

PROCEDURE MANUAL CHAPTER 4

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PALOS PARK POLICE DEPARTMENT

Title: **PATROL OPERATIONS**

Procedure: **4.000**

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: **October 2014**

PURPOSE:

To provide continuous, effective and efficient 24 hour patrol service to the community.

To outline the general duties and responsibilities of the Patrol division.

POLICY:

The importance of patrol to a community cannot be overstated. Whether it be gauged with the number of police patrol personnel, the portion of the budget allocated to patrol operations, or that the uniformed officer is frequently the most visible component of the Department, patrol is the foundation of police work. The manner in which patrol officers carry out their responsibilities affects not only the quality of justice, but also citizen perceptions of law enforcement and the criminal justice system.

PROCEDURE:

FUNCTIONS AND OBJECTIVES

Preventive patrol.

Crime prevention activities.

Response to calls for service.

Preliminary investigation of crimes and incidents.

Arrest and processing of prisoners.

Traffic direction and control.

Traffic accident investigation.

Maintenance of public order.

Ancillary services.

Provisions of emergency services.

Development of positive relationships between citizens and the Department.

Reporting of information to appropriate organizational components.

ASSIGNMENT

The Chief of Police shall assign officers and supervisors to patrol shifts.

Officers will be assigned to a beat by the shift supervisor at the beginning of the shift. Officers shall be given exposure to all beats and are responsible for law enforcement services and activity within their beat. Officers shall not leave their area without advising the shift supervisor, unless in pursuit of a violator or directed by a supervisor or dispatch center.

Supervisors should rotate beat assignment on a daily basis.

RESPONSIBILITIES

The Patrol division shall be responsible for:

Answering calls for service and general public assistance, providing the necessary aid and recording the information pertinent to the incident;

complete area coverage and performance of tasks to accomplish Department objectives;

the preliminary investigation of all cases, including the preservation of evidence and effecting arrests;

enforcement of all traffic laws, regulations of traffic flow and investigation of all accidents;

selective traffic enforcement and visible patrol;

inspection and premise checks for all residences on watch, business, industrial and governmental buildings, and;

identifying hazards and reporting them to the proper department component for corrective action.

OPERATIONS:

1. Personnel in the Patrol Division will report for duty as assigned.
2. All personnel will be in full uniform of the day and equipped to receive information and perform their duties at the beginning of roll call.
3. Supervisors shall conduct a ten to fifteen minute roll call at the beginning of the tour of duty.
4. Roll call should cover, but is not limited to:
 - report briefing from prior 24 hours;
 - problem areas to be checked in an officer's beat;
 - beat and squad car assignments;
 - inspection of full uniform, appearance and equipment;
 - schedule changes, new assignments and court dates;
 - review procedures, directives and memos;
 - investigation personnel will inform patrol officers of any pertinent information, pending arrests or activity;
 - any hazardous areas, weather and road conditions, and;

training.

5. The on duty shift will respond to calls until properly relieved.

6. Attendance by investigative personnel at roll call, crime data bulletins distributed by the crime prevention officer, monthly staff meetings and review of new directives and procedures shall provide a basis for communications between the patrol division and the other components of the Department.

7. Officers, when assigned a call, shall respond safely and without delay.

8. Officers will respond in a routine, expeditious or emergency manner, as outlined in the Operation of Emergency Vehicle procedure #4.002.

9. Two or more officers shall be assigned to answer calls where the nature of the situation is not readily ascertained, report of a crime in progress, domestic disturbances, 911 hang up calls, calls from liquor establishments, or as directed by a supervisor.

10. Supervisors shall respond to all calls of major consequence and serious emergency. The supervisor shall take direct control at a major crime scene, pending the arrival of investigative personnel. The supervisor shall ensure that the scene is protected, witnesses are identified and offenders arrested.

11. Officers shall conduct a preliminary investigation of all criminal acts.

12. Follow-up investigations may be assigned to patrol officers by their shift supervisor when circumstances warrant, and:

the investigation is confined to the Village limits or leaving the Village is authorized by the supervisor;

the investigation does not require a specialist's services;

sufficient manpower is available; and

the investigation can be conducted during duty hours.

13. Field interviews are endorsed and encouraged by the Department. Field interviews help identify persons of questionable intentions for possible follow-up action. Officers are encouraged to be aggressive, but be courteous and respectful of Constitutional rights.

14. Patrol officers shall immediately notify their supervisor when a confidential information source is developed or used. Utilization of informants and criminal information shall be in strict compliance with all applicable legal standards and Department procedure # 4.204.

RADIO COMMUNICATIONS

1. Each officer is assigned a personal portable radio and shall carry it while on duty. It is the officer's responsibility to ensure that the radio batteries are kept charged and that the radio is in proper working order.

2. Officers shall identify themselves by their assigned number when calling the communications center or another police unit.

3. Officers shall keep the communications center apprised of their status at all times so that supervisors and fellow patrol officers know their status, including, but not limited to:

- Arrival at a scene;
- when making a vehicle or pedestrian stop;
- when completing assignments and resuming patrol; and
- when leaving the vehicle for any reason.

4. Officers may use an Alternate Radio Frequency when the primary band traffic volume dictates and when other priority traffic takes precedence.

5. All radio traffic between patrol units and the communications center, or between

other agencies and this department will be kept brief, concise and professional.

6. Officers must constantly be aware that all radio frequencies are shared with other police agencies, and shall remain courteous and professional at all times.

7. Officers shall use the Alternate Radio frequency for non-essential communication between patrol units.

DEPARTMENT MOTOR VEHICLES

1. Department vehicles used for traffic and general patrol will be clearly marked and distinguishable as Law Enforcement Emergency vehicles. The following markings and equipment shall be considered standard:

agency name, vehicle number, , red and blue revolving emergency lights and strobe lights, siren and speaker assembly, spotlight, alleylights, offsetting flashing head and taillights, mobile radio transceiver and alternate radio frequency, personal protective equipment, flares, fire extinguisher, mobile data terminal, radar unit(if available), and an arrow stick light bar.

2. When requesting any replacements for the above equipment, or if the mobile radio or MDT needs repair, officers shall submit a memo to their supervisor. The report shall indicate the items requested and a brief reason for the request, when appropriate. When reporting trouble with a mobile radio or MDT, be as descriptive as possible when explaining the problem. The supervisor will forward the memo to the Administrative Service Commander for replacement or repair.

3. If the vehicle needs repair, a request for service form shall be completed.

4. Seat belts and/or harnesses shall be used whenever patrol vehicles are in motion, by both the driver and passenger.

5. Any unmarked vehicle that may be used for traffic enforcement will be equipped with a siren and emergency lights.

NOTIFICATIONS

1. Medical Examiner: The medical examiner will be called in all cases of sudden, violent, unattended or unexplained deaths.
2. Disruption of Utilities: The investigating officer shall immediately notify the dispatcher if there is any utility disrupted as a result of an accident, or severe weather. The dispatcher will then notify the proper authority.
3. Road Debris: The investigating officer will immediately notify the dispatcher of any road debris or hazard. The dispatcher shall notify the proper authority for its removal.
4. Media: The news media will be informed by the shift supervisor, or his designee, of any major traffic congestion or road closure to alert traffic to use alternate routes.
5. Notification of Death: medical emergencies or other messages of an emergency nature involving life, health or safety will be delivered in person by the patrol officer assigned to that beat.

PALOS PARK POLICE DEPARTMENT

Title: Community Member Observations

Procedure: 4.001(A)

Date Issued: 3/01/18

Revised:

Reviewed: 3/01/22

Definitions:

Media: Storage source for visual or audio recordings, whether by film, analog, or digital means.

Recording: Capturing of visual images, or sounds, including spoken words that are normally audible, or both, by means of a video camera, cell phone, audio recorder, or other device.

Seizure: Significant interference with a person's possessory or ownership interests in property.

Faraday bag: A bag that ensures portable digital devices are secure from any external interceptions, and prevents remote wiping of information, tracking, and bugging.

Policy:

This policy provides guidelines for handling situations in which members of the public observe, photograph, video or audio record members of the Palos Park Police Department performing official duties. Members should assume they are being audio or video recorded at all times when on duty in a public place. All persons have rights under state and federal law to observe and record police officers performing official duties, so long as that person's actions do not interfere with the member's duties or the safety of members or others, are consistent with reasonable restrictions, do not amount to criminal trespass, or otherwise violate the law.

Persons may observe or record from any public place or any private property where the person has the legal right to be present. However, this Directive does not give any person permission to impede the flow of vehicular or pedestrian traffic or to disregard reasonable restrictions.

Members shall not prohibit or intentionally interfere with lawful observations or recordings except as provided in this Directive. Any recordings that are deemed to be evidence of a crime or relevant to an investigation shall only be collected, seized or viewed in accordance with this Directive and state and federal law.

Procedure:

1. Observing or Recording Law Enforcement Activity:

1.1. The right of persons to observe or record law enforcement activity is not absolute and is subject to legitimate and reasonable restrictions. Examples of such restrictions include, but are not limited to:

1.1.1. Establishing a perimeter beyond which persons may not go;

1.1.2. Requiring a person to keep a specified amount of distance between themselves and the persons or objects they seek to observe or film.

1.1.3. Requiring a person to observe or record from a location that does not interfere with police operations; or

1.2. Beyond the act of observing or recording, persons may not interfere with law enforcement activity. Examples of interference may include, but are not limited to:

1.2.1. Intentional and persistent attempts to communicate with a witness or suspect with whom the police are speaking or engaging;

- 1.2.2. Direct physical intervention or breaching the specified amount of distance established by a member;
- 1.2.3. Repeated attempts to engage a member with questions or interruptions, thereby dividing the attention of the member to the matter at hand;
- 1.2.4. Intentionally impeding the movement of emergency equipment, or personnel;
- 1.2.5. Inciting others to violate any law or any lawful command; or
- 1.2.6. Any action by the person that jeopardizes the safety or security of a member, victim, witness, suspect or third party.

2. Member Response:

2.1. Members may require a person recording police activities to maintain a reasonable distance from that police activity. Members shall consider the totality of the circumstances regarding the particular police activity in establishing a reasonable distance. Members shall not establish any distance for the sole purpose of discouraging or interfering with the lawful recording or observation of police activities. Members are allowed to establish a distance that reasonably protects the privacy of any communication between or among members, victims, witnesses, suspects or third parties.

2.2. Whenever practicable, members should give clear and concise warnings to persons recording police activities when the person's behavior is unlawful. Accompanying the warnings, whenever practicable, a member should give clear directions on what a person can do to be compliant and should be specific enough to allow compliance. For example, rather than simply directing a person to "clear the area," a member should advise the person from where or at what distance the person may continue lawfully recording or observing the law enforcement activity.

Realizing that often times these are dynamic situations and actions must be taken immediately, when reasonable, members should wait for the supervisor to arrive before taking enforcement action or seizing any recording device or media.

3. Seizing and Viewing Recordings:

3.1. Members may not order or coerce a person to show them recordings that have been made of law enforcement activities. But

members may ask persons to consent to seizure and viewing of recordings.

3.2. Seizing recordings and media:

3.2.1. Members may seize recording devices and media if:

3.2.1.1. The person recording consents to the seizure;

3.2.1.2. The person recording possesses the recording device when the person is arrested and charged with a crime; or

3.2.1.3. Exigent circumstances exist to seize the recording device or media. Exigent circumstances requires probable cause to believe the recording device or media contains evidence of or information concerning the commission of a crime. The fact a recording device or media is capable of being deleted does not by itself create an exigency justifying a seizure.

Exigent circumstances exist requiring the immediate viewing, for example to prevent death or serious physical injury to a person.

The owner of any surrendered or seized device or media must be given a property receipt.

All instances of viewing and/or seizing recordings should be documented in an appropriate police report.

Return of Recording Device:

The recording device and its media should be held in police custody no longer than reasonably necessary for the police to obtain and execute a search warrant. The recording device and its media, including the content of the recording, should then be returned promptly to the device's owner in accordance with Directive 660.10, Property and Evidence Procedure

PALOS PARK POLICE DEPARTMENT

Title: MOBILE VIDEO RECORDING EQUIPMENT

Procedure: 4.001

Date Issued: FEB. 01, 2003

Revised:

Reviewed: October 2014

PURPOSE:

To provide employees with written guidelines for the use of in-car video equipment.

POLICY:

It shall be the policy of this department to supplement reports and investigations and ultimately aid in the prosecution of traffic and related offenses; to improve officer performance through training, and promote officer safety. The goals of this policy are:

1. Documentation of events, actions, or statements made during arrests and critical incidents to enhance report preparation and investigation.
2. Assisting the agency in reviewing field practices, especially legal requirements for probable cause, arrest, searches, and seizures.

PROCEDURE:

1. Officers assigned vehicles with video equipment will be responsible for operating it according to the manufacturer's instructions. No officer is to operate this equipment without having read the manufacturers instruction manual.

2. At the start of your shift, officers will test the equipment to insure that the unit is working properly, and that any problem is reported to the supervisor immediately.

3. The video equipment automatically activates whenever the emergency warning devices are activated. Officers may manually activate the system, or turn it off when covering accident scenes or other non-enforcement activities.
4. Officers will activate their video equipment to record interviews with suspects, field sobriety tests, or in any other instance when the officer deems necessary for later judicial proceedings. Such incidents may include crime scenes, accidents, or confiscation of evidence.
5. All police activity can be recorded. All officers should record with sound, any oral conversation between the officer, who has identified his office, and the person who was stopped for an offense under the IVC (720ILCS 5/14-3(h)).
6. When the unit is activated, officers are encouraged to articulate reasonable suspicion or probable cause: this articulation should continue through the entire taped incident. On traffic stops the officer should articulate the type of vehicle, location of the stop, license number, number and description of occupants. This procedure does not in any way relieve the officer of notifying the dispatcher of the same information.

7. The officer has no obligation to inform a suspect that he or she is being video or audio recorded.
8. Officers will not erase or in any way alter videotapes used for evidence. Further, officers will receive an adequate supply of videotapes for each tour of duty. Officers will maintain a log to record each tape used, with relevant case numbers for any investigative use.
9. Officers will only use tapes provided by the department.
10. Tapes containing evidence will be taken out of service, and treated as evidence with appropriate processing procedures.
11. Officers will indicate on associated reports, the evidence inventory number of the tape, and clearly state that a videotape of the incident exists.

2. SUPERVISOR RESPONSIBILITY:

1. Supervisors will ensure that officers follow established procedures for operation of video equipment, and associated materials.
2. Supervisors will at least monthly, randomly review videotapes to assess officer performance and to determine whether the video equipment is being used properly.
3. Supervisors will ensure that no videotape is altered, destroyed, or tampered with by any person when the tape has been determined to contain evidence.

PALOS PARK POLICE DEPARTMENT

Title: *OPERATION OF EMERGENCY VEHICLES*

Procedure: 4.002

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

PURPOSE:

To provide for the safe operation of Department vehicles as emergency vehicles.

Report of a forcible felony in progress.

A person calling for help in such a manner as to indicate immediate danger.

POLICY:

To carry out the mission of protecting life it may become necessary for an officer to operate a police vehicle as an emergency vehicle. It is the policy of this Department to safely respond to emergency situations.

Report of an explosion.

DEFINITION:

An emergency is a situation in which there is a high probability of injury or death to a person that could be averted or reduced by the presence of an officer.

Report of a shooting or stabbing.

An emergency vehicle is a police vehicle operated with its emergency lights and or siren activated.

Report of an auto accident with injury or other extenuating circumstances.

Pursuit of an actual or suspected violator of the law.

PROCEDURE:

1. Police vehicles will be operated as emergency vehicles when the officer has reasonable cause to believe a life is in danger or when in immediate pursuit of an offender. Communications personnel will attempt to ascertain the true degree of emergency involved in all complaints and relay this information to the cars dispatched.

3. Regardless of the nature of the emergency, officers should not drive in such a manner as to endanger the life and property of another. Officers shall always consider road, traffic and weather conditions and their ability to control vehicles under adverse circumstances.

2. The following may be considered some examples of emergency situations necessitating the operation of a police vehicle as an emergency vehicle:

Officer needs assistance.

4. When responding to an emergency situation, an officer driving an authorized emergency vehicle may:

Proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation.

When approaching a "red" traffic light or stop sign an officer will:

Decelerate and be prepared to stop,
Enter the intersection only when it is safe,

Yield to all moving vehicles and pedestrians,

Accelerate only when it is safe.

When approaching a "green" traffic light an officer will:

Decelerate and be prepared to stop,

Enter the intersection only when it is safe.

Accelerate only when it is safe.

Exceed speed limits so long as he does not endanger life or property.

Disregard regulations governing direction of movement and turning.

Drive against traffic on one-way streets only when there is no danger to life or property and then only with caution.

5. The following guidelines shall apply when operating a police vehicle as an emergency vehicle:

Emergency Lights

The lights should be used in all situations in which the officer is to take liberties in his driving and to expedite his free movement in order to reach his destination more quickly.

The lights are also to signal traffic violators to the extreme right of the roadway and stop. It may be necessary to use both the lights and the siren to effect the stop.

The lights are also used to assist motorists parked or stopped in hazardous locations.

When the patrol vehicle is parked or stopped on the roadway or in a hazardous location.

Siren

The officer should be discreet in his use of the siren as it frequently complicates traffic problems. Under extreme conditions the siren should be actuated continuously.

The siren should also be used to signal violators to stop when other means of attracting the violator's attention have failed.

Officers should use the siren based on existing traffic, roadway conditions, and the urgency of their arrival.

Emergency lights and siren in combination shall be utilized in the following circumstances:
During pursuit situations.

When responding to emergency situations.

When responding to an alarm, the siren may be deactivated so as not to announce your pending arrival.

Spotlight

The spotlight should be used as a protection to the officer when hazardous conditions exist.

The spotlight should be used to signal violators to stop but care must be exercised so as not to cause temporary blindness to the violator or other drivers on the roadway.

Public Address System

The public address system may be utilized to stop violators and direct their actions from a safe distance, so as to minimize the hazard to the officer.

The public address system may also be used in directing persons when unusual conditions exists, such as

temporary traffic hazards or conditions and communicating with other persons.

When pulled off the side of a roadway to complete an assignment or assist other units, these lights should be used to warn motorists.

6. Unmarked police vehicles will not generally be operated as emergency vehicles. Officers operating unmarked vehicles will use extra caution because unmarked cars are more difficult for other drivers to identify as police vehicles.

7. Officers will not conduct an escort without prior approval of the watch commander.

Officers will not escort other emergency vehicles using flashing lights and sirens unless it is absolutely necessary to guide them to their destination.

Caution should be exercised especially when crossing intersections. Speed limits should not be exceeded.

Officers will not follow ambulances, fire apparatus, or other emergency vehicles so closely as to constitute a hazard.

Except as qualified below, officers will not use flashing lights and siren to escort non-emergency vehicles. This is an extremely dangerous practice that could expose the officer, Department and Village to civil liability.

In cases of serious illness or injury, an ambulance will be called. Sick or injured persons should not be transported in Police Department vehicles.

If it is necessary to escort funeral processions, parades, or slow moving vehicles with oversize loads, the police vehicle's flashing lights may be used. Caution should be

exercised while the escort is in progress.

PALOS PARK POLICE DEPARTMENT

Title: *CITIZEN COMPLAINTS*

Procedure: *4.003*

Date Issued: *MAY 01, 2002*

Revised:

Reviewed: *October 2014*

PURPOSE:

To clarify the procedure for handling citizen complaints.

To provide for documentation of specific allegations.

To facilitate the investigation and disposition of citizen complaints.

above. Whenever a citizen requests to file a complaint against a member of this Department the on duty watch commander will discuss the incident with the citizen. If after discussing the incident with the supervisor, the citizen still desires to file a complaint, a Citizen Complaint Form will be provided. A citizen complaint will not be accepted that involves only the citizen's contention that he is innocent of a charge placed against him by the officer.

POLICY:

It is the policy of the Police Department to investigate all complaints against Department personnel, regardless of the source of such complaints. Investigations of these complaints through standardized procedures will demonstrate the Department's desire to provide honest, efficient police service and will inspire public confidence in its personnel.

DEFINITION:

A citizen complaint is defined as that action taken by a citizen to bring to the attention of the Department any police action or inaction that the citizen considers to be contrary to law, proper procedure, good order, or in some other manner prejudicial to the citizen, the police department, or to the community as a whole.

PROCEDURE:

1. A citizen complaint will be addressed whenever a citizen brings to the attention of a member of this Department a complaint concerning an action described

2. The citizen will be instructed to document, in his handwriting, as much as possible concerning the incident and will be given whatever assistance is needed to complete the form. The identity of the assisting person will be included in the narrative.

3. When the citizen is finished the Department member receiving the form will check it for legibility and sign the form. The original will be retained and the complainant will receive a copy.

4. The Department member receiving the form will record, on the back of the original complaint form, any comments or discussion with the complainant, of any significance, and the complainant's physical and mental condition. Evidence indicating that the complainant is under the influence of an intoxicant or drug or suffering a mental disorder or any other evidence of traits or conditions bearing upon his credibility will be noted. The Department member will also note the complainant's physical condition, specifically any visible marks or injuries relative to the complaint.

5. The Chief of Police will assign the complaint for investigation. All investigations are confidential and the investigating officer will discuss the investigation with only those individuals that will be involved in the investigation.

6. The investigating officer will thoroughly document his investigation and all interviews conducted. The results of his investigations and findings will be forwarded, in a sealed envelope, directly to the Chief of Police.

7. After review by the Chief of Police, the complainant will be contacted by the investigating officer with the findings.

8. A record of all investigated citizen complaints will be kept by the office of the Chief of Police.

PALOS PARK POLICE DEPARTMENT

Title: *REPORTING POLICE
VEHICLE TRAFFIC CRASHES*

Procedure: 4.004

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To provide for investigation and uniform reporting of traffic crashes involving Department vehicles.

POLICY:

Whenever the operator of a police vehicle from the Police Department is involved in a traffic crash, certain procedures will be implemented to safeguard the objectivity of the investigation. Watch Commanders should consider the nature and circumstances of the traffic crash and protect the integrity of the Department and all individuals involved.

PROCEDURE:

1. The operator of any police vehicle involved in any vehicular traffic crash within the corporate Village limits will:

Allow the vehicles to remain in the post accident position, if traffic conditions permit. Under no circumstances should they be removed from the immediate vicinity.

Request that the on duty watch commander respond to the accident scene.

Request medical aid when necessary.

2. All traffic crashes which occur within the corporate Village limits involving a police vehicle, will be investigated the Illinois State Police, or the Cook County Sheriff's Police when available, or by the on duty watch

commander who will complete the Traffic Crash Report including a diagram.

3. Watch Commanders may request the assistance of an accident investigator to investigate any traffic crash involving injuries, extensive damage to property, or where special circumstances are present, such as potential liability to the Village.

4. The operator of the vehicle involved in a traffic crash will submit a memo explaining the circumstances of the traffic crash. This memo will be prepared and submitted before the operator ends his tour of duty.

5. The on duty watch commander investigating the traffic crash will submit a Report to the Chief of Police, through the chain of command, indicating the findings of his investigation. This report will include the following information:

traffic crash report charge and court date, if an arrest is made, citation number and court date if a ticket is issued, other drivers' insurance company and policy number, brief narrative of the crash, number and description of photographs taken, name of accident investigator, if one used, and; findings concerning negligence of operator and recommendations relating to corrective action and/or discipline.

6. If the vehicle operator is disabled and cannot prepare the necessary reports, the investigating watch commander will,

when medically permissible, interview the injured operator and prepare the report.

7. The investigating watch commander will examine the damaged vehicle to determine if it is safe for use, considering both mechanical defects and unsightliness.

8. If the on duty watch commander is involved in a traffic crash, State Police will be contacted to complete the traffic crash report.

9. The operator of any police vehicle involved in any traffic crash outside of the corporate Village limits will:

Allow the vehicles to remain in the post accident position, if traffic conditions permit. Under no circumstances should they be removed from the immediate vicinity.

Notify the proper jurisdiction and request medical aid if necessary.

Contact the communications center and have them advise the on duty watch commander.

Obtain a copy of the Traffic Crash Report from the reporting agency.

Submit a memo explaining the circumstances of the crash.

10. The on duty watch commander will complete a Report after interviewing the operator involved in the traffic crash and reviewing the traffic crash report. The watch commander will submit this report to the Chief of Police, through the chain of command. This report will include the following information:

traffic crash report

charge and court date, if an arrest is made,

citation number and court date if a ticket is issued,

other drivers' insurance company and policy number,

brief narrative of the crash,

number and description of photographs taken,

name of accident investigator, if one used, and;

findings concerning negligence of operator and recommendations relating to corrective action and/or discipline.

11. If the vehicle operator is disabled and cannot prepare the necessary reports, the investigating watch commander will, when medically permissible, interview the injured operator and prepare the report.

PALOS PARK POLICE DEPARTMENT

Title: *HATE CRIME RELATED INCIDENTS*

Procedure: 4.005

Date Issued: MAY 01, 2002

Reviewed: October 2014

POLICY:

It is the policy of the Police Department to protect the constitutional rights of all citizens regardless of their race, color, ethnicity, or religion. When the rights of any citizen are infringed upon by intimidation, force, or violence, the Department shall expend resources necessary to conduct a thorough investigation, identify the perpetrators, and bring them before the court.

There will be special emphasis placed on victim assistance and community cooperation to reduce the fears of the victim and the community.

The Police Department will not tolerate malicious or criminal incidents that are racially or religiously motivated. The Department will also investigate incidents, non-criminal in nature, that adversely affect the community.

DEFINITION:

A hate crime related incident is an act or a threatened or attempted act by any person or persons against the person or property of another individual or group which may in any way constitute an expression of hostility toward the victim because of the person's actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin. Such acts include, but are not limited to, vandalism, cross burning, fire bombings, bomb threats, assaults, battery, threatening phone calls, and any other incidents where the result of the action is real or perceived.

FACTORS TO BE CONSIDERED IN IDENTIFYING HATE CRIME RELATED INCIDENTS:

The motivation behind the act determines whether an incident is hate related. Although no one factor is conclusive, the following criteria, applied singularly or in combination, should be used to determine if probable cause exists to believe that an incident was motivated entirely or in part by animosity toward the victim because of his actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability or national origin.

1. Were words, symbols, or acts that are or may be offensive to an identifiable group used by the perpetrator, or are they present as evidence? For example, is there a burning cross or a painted swastika, or were derogatory words or slurs or graffiti directed at a particular racial, religious, ethnic or other minority group?
2. Are the victim and the suspected perpetrator members of different racial, religious or ethnic groups?
3. Has the victim or victim's group been subjected to past similar incidents? Has there been tension or hostility between the victim's group and another particular racial, religious or ethnic group?
4. Is the victim the only minority group member in the neighborhood or one of just a few such persons?

5. Did the victim recently move into the area? Is the victim acquainted with neighbors and or local community groups? Has there been evidence of hostility toward the victim by neighbors?

6. When multiple incidents occur at the same time, are all the victims of the same race, ethnicity, religion, national origin or sexual orientation?

7. Does a meaningful portion of the community perceive and respond to the situation as a hate crime related incident?

8. Does the incident appear to be timed to coincide with a specific holiday or date of significance, (e.g. Martin Luther King Day, Rosh Hashanah)?

9. Has the victim been involved in recent public activity that would possibly make him a target? Has the victim been associated with any prominent recent or past activities relating to his race, ethnicity, religion or sexual orientation, (e.g., NAACP, gay rights rally, demonstrations by or against the KKK)?

10. Has there been prior or recent news coverage of events of a similar nature?

11. What was the manner and means of attack, (e.g., color of paint, symbols or signs used, unusual spelling of the words used)? Is the modus operandi similar to other documented incidents?

12. Is there an ongoing neighborhood problem that may have initiated or contributed to the act, (e.g., could the act be retribution for some conflict between neighbors or with area juveniles)?

13. Does the perpetrator responsible have a true understanding of the impact of the crime/incident on the victim or other group members? Are the perpetrators juveniles?

14. Does the crime/incident indicate possible involvement by an organized hate group, (e.g., KKK, American Nazi Party)? For example:

Is the literature printed or handwritten? Does it contain an identifiable hate group symbol or insignia or hate group address?

Is there any documented or suspected organized hate group activity in the area?

PROCEDURE:

REPORTING OF HATE CRIME RELATED INCIDENTS

1. A written report and thorough follow-up investigation will be made for all hate related incidents. The report will be made regardless of the victim's desire for prosecution. In some cases, the motivation behind the act will be unclear.

REPORTING OFFICER'S RESPONSIBILITY

1. When an incident is determined to be hate related, the reporting officer is responsible for the following:

Aid the injured, stabilize the victim, and provide necessary assistance;

Apprehend the offender, when possible;

Take steps to prevent the incident from escalating;

Protect the crime scene;

Request that a supervisor respond to the scene;

Conduct a preliminary investigation;

Prepare the appropriate report; and

Provide assistance in accordance with the Department's procedure for victim/witness assistance.

SUPERVISOR'S RESPONSIBILITY

1. When informed that a hate motivated incident has occurred, the supervisor will:

Respond to the scene to determine the seriousness of the incident;

Determine whether additional personnel are needed;

Notify the Chief of Police, an investigator, or other personnel as necessary;

Take whatever steps are necessary to prevent the incident from escalating;

Supervise the preliminary investigation;

Review and approve all initial reports; and

Assist the Chief of Police in carrying out any necessary community relations functions.

3. A follow-up investigation will be conducted by a member of the Criminal Investigations Unit on all reports of hate crime related incidents.

INVESTIGATOR'S RESPONSIBILITY

1. When called to the scene of a hate motivated incident, the investigator will:

Assume control of any necessary follow-up investigations;

Conduct all necessary crime scene searches, surveillances, or activities to secure evidence and apprehend the offender;

Contact the appropriate federal, state, and local law enforcement agencies for assistance if necessary;

Submit all follow-up reports and prepare the case for prosecution; and

Keep the Chief of Police and the victim informed of the status and any changes in the case.

2. The Criminal Investigations Unit is responsible for maintaining a file on all hate motivated incidents and establishing a liaison with the appropriate federal, state, and local agencies for intelligence information exchange.

PALOS PARK POLICE DEPARTMENT

Title: *BICYCLE OPERATIONS*

Procedure: *4.007*

Date Issued: *MAY 01, 2002*

Reviewed: *October 2014*

PURPOSE:

To provide for the safe operation and use of Department bicycles.

To provide Department procedures for the operation of the police bicycle.

POLICY:

Department bicycles will primarily be used to provide highly visible police patrol in the business and park areas. The bicycle is an effective vehicle in that it combines mobility with close citizen contact.

PROCEDURE:

The bicycle unit is a function of the Patrol Division and is under the direct supervision of the watch commander.

PERIOD OF OPERATION:

1. The bicycle will be used as a specialized vehicle from April 1 through October 31. Personnel will normally be assigned depending on shift staffing levels.

2. The bicycle will not be used during periods of inclement weather.

BICYCLE UNIT PERSONNEL:

1. Personnel will be assigned to the bicycle unit by the Chief of Police. Only authorized personnel are allowed to ride the police bicycles.

BICYCLE EQUIPMENT:

1. The police bicycles will be equipped with a headlight, taillight, reflectors, and audible warning device and contain police markings.

2. The bicycle officer shall use the trunk mounted bicycle carrier for the transportation of the bicycle.

3. Bicycle unit personnel are responsible for submitting a request for service form if a bicycle is in need of repair or service.

BICYCLE OFFICER'S UNIFORM

1. The bicycle officer's uniform shall consist of the following items:

Black shorts.

Black short sleeve polo shirt.

Duty belt.

Helmet with police lettering.

Protective eyewear.

Black bicycle gloves.

Black athletic shoes.

PATROL UTILIZATION:

1. The police bicycle will not normally be utilized as a beat vehicle. At the watch commander's discretion, a bicycle officer assigned a beat, may mount his

bicycle to his squad and ride as time permits. The officer should not distance himself too far from his squad to impact response time.

2. Department police bicycles will be used to access those areas not accessible by a car.
3. A police bicycle will not be used to transport prisoners.
4. A police bicycle will under no circumstances be involved in or used as a pursuit vehicle for pursuing another vehicle.

PALOS PARK POLICE DEPARTMENT

Title: *ANIMAL COMPLAINT ENFORCEMENT* **Procedure:** 4.014

Date Issued: **MAY 01, 2002**

Reviewed: **October 2014**

PURPOSE:

To provide a guideline for department response to animal complaints.

To establish a procedure for handling animal bite reports and impoundment.

may use a weapon to destroy the animal. Animals requiring destruction will be killed through the most reasonable method available for the time, location, and circumstances. The officer will document his actions on a memo and forward to the Chief of Police, through the chain of command.

POLICY:

The Police Department will handle stray, injured, lost or found animals in a humane manner.

PROCEDURE:

WILD, STRAY, OR INJURED ANIMALS

1. When a call is received concerning an animal complaint, the communications operator will determine if the complaint involves a wild animal or a stray domestic animal.

2. If the call concerns a stray domestic animal, a unit will be dispatched and attempt to capture the animal in a humane manner.

3. Stray domestic animals will be transported to animal welfare if the owner cannot be contacted.

4. Stray animals will be impounded as determined by village ordinance and an attempt made to determine ownership. If the owner cannot be located, the animal will be disposed of by the animal shelter.

5. If the animal is vicious and cannot be captured without injury to the officer, or presents a danger to the public, the officer

ANIMAL BITES

1. Officers will respond promptly to all reports of animal bites and ensure that the person bitten has received medical attention.

2. The officer will attempt to locate the owner of the animal and advise them of the incident and instruct the owner to take their animal to a veterinarian.

3. The officer will obtain all necessary information to complete an animal bite report for the Department of Animal Control.

4. If the animal is a stray, the officer will impound the animal and advise the veterinarian that this animal has bitten a person.

5. If the officer is unable to identify the owner or the animal, a complete description of the animal will be obtained and an incident report written.

PALOS PARK POLICE DEPARTMENT

Title: *BODY ARMOR*

Procedure: *4.015*

Date Issued: *MAY 01, 2002*

Reviewed: *October 2014*

PURPOSE

To provide for the highest degree of safety to all police officers while on duty.

To establish procedures for the use of the soft body armor vest as an item of police department safety equipment.

POLICY:

The most valuable resource of the Department is its personnel. Any loss due to injury is a substantial loss to the Department. Therefore, a primary objective of the Department is loss control with proven loss prevention techniques. The policy of the Police Department shall be to provide, to all full time sworn personnel, a protective soft body armor vest.

PROCEDURE:

ISSUE AND USE

1. All full time sworn personnel shall be issued a soft body armor vest. Make, model and threat level shall conform to the National Institute of Justice standard #0101.03 for threat level protection.
2. Department members shall be **REQUIRED** to wear the soft body armor vest while involved in uniform police operations.
3. Patrol personnel shall have soft body armor readily available while on duty. Readily available means in the passenger compartment of the police vehicle.
4. Body armor shall not be stored in a trunk compartment of any police vehicle.

5. Body armor shall be worn while performing hazardous duties such as stake outs, planned felony arrests, tactical functions or when directed by a supervisor under potential or known volatile or hazardous conditions.

6. The vest may be worn under the uniform shirt or over the uniform shirt in an approved vest shell.

7. It shall be the supervisor's responsibility to ensure that personnel are properly equipped with body armor during their tour of duty.

MAINTENANCE AND CARE

1. Personnel shall maintain the vest in a clean and serviceable condition.
2. The vest is subject to periodic inspections by supervisory personnel, as are uniforms and other departmental equipment.
3. Cleaning shall be done only according to the manufacturer's instructions, as contained in the Kevlar Personal Body Armor Facts Book.

DAMAGE INSPECTION

1. Immediately after the vest has been subject to stress (attack by sharp or blunt objects, projectiles, or substantial impact), the vest is to be examined for damage to the Kevlar fabric.
2. Any attack to the vest shall be reported in writing to the officer's supervisor

and shall be inspected by the manufacturer or his representative.

3. If the Kevlar has been damaged or penetrated, it will be immediately replaced.

4. If the vest has become wet, allow it to air dry naturally.

REPLACEMENT AND REPAIRS

1. The Police Department will establish a vest replacement program following the manufacturers' recommended life expectancy of the vest.

2. The Police Department will replace or repair all vests damaged in the line of duty.

3. The officer shall be responsible for replacement or repair of the vest under the following circumstances:

Weight gain that makes the vest unwearable.

Damage caused by negligence or not in the line of duty.

Wear caused by faulty maintenance.

Theft or loss due to negligence.

PALOS PARK POLICE DEPARTMENT

Title: *NOTIFICATION FOR DEATH
AND SERIOUS INJURY*

Procedure: 4.018

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To ensure prompt notification of a family member in all cases involving deceased or seriously injured persons.

To establish Department procedure for making notifications.

POLICY:

Every effort will be made to locate and notify the nearest relative of a person who has suffered serious or fatal injuries, as soon as possible. Notifications will be made in person by a member of this Department or from another agency. Cooperation of the news media will be sought when withholding identity of the subject(s) pending the notification of a relative of the victim.

PROCEDURE:

CITIZENS

1. In cases involving death or serious injury to an adult, juvenile or mentally impaired person or any injury to a juvenile or mentally impaired person, the officer executing the original report will be responsible for notifying or causing notification of a relative. However, if the death is a homicide or suspicious circumstances surround the death, the Criminal Investigations Unit will be contacted before any notifications are made. Death notifications should, if possible, be made in person by two officers.

2. If a relative lives in an adjoining community, the notification may be made in

person. The Police Department of that community will be notified of our presence and purpose. Supervisors will determine the appropriate distance for the neighboring communities.

3. If the relative lives in a jurisdiction outside our notification area, the appropriate Police Department will be requested to make the notification when death has occurred. In cases involving serious injury and the person has been transported to a hospital, notification can be made by telephone advising a responsible person of the basic information regarding the injury and where the person is being treated.

4. The official police report will contain the name and relationship of persons notified, date, time, and name of notifying officer.

DEPARTMENT PERSONNEL

1. The Chief of Police will be notified immediately whenever a member of the Department suffers serious injury or death.

2. In any case of serious injury or death to a member of the Department while on duty, the Chief of Police, or his designee, will make personal notification to the member's family.

3. When necessary, transportation for the family will be arranged for or provided by the supervisor.

4. It will be the responsibility of each member and employee of the Department to provide a current home address and

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telephone number of the person to be contacted in the case of injury.

PALOS PARK POLICE DEPARTMENT

Title: *ELECTRONIC CONTROL WEAPONS (TASER),
IMPACT WEAPONS,
AND O/C SPRAY REGULATIONS* **Procedure:** 4.024

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To set forth guidelines and regulations for the type of weapons and ammunition authorized by the Department, and to ensure proper training and qualification procedures for all personnel.

To outline general guidelines for the carrying and use of firearms by police personnel.

The use of a firearm is probably the most serious act in which a police officer will engage. It is imperative that the officer act within the boundaries of legal guidelines, ethics, good judgment, and accepted practices; but also be prepared by training and direction to act within the scope of this procedure whenever using a firearm in the line of duty.

PROCEDURE:

GENERAL:

1. Full time sworn personnel of the department who are authorized by law to carry firearms shall exercise the utmost care and caution in the use of firearms.
2. Full time sworn personnel may carry their approved firearm within the provisions of State law. When carrying the firearm off duty and out of uniform it must be concealed.
3. Part time sworn personnel are not permitted to carry a weapon off duty without written

permission of the Chief of Police.

4. It shall be prohibited for any member to appear in public in an intoxicated condition while carrying a firearm. No member shall carry a firearm under the influence of any intoxicant.
5. Carrying a firearm while on suspension or during a leave of absence, where the officers' official commission is suspended, is prohibited.
6. All handguns, whether carried on or off duty, must be registered with the Department.
7. The carrying of a second exposed handgun while on duty is prohibited.
8. Only firearms and ammunition authorized by the Department shall be used in the performance of duty.
9. Officers will not point their firearm at a person unless circumstances create a strong reasonable cause to believe that it may be necessary to lawfully use the weapon in conformance with other sections of this procedure.
10. Officers will secure and store their weapons, both on and off duty, in such a manner as to deter unauthorized persons from gaining control over the weapon.

11. Officers will immediately report any loss or theft, of a weapon, to the Department.

AUTHORIZED FIREARMS

1. All sworn officers of the department will, at their expense, equip themselves with a handgun, as outlined below, to carry while on duty.

A double action, .45ACP, .40CAL, or 9mm caliber semi automatic pistol of quality manufacture, inspected and approved by the Department Range Officer.

2. Officers will carry the weapon with a round chambered. All semi-automatic handguns will be double action and equipped with an internal or external safety to guard against accidental discharge if the weapon is dropped. Weapons will not be carried in the holsters with the hammer cocked.

FIREARMS QUALIFICATIONS

1. All sworn personnel shall pass a qualification course with their duty weapon(s) annually, and attend and pass quarterly firearms training. An officer must pass a weapons qualification course with any authorized duty weapon before carrying it on duty. The officer will supply training ammunition for duty weapon training for weapons not capable of chambering .45 caliber ammunition.

2. All sworn personnel shall pass a qualification course with their off duty weapon(s) annually. An officer must pass a weapons qualification course with any authorized off duty weapon before carrying it off duty. The officer will supply the ammunition for the course if the weapon is not capable of chambering .45 caliber ammunition.

3. All sworn personnel utilizing the department approved shotgun and/or patrol rifle shall pass a qualification course annually, and attend and pass quarterly training.

4. All sworn personnel are afforded periodic range training sessions, scheduled by the range officer.

5. All courses for qualification and proficiency shall be approved by the Department Range Master.

6. Firearms qualification includes achieving minimum scores on prescribed courses of fire, attaining and demonstrating a knowledge of the laws concerning the use of firearms, and being familiar with, and exercise safe handling procedures for the use of firearms. Officers must demonstrate the ability to break the weapon down for cleaning purposes, and reassembling it, restoring it to firing condition.

8. Members that are unable to shoot a qualifying score will be required to attend additional range training with the Range Officer. The Range Master will be advised and monitor the progress to ensure all members qualify.

9. The list of authorized duty weapons will be reviewed annually by the Range Officer newer model weapons may be added as technology or threat levels change.

AMMUNITION

1. Duty ammunition will be provided by the Department. All members on duty will carry the manufacturer's rated amount loaded in their handgun and a minimum of one fully loaded magazine as a spare.

2. Only Department issued or authorized ammunition may be carried on or off duty. The Department authorized ammunition will be the Winchester Ranger .45 Cal., .40 Cal., or 9mm Caliber or comparable ammunition, as approved by the Range Officer.

3. The standard ammunition for Department shotguns will be 12 gauge, 1 ounce rifled slugs, or "00" buckshot.

4. The standard ammunition for Department approved patrol rifles will be 5.56/.223 General Purpose and/or Barrier Penetrating Ammunition.

5. No other type of ammunition will be authorized without specific prior approval of the Chief of Police.

INSPECTIONS

1. Firearms carried on or off-duty shall be maintained in a clean and serviceable condition.

2. All sworn officers shall submit their duty firearm for inspection by a Range Officer at the semi-annual qualifications. Off duty weapons shall be inspected during the off-duty weapon training. Any firearm that does not pass inspection will be immediately removed from service. A Department weapon will be lent to the officer until his duty firearm is serviceable or repaired, and inspected.

3. Any unsafe or unauthorized equipment shall be reported to the Officer's supervisor in writing, by the Range Officer.

4. Supervisors shall have frequent unannounced inspections to ensure that personnel are carrying only authorized weapons and ammunition and that all equipment is clean.

5. The Range Officer shall maintain, and update annually, a Weapons Authorization Log describing every weapon an officer is authorized to carry while on duty. This will include Department owned weapons. Information to be included:

Manufacturer of Weapon
Model of Weapon
Barrel length
Caliber
Serial number
Class of weapon
Dates of qualification

6. The Range Officer shall maintain a Weapons Log describing all off duty weapons authorized to be carried by an officer.

RANGE PROCEDURES

1. All organized Department shoots will be scheduled and supervised by the Department Range Officer.

2. The Range Officer will be in charge of all personnel while participating in any shooting program on the range, regardless of rank or position.

3. Uniform members will use their service weapon, holster and ammunition carrier when firing on the range course.

4. Detectives and Administrative personnel shall use the weapon and holster they wear while on duty on a routine basis.

5. Members may use a substitute weapon if their weapon is not usable at that time. Substitute weapons must conform to department regulations, and be approved by the range officer before any Department shoot.

6. Members will be required to wear ear and eye protection at all times.

7. Weapons will be loaded and unloaded only on the firing line and only upon command of the Range Officer.

8. All weapons and ammunition malfunctions or suspected malfunctions shall immediately be reported to the Range Officer.

9. Any member sustaining an injury while on the range will immediately report it to the Range Officer. A written report will be made to the Chief of Police.

10. Any incidents on the range involving weapons, misconduct, or violations of department rules will be reported to the Chief of Police by the Range Officer. The Range Officer has the authority to order members off the range in cases of serious misconduct.

11. All members are on duty while at the range and all rules and regulations apply.

12. No civilians are to be on the range firing line without permission from the Range Officer.

13. All officers shall adhere to all range rules and regulations.

14. The range officer shall complete a range qualification report after every training session and submit it to the Chief of Police.

MISCELLANEOUS

1. All on duty officers will carry their duty handgun in a holster. Uniformed officers must use a holster as specified in Department uniform guidelines.

2. No officer will internally or externally modify any mechanical operating component of their on duty or off duty firearm, from factory specifications, without first obtaining written permission from the Department Range Officer.

AUTHORIZED LESS-THAN-LETHAL WEAPONS

1. All sworn officers of the Department will equip themselves with their choice of a less-than-lethal weapon. A less-than-lethal weapon will be carried on the person whenever an officer is out of his police vehicle. O/C Spray and Taser Electronic Control Weapon an impact weapon, may be carried. The impact weapon, excluding flashlights, will conform to the following standards:

An ASP Collapsible Straight Baton (either sixteen, twenty-one or twenty-six inch length baton) or,

A standard straight police baton made of wood, not to exceed twenty-six inches in length.

2. The Departmentally approved O/C Spray is First Defense Oleoresin Capsicum Spray described as follows:

MK VI .68 ounce canister or
MK III 1.47 ounce canister or
MK IV 3.00 ounce canister.

3. The Department approved Electronic Control Weapon (ECW).

CARE OF LESS-THAN-LETHAL WEAPONS

1. Officers who carry O/C Spray should routinely inspect the canister and nozzle for signs of erosion, leakage, dirt in the nozzle, fullness and/or other signs of damage.

2. O/C Spray should not be stored in direct sunlight or in areas where the temperature can exceed 120 degrees Fahrenheit, such as in the trunk or passenger compartment of a vehicle.

3. The ASP collapsible baton should be kept dry. If exposed to water, the baton should be opened and dried with a soft cloth. The butt cap or plug should be periodically checked to make sure it is tightly screwed onto the handle. The tip should be checked for looseness.

TRAINING

1. All sworn officers will be trained prior to carrying a less-than-lethal weapon.

2. Training will consist of classroom training and hands-on practical application of the less-than-lethal weapon.

3. Officers will be retrained in the use of less-than-lethal weapons annually.

4. Only those officers demonstrating proficiency in the use of agency authorized weapons will be allowed to carry such weapons.

5. Training will be conducted by certified weapons instructors.

6. As part of the annual in-service training, the use of force procedure will be reviewed.

Palos Park Police Department

Title: Patrol Rifle Policy

Procedure: 4.025

Date Issued: December 12, 2007

Reviewed: October 2014

Purpose:

- 1. The authorized patrol rifle/carbine may be provided by the Police Department or individually Officer owned.
- 2. Patrol rifles/carbines will be deployed consistent with the Departmental Use-of-force Policy
- 3. Officer deploying the patrol rifle/carbine will maintain control of the firearm at all times or insure that the weapon is secured by another police officer.
- 4. Patrol rifle/carbine deployment is recommended when the following conditions are identified;
 - A. potentially dangerous/deadly force situation where the officer has reason to Any believe that the deployment of the patrol rifle/carbine will contribute to the safe resolution of the incident or diminish risk to the officer or the public
- B. The officer is assigned as a member of a Rapid Deployment team, C.E.R.T. (combined Emergency Response Team), or a special assignment
- C. The officer is assigned as a cover officer on perimeter security or a containment team member during a tactical operation.
- D. The officer has cause to believe that an armed offender is wearing body armor or is shielded by an intervening barrier.
- E. The officer has cause to believe that an offender may be engaged at an extended distance.
- F. The destruction of an injured or sick animal per Departmental Policy.

Authorized Specifications

- 1. All authorized patrol rifles/carbines must meet the following specifications. The

- A. The Primary patrol rifle/carbine shall be an AR-15/CAR-15 type secured in a weapon rack mounted inside the car or locked in the squad car trunk.
- B. Chambered for 5.56mm

Chief of Police or his designee shall provide any variation in type or caliber of the patrol rifle/carbine

- C. rifle ammunition.
- D. A barrel length of at least 16 inches.
- E. Semi-automatic only.
- F. Iron Sights.
- G. The butt stock may be either fixed or collapsible.
- H. Primary magazines are 20 rounders loaded with

- H. 18 rounds.
Back-up magazines
may be 30 rounders,
loaded with 28 rounds.
 - I. Ammunition shall be of
a type approved by the
Chief of Police
 - J. Equipped with a sling
system suitable for
tactical deployment
where the weapon may
be retained "hands free"
yet ready for immediate
use.
2. Patrol rifles/carbines owned by an Officer must be inspected and approved by a Department Range Master to insure that it meets Department authorized specifications.
- 4. It is recognized that an Officer's assignment to C.E.R.T. (Combined Emergency Response Team) or any other specially assignment/unit may require or determine special modifications.

Training and qualification

- 1. Officers must complete a Department approved patrol rifle/carbine training course.

Officers must successfully complete the quarterly Department training and/or qualification course-of-fire to remain eligible for field deployment of the patrol rifle.

Modifications

- 1. No modifications, other than the following list, will be permitted without prior approval of the Chief of Police. Requests for any other modifications must be submitted in writing through the Range Officers, with recommendations to the Chief of Police.
- 2. Generally approved options:
 - 1. Front night sight
 - 2. Weapon mounted light attachment
 - 3. Redi-mag
 - 4. Vortex Flash Hider
 - 5. Ambidextrous Safety
 - 6. Replacement pistol grip
 - 7. Extractor Defender D-Ring
- 3. Supplemental Sighting System: The use of a supplemental sighting system must be approved by the Chief of Police, with recommendations from the Range Officers. The device must be suitable for tactical close quarter engagement and allow immediate access to the iron sights should the system fail.

PALOS PARK POLICE DEPARTMENT

Title: REPORTING HAZARDOUS CONDITIONS

Procedure: 4.027

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To establish guidelines for identifying, reporting and correcting hazardous highway conditions and other emergency situations.

Malfunction
Defective
Missing or lack of
Broken or damaged
Obstructed
Improperly located

POLICY:

Upon the discovery of a hazardous condition the officer shall notify Communications Center and request that the appropriate agency be contacted to have the hazard corrected.

6. Hazardous conditions may include but are not limited to:

PROCEDURE:

1. When an officer observes a situation that he believes to be potentially dangerous, or such hazard requires immediate correction, such as a fallen tree or electrical wires down, the officer will immediately notify communications and identify the type of assistance and equipment required. The officer will protect the scene, bystanders and direct traffic or take any other action deemed necessary to correct the situation.

Mechanical traffic devices

2. A supervisor shall respond to the scene of any emergency, upon request, to correct a hazardous condition.

Traffic and information signs

3. When a hazard is detected that represents a potential accident situation, but the threat of such is not imminent, the officer shall notify communications of the situation, who will then contact the proper agency.

Train crossing locations

4. Officers shall report conditions, which may require the service of another Village Department.

Roadway lighting

5. Hazardous conditions are identified by one or more of the following categories:

Broken water mains

Electrical wires down

Fallen trees

Roadway debris

Dangerous ice or snow accumulation

Roadway safety devices: road markers, striping, reflectors and impact devices

Defects in the roadway:

Vehicles parked or abandoned on the travel portion of the roadway.

PALOS PARK POLICE DEPARTMENT

Title: **VEHICLE PURSUIT**

Procedure: **4.031**

Date Issued: **MAY 01, 2002**

Reviewed: **October 2014**

PURPOSE:

To establish guidelines and responsibilities for vehicle pursuits requiring emergency operation of Police Department vehicles.

POLICY:

Emergency operations of department vehicles shall be conducted in strict accordance with existing statutes, rules and procedures.

Vehicle pursuit is one of the most dangerous duties a police officer must perform. When a decision to pursue is made, the safety of all concerned must be considered. The seriousness of the offense must be weighed against the hazards of the health and welfare of citizens who might be affected by the chase. During the pursuit, continuous balancing of the seriousness versus safety is mandatory.

The Department expects an officer, or his supervisor, to terminate a pursuit whenever the risks to the safety of the officers or citizens outweigh the danger to the community if the offender is not caught.

No task is of such importance as to justify the reckless disregard of the safety of innocent persons. The principles of safety shall not become secondary.

The responsibility for the decision to overtake or pursue another vehicle rests on the individual officer. In arriving at his decision he must carefully consider all factors involved and the possible consequences. To diminish the likelihood of a pursuit, officers intending to stop a vehicle

should, when possible, be within close proximity to the vehicle before activating emergency lights and siren.

DEFINITIONS:

Vehicle Pursuit: An active attempt by one or more officers to apprehend a suspect operating a motor vehicle, while the suspect is trying to avoid capture by using high speed or other evasive tactics such as driving off the roadway, sudden or unexpected movements or willfully failing to yield to a signal to stop.

Forcible Felony: A felony, that involves an actual or threatened attack that the officer has reasonable cause to believe could result or has resulted in death or serious bodily injury.

Roadblock: Any method, restriction or obstruction used or intended for the purpose of preventing free passage of vehicles on a roadway to effect the apprehension of an actual or suspected offender in a vehicle.

Primary Pursuing Unit: The police unit that initiates a pursuit or any unit that assumes control of the pursuit.

Terminate Pursuit: The officer will deactivate audible and visual emergency warning equipment (emergency lights and siren) and resume a safe speed.

Supervisor: The on duty patrol shift watch commander.

PROCEDURE:

Vehicle pursuit is justified only when the officer knows or has reasonable grounds to believe the suspect is attempting to evade apprehension and the suspect, if allowed to escape, may present a danger to human life or cause serious injury to other people.

Officers engaged in emergency vehicle operations shall use audible and visual emergency warning equipment (emergency lights and siren).

INITIATING PRIMARY UNIT RESPONSIBILITY

1. The responsibility for the decision to initiate pursuit rests with the individual officer. The officer shall, in all cases, notify the Communications Center when a pursuit is underway and provide the following information:

Police unit identification;

Location, speed and direction of travel, with continuous updates;

Vehicle description including license number, if known;

The specific reason for the pursuit, including known laws violated;

Number and description of occupants;

When, or if, the pursuit leaves the municipal limits; and,

When switching to another radio frequency.

2. Failure to provide sufficient information will be cause for the supervisor to order termination of the pursuit.

3. The initiating/primary unit shall be in field command and bears operational responsibility for the pursuit unless relieved by a supervisor. The authority of this unit pertains to the immediate field operation and is, always, subordinate to the shift supervisor or commanding officer.

4. The primary unit may maintain pursuit as long as it is safe to do so; until directed to terminate the pursuit by a supervisor; the suspect is stopped; or a reasonable distance has been covered which may indicate the futility of continued pursuit.

5. The decision to abandon pursuit may be the most intelligent course of action. A pursuing officer must constantly question whether the seriousness of the offense justifies continued pursuit. **In any case, a pursuit shall terminate under any of the following circumstances:**

If, in the opinion of the pursuing officer or a supervisor, there is a clear and unreasonable danger to the officer or others created by the pursuit which outweighs the necessity for immediate apprehension;

The suspect's identity has been established so that later apprehension can be accomplished and there is no longer a need for immediate apprehension;

The prevailing traffic, roadway and environmental conditions dictate the futility of continued pursuit;

The pursued vehicle's location is no longer known; or,

The pursuing officer knows or is reasonably certain that the offender is a juvenile, the offense is a misdemeanor or non-serious felony, and the safety factors involved are obviously greater than those with which a juvenile can cope.

6. Termination of a pursuit does not necessarily prohibit the following of a vehicle at a safe speed or remaining in an area to re-initiate pursuit if the opportunity and conditions permit.

7. When terminating a pursuit, the officer must advise dispatch that he is terminating pursuit. The officer will also turn off his vehicle's emergency lights and siren.

ASSISTING UNIT RESPONSIBILITY

1. Assistance will be coordinated by the Communications Center under the direction of the supervisor. The supervisor and primary unit will be advised of the identity and locations of units who can assist.
2. An active pursuit will normally involve no more than two units (the primary unit and one backup unit). If more assistance is specifically requested the amount will be determined by:
 - Nature of offense;
 - Number of suspects;
 - Whether the participating units are single or double man cars; and,
 - Other clear and articulated facts that would warrant the increased hazards.
3. Only the supervisor may authorize more than two units to be in active pursuit. All other units will remain aware of the direction and progress of the pursuit but shall not actively participate unless specifically authorized to do so.
4. An authorized assisting unit shall immediately notify the Communications Center of its identity upon joining the pursuit.
5. If the primary unit is a one-man car the assisting unit may assume radio communications responsibility allowing the primary to devote full attention to driving.
6. The assisting unit will maintain a safe distance behind the primary unit.
7. Assisting units shall avoid intersecting the path of an oncoming high-speed vehicle.
8. If the primary unit becomes disabled, the assisting unit will become the primary unit. A new backup unit may be authorized by the supervisor.

SUPERVISOR RESPONSIBILITY

1. Upon being notified of a pursuit, the supervisor will verify the following:
 - No more than the necessary units are involved;
 - The proper frequency and procedures are being utilized; and,
 - Affected allied agencies are being notified.
2. The supervisor will direct the pursuit, approve or order alternative tactics, and maintain control until the pursuit is terminated.
3. Remain within our corporate limits to provide proper supervision unless the supervisor is the primary unit. The supervisor will designate an officer to remain within the corporate limits and assume command until the supervisor returns.
4. In the absence of adequate information from the primary or backup units, the supervisor will terminate the pursuit.
5. As with many tactical field problems, it is not necessary that the supervisor be physically present in order to coordinate and control the pursuit.
6. If the pursuit terminates in our jurisdiction, the supervisor will proceed to the termination point to provide guidance and necessary supervision.
7. Ensure proper completion of required reports.

PURSUIT INITIATED BY ANOTHER POLICE AGENCY

1. A unit may become directly involved in the pursuit if authorized by the supervisor as long as the pursuit remains within our corporate limits. To continue outside of our corporate limits, authorization to do so must be received from the supervisor.
2. All other relevant guidelines described in this procedure will apply.

SUPERVISOR'S RESPONSIBILITY IN PURSUIT BY ANOTHER AGENCY

1. Closely monitor the pursuit while it is in our jurisdiction to ensure that adequate assistance is provided.
2. Ensure that Police units do not continue the pursuit once the chase has passed our corporate limits unless necessary to assist the pursuing unit.

VEHICLE OPERATIONS, TACTICS, LIMITATIONS AND PROHIBITIONS

1. **Traffic Violations:** Pursuits for minor traffic violations are prohibited.
2. **Property Crimes:** Pursuits for property crimes will be based on the seriousness of the crime weighed against the danger to life posed by the offender and the danger posed by the pursuit itself.
3. **Offensive Tactics:** During the course of a pursuit, deliberate contact between vehicles; forcing the offender into parked cars, ditches, or any other obstacle; boxing in or heading off; ramming; or driving along side the pursued vehicle while it is in motion shall be prohibited unless such actions are specifically approved by the supervisor. Such tactics may be approved only when the use of deadly force would be authorized. Reckless or hazardous driving maneuvers of the pursued vehicle shall not be duplicated by any pursuing unit.
4. **Civilian Ride-Along:** No unit will engage in a pursuit when accompanied by a civilian ride-along.
5. **Unmarked Police Vehicles:** Officers operating unmarked vehicles (provided the vehicle is equipped with emergency lights and siren) may engage in a pursuit only when the offender presents an immediate and direct threat to life. The unmarked car will withdraw from active pursuit when a marked unit becomes available to take over the pursuit.
6. **Caravanning:** There shall be no caravanning by field units not directly involved in the immediate active pursuit.
7. **Passing:** Passing another pursuing police vehicle in a pursuit is prohibited.
8. **Spacing:** All units in a pursuit shall space themselves at a distance that will ensure proper braking and reaction time for any sudden or unexpected maneuvers.
9. **Controlled Access Highway:** Units shall not pursue offenders the wrong way on the toll road, interstate or other controlled access highways, divided highways or ramps.
10. **Traffic Control Devices:** Extreme caution must be used whenever officers disregard traffic signs or signals.
11. **Emergency Equipment:** No officer will continue a pursuit if the emergency equipment on the unit ceases to function properly.
12. **Collisions:** No officer will continue a pursuit if his unit becomes involved in a traffic collision unless the collision is with the pursued vehicle and no other police unit is available to assume control.
13. **Roadblocks:** The use of roadblocks must be authorized by a supervisor. Generally, a roadblock will be employed only as a last resort. The use of a roadblock must be directly associated with the seriousness of the offense. The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop. The roadway shall not be completely blocked unless the use of deadly force would be authorized.
14. **Boundary Limits:** No officer will continue a pursuit initiated by this Department once the pursuit has reached the far corporate limits of an adjoining municipality without the specific approval of the supervisor.

1. At the conclusion of a pursuit, the primary unit officer will complete a Law Enforcement Training Standards Board Pursuit Driving Report.
2. The Watch Commander will review the Pursuit Driving Report and conduct a critique of the pursuit and forward the report to the Chief of Police. This report will contain:

A review of the facts surrounding the incident as it relates to adherence to Department policy and procedure, and:

A finding and recommendation in those circumstances where there are deviations from policy and procedure.
3. The Chief of Police will forward the Pursuit Driving Report to the Law Enforcement Training Standards Board.

PALOS PARK POLICE DEPARTMENT

Title: *FIELD INTERVIEWS*

Procedure: *4.032*

Date Issued: *MAY 01, 2002*

Reviewed: *October 2014*

PURPOSE:

To identify suspicious persons and their possible association with criminal activity.

POLICY:

It is imperative that police departments adopt aggressive measures for the prevention of crime and the apprehension of criminals. Field interviews are endorsed by the Police Department as an appropriate technique to deter and identify criminals.

LAW:

Temporary questioning without arrest

A peace officer, after having identified himself as a peace officer, may stop any person in a public place for a reasonable period of time when the officer reasonably infers from the circumstances that the person is committing, is about to commit or has committed an offense and may demand the name and address of the person and an explanation of their actions. Such detention and temporary questioning will be conducted near where the person was stopped.

Search during temporary questioning

When a peace officer has stopped a person for temporary questioning and reasonably suspects that he or another is in danger of attack, he may search the person for weapons. If the officer discovers a weapon, he may take it until the completion of the questioning, at which time he shall either return the weapon, if lawfully possessed, or arrest the person so questioned.

PROCEDURE:

1. When an officer has a reasonable suspicion of possible criminal activity he may stop an individual. The standard of reasonable suspicion is substantially lower than the requirement of probable cause. However, the reasonable suspicion must be based upon objective circumstances that led the officer to suspect possible criminal activity and possible involvement by the suspect.

2. When determining the appropriateness of field interviews the officer should evaluate contributing factors including suspicious behavior, time of day, the actions of the person, the circumstances of the moment, and the general awareness of crime in the areas.

3. When stopping a suspicious person or vehicle the following will apply:

Notify communications of the location of the stop and a brief description of the person(s);

If a vehicle is involved give a brief description of the vehicle, license number and number of occupants; and,

The communications operator will dispatch a backup unit to assist in the field stop, unless the officer indicated that a backup is not necessary.

4. Field interview stops will normally be concluded in one of three ways: