  
**Non-Sworn Employee Disciplinary Procedure**  
**EMPLOYEE COMPLAINT NOTIFICATION**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: Deputy Chief of Support Services

**SUBJECT:** Notification of Complaint

This will serve as notification to you that a complaint has been forwarded to my office on

—

I will be investigating this complaint under my authority.

### Summary of Complaint:

This notification is only to inform you that there is a review underway regarding your conduct in the above incident. This is not an official Statement of Charges and there are no findings at this point in the investigation.

YOU ARE HEREBY ORDERED NOT TO INTERFERE WITH OR DISCUSS ANY INFORMATION REGARDING THIS COMPLAINT WITH ANYONE (OTHER THAN THE ASSIGNED INVESTIGATOR OR COUNSEL) UNTIL SUCH TIME AS THE INVESTIGATION HAS BEEN COMPLETED.

### **Deputy Chief of Support Services**

Original: IAR Packet

JAR #

Copy: Accused Member

RD# \_\_\_\_\_



**BARTLETT POLICE DEPARTMENT**  
**Non-Sworn Employee Disciplinary Procedure**  
**ORAL REPRIMAND**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJ: \_\_\_\_\_

DATE: \_\_\_\_\_

You are hereby issued this Oral Reprimand for engaging in the following conduct while a \_\_\_\_\_ with the Bartlett Police Department.

**CONDUCT:**

---

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On \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_,  
you \_\_\_\_\_

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in violation of rules and regulations, special orders, departmental policies, or orders of the Bartlett Police Department.

A copy of this Oral Reprimand will be placed in your personnel file, for a period of six (6) months, after which time provided there is no similar incident, it will be removed. If you have any questions or comments regarding this disciplinary action, you may make an appointment with me and discuss the matter at a time that is at our mutual convenience.

---

Supervisor's Signature

The undersigned was personally served with a copy of this Oral Reprimand on \_\_\_\_\_, \_\_\_\_\_

---

Member's Signature

Original: IAR Packet/Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

RD# \_\_\_\_\_



**BARTLETT POLICE DEPARTMENT**  
**Non-Sworn Employee Disciplinary Procedure**  
**WRITTEN REPRIMAND**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJ: \_\_\_\_\_

DATE: \_\_\_\_\_

You are hereby issued this Written Reprimand for engaging in the following conduct while a \_\_\_\_\_ with the Bartlett Police Department:

CONDUCT: \_\_\_\_\_

On \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_,  
you \_\_\_\_\_

in violation of the rules and regulations, special orders, department policies or directives of the Bartlett Police Department.

A copy of this Written Reprimand will be placed in your personnel file. If you have any questions or comments regarding this disciplinary action, you may make an appointment to discuss the matter with me at our mutual convenience. This written reprimand may be removed eighteen (18) months from the date of issuance if no further infractions of the rules occur.

\_\_\_\_\_  
Supervisor's Signature

The undersigned was personally served with a copy of this Written Reprimand on \_\_\_\_\_.

\_\_\_\_\_  
Member's Signature

Original: IAR Packet/Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

RD# \_\_\_\_\_



BARTLETT POLICE DEPARTMENT  
Non-Sworn Employee Disciplinary Procedure  
ORDER OF SUSPENSION

TO: \_\_\_\_\_

FROM: Patrick Ullrich, Chief of Police

DATE: \_\_\_\_\_

You are hereby notified of this Order of Suspension by reason of a sustained rule violation(s) having been filed against you as a member of the Bartlett Police Department, for the Village of Bartlett, Cook, DuPage and Kane County, Illinois. Said rule violation(s) having been served to you on \_\_\_\_\_ and following an investigation to review the violation(s) and a pre-disciplinary meeting with the Chief of Police, you are hereby suspended without pay for a period of \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_. Attached to this order is a letter setting forth the Department's findings.

Options to suspension are/are not attached.

By Order of

Chief of Police

I acknowledge by my signature that I have received a copy of this notice on \_\_\_\_\_, \_\_\_\_\_  
at \_\_\_\_\_ AM/PM

Employee Signature \_\_\_\_\_

Served By: Name/Title \_\_\_\_\_

Original: IAR Packet/Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

RD# \_\_\_\_\_



BARTLETT POLICE DEPARTMENT  
Non-Sworn Employee Disciplinary Procedure  
**OPTIONS TO SUSPENSION**

TO: \_\_\_\_\_

FROM: Patrick Ullrich, Chief of Police

DATE: \_\_\_\_\_

Having been informed of an Order of Suspension, I voluntarily choose to comply with said order by:

- Loss of Vacation Days  
 To not work a scheduled day and receive no pay  
 Loss of Personal time

*(Initial one of the above)*

Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Witness \_\_\_\_\_ Date/Time \_\_\_\_\_

Original: IAR Packet/Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

RD# \_\_\_\_\_



**BARTLETT POLICE DEPARTMENT**  
**Non-Sworn Employee Disciplinary Procedure**  
**DISCIPLINARY ACTION FORM**

NAME: \_\_\_\_\_

**ORAL REPRIMAND**

- I. Date Letter placed into Personnel File: \_\_\_\_\_
- II. Date Eligible to be Purged (6 months): \_\_\_\_\_
- III. Request for Purging:

Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____

- IV. Date Entered-Internal Investigation File: \_\_\_\_\_

**WRITTEN REPRIMAND**

- I. Date Letter placed into Personnel File: \_\_\_\_\_
- II. Date Eligible for Purging (18 Months): \_\_\_\_\_
- III. Request for Purging:

Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____
Date _____	Request Granted _____	Denied _____

- IV. Date entered-Internal Investigation File: \_\_\_\_\_

Original: Personnel File

IAR # \_\_\_\_\_

Copy: Accused Member

RD# \_\_\_\_\_



**BARTLETT POLICE DEPARTMENT**  
**Non-Sworn Employee Disciplinary Procedure**  
**COMPLAINT & DISCIPLINARY PROCEDURES FORMAT**  
**INTERNAL AFFAIRS REGISTER REPORT**

TO: Chief of Police DATE: \_\_\_\_\_  
Attn: Deputy Chief of Support Services

FROM: \_\_\_\_\_

SUBJ: Investigation of Internal Affairs Register Number: \_\_\_\_\_

REF: Records Section Number: \_\_\_\_\_

Property Control Number (if applicable): \_\_\_\_\_

ACCUSED MEMBER:

Rank	Name		Star #	Unit of Assignment
Sex	Race	Age	Date of Appointment	
Duty Status			Number of months in Assignment	

COMPLAINANT:

Name		
Sex	Race	Age

**1. ALLEGATIONS**

List each allegation separately. Include date, time and location where the complaint occurred, by whom the complaint was received and summarize the complaint.

**2. INVESTIGATION**

In narrative form, summarize all investigative procedures followed to resolve the total issues and results that were achieved. Evidence must be submitted to support conclusions.

**3. SUMMATION**

A brief descriptive summary of the circumstances and conclusion.

**4. FINDINGS**

Each allegation must be classified as one of the following: Unfounded, Exonerated, Not Sustained, Sustained, Policy Failure, Misconduct Not Based on Original Complaint. If the classification is "Sustained", indicate the rule number that has been violated, the content of the rule, and how the rule was violated by the accused member.

Example: Allegation 1: Unfounded

Allegation 2: Sustained-- Violation of Rules and Regulations 2, 4, 9, 18. Absence From Duty; in that on December 16, 1994, the accused failed to report for duty for PM shift at 1800 hrs, for regular duties.

Even though the original allegation(s) may be unfounded, etc, the investigation may uncover a violation of a serious nature not based on the original complaint, in which case the accused member should be disciplined for the other violation.

Example: Allegation 1: Unfounded

Allegation 2: Not Sustained

Other Violation: Sustained-- Violation of Rules and Regulations, 2.18.4.18 Failure to provide the Department with a current Address and Telephone Number, in that the accused related in his statement that he had moved to a new residence location and obtained a new telephone number and that he failed to provide the information to the department.

Date Initiated:	Date complaint was received for investigations
Date Completed:	Date report was completed
Elapsed Time:	Total Time, expressed in days.

**5. Record of Previous Disciplinary History**

When an investigation is classified as "Sustained" or "Misconduct not based on original complaint", the investigator will review the accused member's records of previous disciplinary history. This information will be considered when the Investigator is determining his recommendation for disciplinary action and it will be included as an attachment to the final investigation report.

**6. Recommendation for Disciplinary Action**

One overall recommendation for disciplinary action will be made by the Investigator. The recommendation will be for all the sustained findings. Recommendations will not be made for each sustained allegation.

Investigator	Star#	Date
--------------	-------	------

APPROVED  NOT APPROVED

Deputy Chief of Support Services Date

APPROVED  NOT APPROVED

Chief of Police Date

(52.1.9)



**BARTLETT POLICE DEPARTMENT**  
**Non-Sworn Employee Disciplinary Procedure**  
**CASE DISPOSITION CHECKLIST**

Complainant Advised of Disposition	Yes _____	Date _____	N/A _____
Employee(s) Advised of Disposition	Yes _____	Date _____	N/A _____
Employee(s) Supervisor Notified of Disposition	Yes _____	Date _____	N/A _____
Copy of Report- Village Attorney	Yes _____	Date _____	N/A _____
Copy of Report- Other _____	Yes _____	Date _____	N/A _____

---

Investigator \_\_\_\_\_ Star # \_\_\_\_\_

IAR # \_\_\_\_\_

Deputy Chief of Support Services Star # \_\_\_\_\_

R.D. # \_\_\_\_\_

DATE

COMPLAINANT NAME  
COMPLAINANT ADDRESS  
CITY / STATE / ZIP

Dear \_\_\_\_\_:

On behalf of the Bartlett Police Department, I would like to provide you with an update to the complaint you made with Sergeant \_\_\_\_\_ on \_\_\_\_\_.

As a result of your complaint, the Bartlett Police Department initiated an investigation into the matter.

On \_\_\_\_\_ Sergeant \_\_\_\_\_ completed his investigation into your complaint.

The result of the investigation concluded the allegation(s) to be: (example: Not Sustained in that the investigation failed to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint. OR Sustained, appropriate action has been taken)

The case is now concluded, and I thank you again for bringing the allegation to our attention.

Sincerely,

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Patrick B. Ullrich  
Chief of Police