



GENERAL ORDER

		NUMBER 200.01
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Professional Standards	17	
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26.2.1, 26.2.2, 26.2.3, 26.2.4, 26.2.5	N/A	
AUTHORITY	Loren Marion III Chief of Police	

I. PURPOSE

The purpose of this Order is to outline procedures for investigating externally and internally generated complaints against any employee of the Peoria Police Department. The Office of Professional Standards is established for the purpose of creating a process to ensure the integrity of the department and uphold its core values through the internal investigative function.

II. POLICY

It is the policy of the Peoria Police Department to investigate all claims of misconduct by employees using standardized procedures. This policy will ensure that employees and citizens are treated fairly and impartially, while also demonstrating the department's desire to provide honest and efficient police service and inspire the public's confidence in its personnel.

Incidents covered by this order include any alleged or suspected violation of:

- City of Peoria rules, department manual of rules, general orders, special orders
- Other authorized written orders, verbal orders, and directives
- Federal, State, or local laws
- Complaints against the department's response to community needs

III. DEFINITIONS

- A. *Misconduct:* Any action, on duty or off, by a person which if proven to be sustained would normally result in some form of discipline, sanction, or remediation. Misconduct includes commission of a criminal act, neglect of duty, violation of a Department policy, procedure, Rule or Regulation, City of Peoria Personnel Rules, values, training standard, or conduct which reflects unfavorably upon the employee or the Department to include commissioned or non-commissioned personnel.
- B. *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 investigated as formal or informal based on severity.
- C. *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 the 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 Special Report 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.
- D. *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 removal, discharge or suspension in excess of three (3) days.
- E. *Interrogation:* The questioning of an employee pursuant to the formal investigation procedures in connection with an alleged violation of rules which may be the basis for seeking his suspension, removal or discharge. The term does not include questioning as part of an informal inquiry or relating to minor infractions of agency rules which may be noted on the officer's record but which may not in themselves result in discharge, removal or suspension in excess of three days.
- F. *Administrative/Pre-disciplinary Hearing:* Any non-judicial hearing by the Chief of Police to allow the employee an opportunity to be heard when the department may be seeking the suspension, removal or discharge of an employee after charges have been filed by the Chief of Police as a result of an investigation or inquiry.

IV. CORE VALUES FOR POLICE PERSONNEL

- A. *Integrity:* Employees are committed to being ethical, honest, and sincere in all relationships.
- B. *Respect:* Employees serve our citizens and fellow employees in an open, courteous, and respectful manner.

- C. *Professionalism:* Employees will ensure the proper, lawful, and unbiased application of police powers.
- D. *Service:* Employees are dedicated, responsive and accountable to each other and the community we serve. Service is exemplified through innovative teamwork aimed at problem-solving, creativity, and community policing initiatives through district policing and community events.
- E. *Courage:* Employees recognize the dangers inherent in our profession and are willing to place the safety of others above that of our own.

V. RESPONSIBILITIES

- A. Duties of Employees
 - 1. Each employee of the department will perform duties and assume the obligations of their rank and position in the investigation of complaints or allegations of misconduct against any employee of the department.
 - 2. Each employee of the department will cooperate fully with whomever is conducting the investigation.
 - 3. Any employee of the department, regardless of rank or position, who has knowledge of circumstances surrounding a complaint or any information regarding misconduct by any employee, shall immediately submit a written report to their immediate supervisor or Professional Standards. This report shall be accurate and shall include all information that is known to the employee. Failure to do so will constitute a violation by that employee.
 - 4. Whenever a person complains that an officer has engaged in practices prohibited by General Order 100.05 Rules and Regulations, the person receiving the complaint shall immediately notify the shift supervisor. An on-duty supervisor shall promptly respond to an incident when advised that a person is making a complaint and follow the procedures outlined in section VI.B Processing a Complaint. Non-supervisory employees are not expected or authorized to notarize or investigate any citizen complaint.
- B. Duties of Supervisors
 - 1. Supervisors will be responsible for detecting those instances when disciplinary corrective actions are warranted for employees under their direct or indirect supervision. Supervisors are authorized to take corrective actions if the misconduct is minor in nature or a case of poor judgment, which has not significantly impeded effective departmental operations. The Corrective Action System provides a standard of discipline to assist employees and supervisors with options (see General Order 200.01 Corrective Action System).

2. Supervisors shall make immediate notification to Professional Standards when any of the following allegations are made against an employee of the department. Professional Standards may notify the Chief of Police upon receiving sufficient information for a briefing and investigative decision:
 - a. Any violation of the law (excluding minor traffic offenses), on duty or off duty, regardless of jurisdiction.
 - b. All allegations of substance abuse on or off duty.
 - c. All allegations of improper use or display of a weapon.
 - d. All allegations of intoxication on duty or off-duty.
 - e. Any allegation of improper conduct that may impact public safety.
 - f. Any incident where an employee is intoxicated and the matter has been referred to the local authorities, regardless of whether the employee was arrested or not.

Personal concerns that affect the employee's emotional well-being or work performance may merit additional support through the Employee Assistance Program, which provides a wide variety of free and confidential assistance. These circumstances may also be identified and addressed through the Early Intervention System.

C. Office of Professional Standards (26.2.3, 52.1.3)

1. The Professional Standards Lieutenant is appointed and reports directly to the Chief of Police.
2. During the investigation of misconduct, the professional standards investigator is delegated the authority of the Chief of Police to conduct and direct investigations or inquiries.
3. The Professional Standards Lieutenant adheres strictly to an unbiased, fact finding process to include taking statements, gathering evidence, and establishing facts surrounding an allegation. The professional standards investigator shall not provide recommendations for discipline but may provide information for command to review policy, liability concerns or issues, or aggravating factors that may be used during the discipline review.
4. Professional Standards shall review all complaints, internal or external, if not already mediated, in order to brief the Chief of Police for an investigative decision.

5. Professional Standards shall retain or assign investigations or inquiries of complaints as appropriate. If assigned, the investigation/inquiry may be assigned to the appropriate supervisory personnel one level above the alleged subject employee.
6. Professional Standards shall be responsible for the review of all investigations prior to submittal to command to assure department-wide uniformity of investigations and appropriate due diligence.
7. A supervisor's investigation may be suspended at any time and assumed by Professional Standards.
8. The Professional Standards Lieutenant is also responsible for conducting the following annual audits:
 - a. Property Room audit (complete)
 - b. Property Room audit (random – partial)
 - c. Citizen Compliment /Complaint log
 - d. Personnel Early Intervention System

VI. COMPLAINT PROCEDURES

A. Types of Complaints

Not all complaints can be automatically categorized and may require an Informal Inquiry to gather basic information and to allow a proper assessment of an incident. Supervisors are required to exercise good judgment and common sense when they are made aware of a complaint. 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 Professional Standards for review and investigative decision by the Chief of Police. Behavior warranting disciplinary corrective action shall be documented by the supervisor on a complaint form.

1. Minor Complaints—Typically handled as an Informal Inquiry which may involve internal or external allegations of misconduct, minor rule or policy infractions, or performance issues. Some examples of allegations may include, but are not limited to, tardiness, grooming, uniform/dress, rudeness, attitude, profane language, improper radio procedure, and minor use of force not involving serious injury or hospital admittance. All instances of discipline shall include a complaint form with the investigation.
2. Major Complaints—Typically handled as Formal Investigations due to severity of the allegation and issues surrounding officer rights governed under Uniform Peace Officer's Disciplinary Act. Some examples of allegations may include, but are not limited to, excessive use of force (death,

injury, or hospital admittance), civil rights or discriminatory policing or prejudice, criminal misconduct, insubordination, officer involved shootings (administrative processes), or moral turpitude.

3. Criminal Violations— For allegations of criminal conduct, Professional Standards shall be contacted to gather sufficient information to brief the Chief of Police. The Chief of Police retains all authority to hold administrative processes in abeyance pending any criminal investigation. If a criminal investigation is ordered:
 - a. The Chief of Police or designee shall assign the criminal investigator and provide all known information of the allegation. The Chief of Police may request assistance from an outside agency for the criminal investigation as needed.
 - b. Professional Standards shall hold administrative complaint process in abeyance pending sufficient completion of the criminal investigation but may continue to compile any available information to include copies of the any criminal investigative materials.
 - c. For criminal investigations that have sufficiently progressed to allow an administrative process, Professional Standards may begin compiling all known criminal and administrative materials to brief the Chief of Police, and ultimately determine the method and scope of the administrative investigation.

All investigations, inquiries, and mediations shall be forwarded to Professional Standards to assure uniformity, quality, and due diligence of investigations prior to command review.

- B. Processing a Complaint (26.2.1, 26.2.4)
 1. All complaints, including anonymous complaints, pertaining to department policies or procedures or alleged personnel misconduct shall be accepted by any means. Supervisors shall endeavor to gather sufficient information for an investigation. The complaint is then documented and investigated by the department through the appropriate channel.
 - a. Any investigation conducted with due diligence and where the identity of the subject employee is still unknown shall be forwarded to Professional Standards for further review.
 2. When possible, telephone or in-person complaints shall be forwarded to an on-duty shift commander to receive the complaint for mediation.
 - a. *Mediation*—or “informal” questioning as defined under Interrogation 50 ILCS 725/2(d). It is the function of a line supervisor regarding

complaints involving minor allegation(s), vague in information, or may involve a lack of knowledge in policy. Mediation requires a supervisor to informally ask questions to clarify situations or attempt to resolve the issue before a complaint is filed. This should not be an option for complaints regarding officers with a pattern of misconduct or repeated unsatisfactory performance.

3. All complainants shall be provided a Compliment/Complaint Procedure Brochure and Form, which is also available online.
4. All complaints (whether successfully mediated or not) shall be forwarded to Professional Standards with sufficient documentation within 24 hours of receipt.
5. If a Formal Investigation is ordered as the result of a Citizen Complaint Form, the Professional Standards Lieutenant or the designated investigator shall contact the complainant to sign a Sworn Affidavit to accompany the original complaint.

C. Investigation Procedures

1. The investigator shall be a minimum of one level higher than subject employee and will conduct the investigation into the complaint in a fair and impartial manner.
2. *Formal Investigations* shall be conducted in accordance with the **Uniform Peace Officer's Disciplinary Act, 50 ILCS 725/1 et seq.** Officers shall be issued written **Garrity Rights** prior to compelling any verbal or written statement pursuant to a *Formal Investigation*.
 - a. The Chief of Police or his designee may authorize the subject employee to being photographed, participate in a line up, submit financial disclosure statements, or submit to medical, psychological or laboratory examinations when such actions are specifically related to the matter being investigated. Failure of the employee to follow this direct order from the Chief of Police or his designee will constitute a separate infraction.

3. *Informal Inquiry*

Supervisors shall document all mediations, informal inquiries, and formal investigations using the proper form as outlined in General Order 200.02 Corrective Action System.

- a. A typical order of investigation may contain complaint, general information to include evidence, complainant/victim interview,

witness interview, material subject experts, accused interview, findings, and supporting evidence and attachments.

4. The investigator shall submit the completed investigative report to Professional Standards. The report shall outline any violation(s), whether related to the complaint or identified through the course of the investigation, and shall include a disposition for each violation noted within the investigation. All dispositions are based on the preponderance of the evidence:
 - a. **Not Sustained** - The complainant has insufficient evidence to establish a violation of policy or law has occurred.
 - b. **Sustained** - The investigation disclosed there is sufficient evidence to prove the allegations made in the complaint.
 - c. **Withdrawn/No Finding**- The investigation cannot proceed, because the complainant failed to disclose promised information to further the investigation, the complainant wishes to withdraw the complaint, or the complainant is no longer available for clarification. This finding may also be used when the information provided is not sufficient to determine the identity of the employee involved.
5. Professional Standards shall review the report, and add any disciplinary history, prior commendations, and mentions of exceptional performance by the accused employee if not already included.
6. The completed investigations will then be forwarded to the Chief of Police through the chain of command. Each commander and the Assistant Chief of Police may include a recommendation for disposition(s) with supporting evidence for the Chief's review.
7. Final approval of investigative findings, dispositions, and disciplinary action will be sole discretion of the Chief of Police.
8. Approved investigations, inquiries, and mediations shall be forwarded to Professional Standards after approval from the Chief of Police for notation of the final disposition.

D. Notification and Investigation Timelines

1. Professional Standards shall notify subject employees within 24 hours of the onset of any investigation unless a criminal element exists.
 - a. Informal Inquiry notifications may be in-person, email, or other means of communication

- b. Formal Investigations require adherence to specific officer rights as governed under Uniform Peace Officers Disciplinary Act 50 ILCS 725/3.2.
2. Professional Standards shall notify complainants of the receipt of the Complaint Form, and include contact information of the assigned investigator.
3. Investigations or inquiries shall be completed within 30 days. Professional Standards may authorize extension for investigations and extenuating circumstances, but may require a case status report every 7 days. The investigator shall notify the complainant and the officer of each extension.
4. Professional Standards shall review all investigations for due diligence and investigative standards before command review.
5. Command review/recommendations for disposition(s) shall occur within 5 days of the initiation of the review process.
6. Once the Chief of Police has approved the investigation, Professional Standards shall notify the subject employee of the disposition for all allegations, and any subsequent disciplinary actions.
7. Professional Standards shall notify the complainant of the disposition of all investigations within 5 days of the Chief's approval.

F. Records, Maintenance, and Retention (26.2.2)

1. Personnel Records- Employee access and inspection of their personnel file must adhere to the Personnel Records Review Act 820 ILCS 40.
2. Professional Standard Files- All internal investigations, inquiries, and mediation reports will be considered confidential in nature, tracked, and maintained within Professional Standards in accordance to relevant law and collective bargaining agreements.
3. Professional Standards files are maintained indefinitely.
4. Professional Standards shall be responsible for maintaining the tracking of all Compliment/Complaint Forms, internal investigations, destruction of Property Room evidence, and recording of any copies made of internal investigations as authorized by the Chief of Police.

G. Relevant Case Law And Statutes

1. *Uniform Peace Officer's Disciplinary Act*, 50 ILCS 725/1 et seq. This act provides specific rights to all officers, under Formal Investigation, from probationary officer to the chief of police. The act does not apply for any

non-sworn personnel or allegations of criminal conduct from a commissioned member.

2. *Garrity v. New Jersey, 1967*- *Garrity* rights apply when there is the potential of criminal liability and the employee is compelled to submit information. However, if the employee ordered to give a statement when no criminal charges are contemplated, the employee would not be entitled to criminal immunity, therefore in most cases no *Garrity*.
3. *National Labor Relations Board v. J Weingarten*- An employee who reasonably believes that an investigatory interview could lead to discipline is entitled to union representation upon their request. An investigatory interview occurs when: (1) management questions an employee to obtain information; and (2) the employee has a reasonable belief that discipline or other adverse consequences may result. The employer is not obligated to inform employees of their *Weingarten* rights except as provided under PPBA section 16.3.
4. *Miranda v. Arizona (Criminal investigations)* – *Miranda Rights* protect an individual against self-incrimination during a criminal investigation(s) who is in custody and subject to direct questioning or its functional equivalent.
5. *Cleveland Board of Ed. V. Loudermill* (Due Process rights for Liberty and Property) – *Loudermill* case provides a Due Process for employees when their Property (money or current job) and / or Liberty (ability to work in chosen profession) is in jeopardy and handled under a Pre- or Post-Disciplinary Hearing.
6. *Brady v. Maryland* – U.S. Supreme Court established a rule that prosecutors must disclose “*Brady material*” to the defense. The failure to disclose such material is a “*Brady violation*,” a violation of the U.S. Constitution.
 - a. *Brady Materials*: Evidence or information favorable to a defendant, to include exculpatory information, impeachment evidence, any consideration a witness may receive, and any evidence possessed by law enforcement regardless if the prosecutor had knowledge of its existence, which includes an officer’s past actions, credibility, dishonesty, moral turpitude, or criminal conduct.
 - b. *Brady Violation*: Failure to disclose material to the defense is a violation of the U.S. Constitution.
 - c. Disclosure of *Brady Material*:
 - i. *Brady Material* may exist within any personnel file, internal investigation, or any other record involving any employee of this department.

- ii. Professional Standards shall review all investigations, inquiries, or other information as an on-going process for *Brady Materials* requiring disclosure.
- iii. Identified *Brady Material* shall be examined and compiled by Professional Standards for review by the Chief of Police for disclosure in writing to Peoria County State's Attorney's Office or other judicial entity as needed.
- iv. If the department receives information from any source that an employee may have issues of credibility, dishonesty, or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance to this Order.

VII. INTERNAL INVESTIGATIONS STATISTICAL SUMMARIES

Statistical information as to the number of received complaints, types of violations, and case disposition will be released in an annual report to City Council. (26.2.5)

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

Peoria Police Department

Commendation / Complaint Form

Your Name (NOMBRE)	Date of Birth (FECHA DE NACIMIENTO)	Date of This Report (FECHA DE ESTA DENUNCIA)	
Your Address (DIRECCIÓN)	City (CIUDAD)	State (ESTADO)	Zip Code (CODIGO POSTAL)
Email Address (CORREO ELECTRÓNICO SI TIENE)	Cellular Phone (TELÉFONO CELULAR)	Home Phone (TELÉFONO PARTICULAR)	
Date / Time of Incident (FECHA Y HORA DEL INCIDENTE)	Address Where Incident Occurred (DIRECCIÓN DONDE OCURRIÓ EL INCIDENTE)		
Name Of Person You're Complimenting / Complaining About, If Known (NOMBRE DE LA PERSONA QUE ESTA MENCIONANDO EN FORMA POSITIVA O QUEJANDO SI SE CONOCE)			
1	2		
3	4		
You Reported This To Other Officers? (¿HA DENUNCIADO ESTO A OTROS OFICIALES?)		If So, Whom? (SI LO HIZO, ¿A QUIEN?)	
<input type="checkbox"/> Yes (Sí)	<input type="checkbox"/> No (No)		
Persons who actually saw event (including self) (PERSONAS QUE EN EFECTO VIERON EL EVENTO (INCLUYÉNDOSE A USTED MISMO))			
Name (NOMBRE)	Address (DIRECCIÓN)	Telephone (NUMERO DE TELÉFONO)	
1			
2			
3			
4			
5			
Print summary of occurrence (ESCRIBA UN RESUMEN DE LO OCURRIDO:)			
Return In person or by mail to: Peoria Police Department Attn: Professional Standards 600 S.W. Adams Street Peoria, Illinois, 61602		IA # : _____ AI # : _____ PS # : _____	

Peoria Police Department

Commendation / Complaint Form

Statement of Complaint - Continued: {DECLARACION DE LA QUEJA- CONTINUADO:}

Signature of Complainant (FIRMA DE QUIEN RE AYUZA LA QUEJA)

**PEORIA POLICE DEPARTMENT
PROFESSIONAL STANDARDS UNIT**

NOTICE OF INVESTIGATION

TO:	FROM:
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You are hereby advised that an investigation is being conducted concerning your alleged actions as specified below:

Allegation:

COMPLAINANT:

LOCATION OF OCCURENCE:

DATE: TIME:

You are further advised that before you are interviewed by any departmental agent, you have the option of someone of your choosing present to advise you.

Any admissions you may make in the course of this investigation may be used as a basis for disciplinary action.

This is a formal investigation. I will be contacting you in the near future to take a statement from you concerning this matter.

Signed: _____

Date:

(IA-3)

PEORIA POLICE DEPARTMENT
NOTICE OF RIGHTS - FORMAL INVESTIGATION

You are the subject of a formal investigation by the Peoria Police Department which may be the basis for filing of charges seeking your removal, discharge or a suspension in excess of three (3) days. The nature of this investigation is:

Statement of Allegation(s)

Persons who will be present during this interrogation are:

(Name) (Rank) (Unit)

/ Representative / Peoria Police Benevolent Association
/ Representative / Peoria Police Benevolent Association
/ Attorney / Police Benevolent and Protective Association
/ Lieutenant Professional Standards

You are hereby advised:

Any admissions made in the course of this interrogation may be used as evidence of misconduct or as a basis for charges seeking your suspension, removal or discharge. You are still required to answer proper questions.

You have the right to counsel of your choosing, who may be present to advise you at any stage.

You have the right to have a representative of the Collective Bargaining Unit present during this interrogation.

I, _____, acknowledge receipt of my rights as noted above and have been given a copy of this notification.

Signature _____ Date _____

Investigator _____ Date _____

Witness _____ Date _____

Witness _____ Date _____

Witness _____ Date _____

WAIVER

I understand that I have the right to counsel and representation as stated above, and I do hereby freely and voluntarily waive those rights and agree to participate in the interrogation in connection with the formal investigation as stated in paragraph one (1) above.

Signature: _____ Date: _____
Witness: _____ (IA-4)

IA NUMBER: PS# _____ INCIDENT NUMBER: _____

GARRITY WARNINGS

On ____/____/____ at _____ hrs Peoria Police Department, I was ordered to submit this report by _____. I submit this report (give statement) at his order as a condition of employment. In view of possible job forfeiture, I have no alternative but to abide by this order.

It is my belief and understanding that the department requires this report (statement) solely and exclusively for internal purposes and that this report (statement) will not and cannot be used against me by this department in any subsequent proceedings other than disciplinary proceedings within the confines of the department itself.

For any and all other purposes, I hereby reserve my constitutional right to remain silent under the FIFTH and FOURTEENTH AMENDMENTS to the UNITED STATES CONSTITUTION and other rights prescribed by law. Further, I rely specifically upon the protection afforded me under the doctrines set forth in *Garrity v. New Jersey* 385 U.S. 493 (1967), and *Spevack v. Klein* 385 U.S. 511 (1967), should this report (statement) be used for any other purpose whatsoever.

Signature / Badge #

(IA-8)

PEORIA POLICE DEPARTMENT

OFFICE OF PROFESSIONAL STANDARDS

AUTHORIZATION FOR RECORDING

I, _____, being of legal age, _____,
do hereby consent to the audio recording of an interview conducted
on _____, by _____, in
(Date) (Investigator(s))
connection with Internal Investigation Number _____,
being conducted by the Peoria Police Department. I understand the
recording made of the interview will be made available only to
those persons or agencies which are determined by the Peoria Police
Department to have a legitimate need to know and a legal right to
know the contents of the interview.

SIGNATURE: _____

WITNESS: _____

WITNESS: _____

DATE: _____

CASE NO.: _____



GENERAL ORDER

		<u>NUMBER</u> 200.02
		<u>EFFECTIVE DATE</u> January 12, 2018
<u>SUBJECT</u> Corrective Action System	<u>NUMBER OF PAGES</u> 8	
<u>DISTRIBUTION</u> ALL Personnel	<u>SUPERSEDES</u> GO 270 (All Parts); 8/17/00; 3/22/10; 12/11/10, 12/11/17	
<u>CALEA REFERENCE</u> 22.1.4	<u>OTHER REFERENCE</u> N/A	
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police	

I. PURPOSE

To establish guidelines for a positive disciplinary system that includes a spectrum of both non-disciplinary and disciplinary procedures for counseling members when department policy violations occur.

II. POLICY

It is the policy of the Peoria Police Department to utilize education, training, counseling, and discipline as a method of correcting undesired conduct, behavior, productivity, or performance of its members. Counseling and Training shall be used as non-disciplinary remedies prior to progressive discipline.

III. DEFINITIONS

- A. *Corrective Action System*: the department system to manage employee performance and behavior. Includes the spectrum of non-disciplinary and disciplinary interventions, and may include the early intervention system, supervisory interventions, and progressive discipline.
- B. *Disciplinary Corrective Action*: a corrective action in the range of progressive discipline, to include oral reprimand, written reprimand, suspension, discharge.
- C. *Non-Disciplinary Corrective Action*: an intervention designed to remedy deficient behavior and prevent the escalation of that behavior.
- D. *Grievance*: A dispute or difference of opinion concerning the meaning, interpretation, or application of policy or discipline as authorized in respective collective bargaining agreements.

- E. *Remedial Training*: personalized, or topic-specific training intended to improve a performance or behavior deficiency identified by Early Intervention performance data or internal/external sources.
- F. *Education Based Training*: personalized or topic-specific training imposed/offered in combination with disciplinary corrective action.

IV. CORRECTIVE ACTION SYSTEM

- A. The department's Corrective Action System shall consist of the following elements:
 - 1. Counseling
 - 2. Early Intervention Plan of Action
 - 3. Remedial training
 - 4. Education Based Training
 - 5. Disciplinary Measures (Oral Reprimand, Written Reprimand, Suspension, and Dismissal).
- B. Supervisory Authority

Supervisors in the department have the best opportunity to observe the conduct and appearance of department employees, and to observe and detect those instances warranting corrective actions. The department expects supervisors to utilize the most effective methods to ensure that corrective action is applied consistently as authorized by this policy and collective bargaining agreement.

- C. Non-Disciplinary: Counseling (26.1.4b)

Counseling, verbal or written, is not recognized as disciplinary. Employee conduct may not warrant an internal investigation or inquiry, but may still require increased supervision, intervention, and mentoring. Counseling is a component of the department's Corrective Action system and may be employed by itself or in conjunction with one or more of the other components of the system.

- 1. Official complaints may be handled at the shift level by supervisors through counseling sessions/mediation.
- 2. Counseling may be used in response to unsatisfactory or deficient performance indicators, either observed or identified in the Early Intervention System performance data.
- 3. All counseling sessions shall be documented, and shall be maintained in the employee's shift file. Supervisors shall reference these and other documents to continue to monitor performance and for personnel evaluations.

4. If the performance issue continues, the supervisor shall move to progressive discipline.
5. Counselling is considered a non-disciplinary system and not eligible for any of the grievance process of current collective bargaining agreement.

D. Non-Disciplinary: Training (26.1.4a)

Members are required to maintain an acceptable level of competence in the performance of their duties. Violations committed because of deficiencies or misunderstanding may require correction through remedial training. Typically, training is not disciplinary, and may be employed by itself or in conjunction with one or more components of the corrective action system.

The department recognizes the need to provide training for employee's a professional development, and that it should be provided using positive, educational, and constructive methods.

1. Early Intervention System

- a. Remedial training is personalized, and designed to correct a specific deficiency. The Early Intervention System may utilize training in the Plan of Action to correct performance before it becomes a matter for disciplinary corrective action.
- b. If the deficiency continues upon completion of remedial training, further corrective action may be taken as deemed necessary by the respective supervisor(s).

2. Education Based Training

- a. If unsatisfactory performance continues, or there is an internal or external complaint of misconduct that is not eligible for Early Intervention, training may become part of discipline and is called "education based training" (EBT).
- b. If assigned EBT, the officer shall attend any assigned training session and may also be required to demonstrate that knowledge or provide departmental training on the topic.
- c. In cases involving EBT, disciplinary corrective action(s) may be reduced or held in abeyance, dependent upon successful, satisfactory completion of the EBT assignment.

- d. Professional Standards shall compile the training and discipline history for any written complaints related to an officer's job performance as part of the internal investigation file. This information will be considered by the chief in deciding the disposition of the case.

All training requires employees' cooperation, acceptance, and dedication to competence to be effective, especially those circumstances where training is used as corrective action, i.e.: remedial training and education based training.

All training is non-disciplinary in nature and not eligible for any of the grievance process of current collective bargaining agreement.

E. Disciplinary Corrective Action (26.1.4c)

Discipline is a component of the department's corrective action system and shall be employed in conjunction with training and other supervisory remedies.

1. Application

Disciplinary action shall be applied in a progressive manner. In all disciplinary actions, the following factors shall be considered, and must be documented on a complaint/investigative form. These mitigating and aggravating factors may be used to justify any deviation from progressive discipline:

- a. The seriousness of the incident.
- b. The circumstances surrounding the incident.
- c. The officer's disciplinary history.
- d. The officer's work performance history.
- e. The overall negative impact on the department caused by the incident.
- f. The probability that similar problems will occur in the future.
- g. The length of the officer's employment.
- h. Officer's contrition regarding the violation.

The commission of gross misconduct or law violations by members of the department, or the unwillingness or inability of a member to conform to established department Rules and Regulations, expectations, job descriptions, or repeated acts of a similar nature for which a member has previously received disciplinary sanctions may result in a member being recommended for higher level of corrective action or termination.

2. Range of Discipline

- a. Oral Reprimand: Sergeants and above may give a subordinate an oral reprimand as the first level of disciplinary corrective action. The oral reprimand shall be documented in a letter that the subject

officer must sign. The letter will be kept in the officer's file for one year.

- b. Written Reprimand: Lieutenants and above may give a subordinate a written reprimand as the second level of progressive discipline. The written reprimand shall document the offense, and must be signed by the subject officer. A copy is placed in the officer's personnel file for two years.
- c. Suspension: The third level in progressive disciplinary corrective action is a suspension, during which the subject officer does not receive pay. No officer shall be suspended without first having the incident/situation discussed in a personal meeting with the Chief of Police or designee. Notification of a suspension shall be given to the subject officer in writing, detailing the offense/reason for the suspension. The suspension letter shall be signed by the subject officer, and is placed in the personnel file indefinitely.
- d. Dismissal: The last option in disciplinary progressive discipline is dismissal from employment by the chief of police. The dismissal shall be documented in writing, citing the reason(s) for termination, the date effective, and notice of the status of fringe and retirement benefits. Records of all dismissals will remain in the officer's personnel file and are not subject to being removed as governed under Collective Bargaining Agreement, personnel rules, and relevant State laws.

3. Employee Rights

- a. All officers shall be entitled to and receive due process in matters involving discipline in accordance with the Uniform Peace Officer's Disciplinary Act 50 ILCS 725 and current Collective Bargaining Agreement.
- b. Employees shall have the right to affix a rebuttal statement to any material within their personnel file which the employee objects to as noted under Collective Bargaining Agreement Section 35.1.

F. Grievance Process

Employees who are a part of a collective bargaining unit may use the grievance procedures established by the agreement between their bargaining unit and the City of Peoria. See respective contracts for those procedures.

V. RECORDS

A. Applicable Statutes and Policies

The Peoria Police Department shall comply with the Local Records Act (50 ILCS 205), Personnel Record Review Act (820 ILCS 40/), Freedom of Information Act (5 ILCS 140/), City of Peoria Personnel Rules, and all current Collective Bargaining Agreements currently in place relating to the maintenance of personnel and employment records.

B. Employee Review

Any member of the department may review their personnel file by making an appointment with the chief of police or designee as governed under the Illinois Personnel Records Review Act.

C. Records Expungement

Disciplinary Act records may qualify for expungement if the violation does not recur in the allotted timeframe. The employee is responsible for requesting expungements as permitted.

1. EBT (involving discipline or abeyance of) will be held at the level of respective discipline.
2. Oral reprimand – one (1) years.
3. Written reprimand – two (2) years.
4. Disciplinary suspension will remain permanently in the member's file.

D. Maintenance

1. All records pertaining to any investigation, inquiry, mediation, counselling, and EBT sessions shall be entered into the Personnel Management system regardless of the investigative finding and disposition. All original case files of any investigation or inquiry shall be forwarded to Professional Standards.
2. All training will be documented and tracked by the Training Unit, and will be maintained in the employee's training file.
3. All remedial training documentation within a personnel file will be handled as a counseling session, as governed by the Collective Bargaining Agreement.
4. EBT training records shall be maintained as the level of discipline imposed in conjunction or held in abeyance.

VI. TYPES OF ADMINISTERED LEAVE

A. Administrative Leave with Pay

1. Administrative leave with pay shall not be considered discipline, and the employee shall continue to accrue seniority and receive normal benefits.
2. Typically, an employee will be placed on administrative leave with pay in situations of alleged serious misconduct or questions of fitness for duty (ie. Situations in which remaining on active duty would present a liability to the City, or safety concern for officers and/or citizens.)
 - a. Lieutenant or division manager or higher supervisor shall immediately notify the employee's division commander or manager with details of the action(s).
 - b. Lieutenant or division manager or higher, placing a member on administrative leave with pay shall complete a Compliment/Complaint Form providing details and documentation of the reason's and forward to Professional Standards.
 - c. Professional Standards shall review and compile necessary information for a briefing with the chief of police.
 - d. Any member so relieved will be instructed to communicate with the division commander prior to returning for duty.

B. Administrative Leave without Pay

1. Administrative leave without pay shall not be considered discipline, and the employee shall not continue to accrue seniority and receive normal benefits (See Collective Bargaining Agreement Article 16).
2. Status of Employees
 - a. Employees have no police/arrest powers.
 - b. Employees shall not wear their uniform or display a badge or police identification.
 - c. Employees are not required nor authorized by the Peoria Police Department to carry a concealed weapon.
 - d. Employees shall not engage in off-duty employment that is in any way related to their position in law enforcement.
 - e. Employees are bound by the General Orders of the Peoria Police Department.

- f. Employees are to remain available and shall contact the captain of support services should the need arise for them to leave the area in excess of their normal days off, and provide their contact information/ location(s).
- g. Employees receiving court notifications during the scheduled leave time shall immediately email the respective Peoria County Assistant State's Attorney AND Professional Standards to request a continuance of the case for a subsequent date when the employee returns to active duty. It shall be Professional Standards responsibility to assist with the rescheduling of these case(s).
- h. Employees shall not enter the City of Peoria Police Department without the authorization of the chief of police or their designee.
- i. At the discretion of the chief of police, when an employee is ordered suspended, the employee must turn in their badge, identification card, departmental keys and or access cards, and any departmental firearms to the supervisor serving the suspension order. The items will be returned to the employee upon their return to duty.
- j. The surrender of departmental property/identification only applies to suspensions to be served for more than three days unless otherwise ordered by a supervisor.
- k. A failure to turn in required property will result in further disciplinary action against the employee.

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GENERAL ORDER

SUBJECT	NUMBER 200.03
DISTRIBUTION	EFFECTIVE DATE July 18, 2017
Commissioned Personnel	
CALEA REFERENCE	SUPERSEDES N/A
35.1.1	OTHER REFERENCE Illinois Records Retention Act
AUTHORITY	Jerry E. Mitchell Chief of Police

I. PURPOSE

The purpose of this policy is to establish performance standards, and a formalized methodology with which supervisors may measure their subordinates' performance, in order to:

- Foster fair and impartial personnel decisions;
- Maintain and improve performance;
- Provide a medium for personnel counseling;
- Facilitate proper decisions regarding probationary employees;
- Provide an objective and fair means for measurement and recognition of individual performance in accordance with prescribed guidelines; and
- Identify training needs.

II. POLICY

It shall be the policy of the Peoria Police Department to hold its employees to the standards outlined in the Personnel Evaluation matrix, which correspond to the expectations in Rules and Regulations as well as the culture and philosophy of the department as directed by the chief of police.

The Personnel Evaluations shall be comprehensive and based on cumulative information from demonstrated police activities, citizen or peer feedback, and supervisor observation.

III. DEFINITIONS

- A. *Early Intervention System (EIS)*: A time-sensitive system designed to effectively identify early indicators of performance and/or stress related problems, through the performance evaluation process.

- B. *Plan of Action:* A written series of active steps to be carried out to accomplish defined goals. A plan of action should include a definition of the problem, objectives, strategies and responsibilities to address the problem, and a target date for completion.

IV. PROCEDURE

A. Evaluation Timeline

1. Peoria Police Department commissioned personnel will receive a mid-year evaluations and a cumulative year-end evaluation by their direct supervisor.
2. Probationary officers will be evaluated monthly.
3. Non-commissioned personnel will receive an annual evaluation from their direct supervisor.

B. Criteria

1. Supervisors will evaluate their subordinates based on the factors outlined in the evaluation matrix, and give a mark of exceeds, meets or below standard.
2. Each mark shall be supported by documentation, including but not limited to data from the department Early Intervention System, activity reports from the Crime Analyst, and/or any positive or negative feedback from citizens, peers, or supervisors as appropriate.
 - a. Nothing discussed at the evaluation should be “news.” Unsatisfactory performance noted by the supervisor shall be addressed through the appropriate remedies outlined in General Order 200.02 (Discipline) and General Order 200.16 (Early Intervention System).
 - b. Any mark of “exceeds” or “below” shall be supported by a written explanation in the evaluation form.
3. The evaluation may be based only on performance during the evaluation period.

C. Evaluators

1. Sergeants will evaluate the officers under their command.
2. Lieutenants will evaluate the sergeants under their command, and may also be called upon to provide feedback regarding a sergeant under their command for collateral duty or other projects.

3. Captains will evaluate the lieutenants under their command, and may be called upon to provide feedback regarding a lieutenant regarding job performance of collateral duty or other projects.
4. The chief will evaluate the captains and the assistant chief of police.

Evaluations shall be reviewed by the reviewer's supervisor for consistency, fairness, objectivity, and basis in fact (where applicable). Sergeants and above shall be evaluated on their performance as evaluators.

D. Evaluation Forms

1. Each employee will be rated on each factor of the Evaluation Matrix.
 - a. If the supervisor is unable to provide feedback on a certain factor (i.e.: the employee was on light duty or on sick leave), he may mark N/A.
2. Each employee will also have the opportunity to outline personal and career development goals for one, five and ten years. This information will be used to help the employee achieve the stated goals, and will be reviewed at subsequent evaluations to monitor progress.
3. The supervisor shall review the performance evaluation with each employee individually, and provide feedback in a counseling session with the employee discussing the following:
 - a. The results of the performance evaluation,
 - b. The level of performance expected from the employee,
 - c. The evaluation criteria for the next evaluation period,
 - d. Career development opportunities
4. Each employee shall sign the evaluation form and be provided a completed copy of the form.
 - a. The employee signature shall only indicate that the employee has read the evaluation. It does not imply agreement or disagreement with the contents.
 - b. Employees may contest any part of the evaluation, and request formal review verbally or in writing in the comment section. The commanding officer shall review the evaluation with all involved parties. If the differences are not resolved, the employee may continue through the chain of command.

E. Relationship to Discipline

All marks of above and/or below standards in any factor shall be entered into the Early Intervention System by the supervisor. These scores will be reviewed cumulatively with the range of performance data in the Early Intervention System during the quarterly supervisor review meetings. If the evaluation score and other performance indicators flag an officer for intervention, and the performance does not improve after the intervention outlined in the Plan of Action, the officer may become subject to progressive discipline. See General Order 200.16 (Early Intervention System) and General Order 200.01 (Discipline) for details.

F. Training

1. All personnel shall be trained on the purpose of the evaluation, details of the evaluation process, and an explanation of the standards for each factor.
2. Upon promotion to sergeant, lieutenant, captain, assistant chief, and chief, employees will receive training within 90 days regarding their new responsibilities in evaluations.
 - a. Topics can include, but are not limited to, the appropriate use of progressive discipline, tips for providing employee counseling and constructive criticism, a review of each factor criteria/expectation, use of data, and guidelines for evaluation procedures.

G. Records Retention

Personnel Evaluation Records shall be retained in accordance with the Collective Bargaining Agreement.

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GENERAL ORDER

<u>NUMBER</u>	200.04
<u>EFFECTIVE DATE</u>	March 22, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>

Computer Usage	4
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
All Personnel	11/17/97
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
N/A	City of Peoria Computer Usage Policy and Procedures
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

In an effort to provide the best possible service to department personnel, the following guidelines have been developed for usage of police department computers.

II. SECURITY

Computer security is necessary to ensure the continuous availability, reliability, and protection of computer resources, and protection of information from unauthorized modification, distribution or disclosure, whether intentional or accidental. Only personnel having a legitimate need for city network access may be granted rights. To minimize the risk of connecting to outside networks via the Internet, the city has set up "firewalls" to limit access to sensitive material. Employees are responsible for notifying Information Systems Department (IS) of any breach of security as it relates to computers or networks.

A. Rules and Regulations

1. It is strictly forbidden for any confidential information to be sold, disseminated, removed, allowed access to or provided to unauthorized personnel or agencies. This includes, but is not limited to, LEADS, police reports, ADSi, CAD, or any other records.
2. Do not communicate or divulge network/sign-on passwords to others.
3. Do not operate or allow to be operated any network/system terminal while utilizing a password or access privilege not assigned to you.
4. Do not leave workstations unattended without logging out/signing off.

5. Only city-purchased, authorized software and hardware will be installed, loaded or otherwise used by a city workstation.

III. REQUESTSING ASSISTANCE

For any questions, installations, or changes to your computer software, use the Track-It Self Service Center icon on your desktop, or email the Information Services help desk. If your computer is down, and access is not possible, a voicemail may be left on the helpdesk phone line.

IV. GENERAL GUIDELINES FOR ALL DEPARTMENT COMPUTERS

City owned computer hardware and software is intended primarily for business use. However, incidental and occasional personal use is permitted with approval of your department head. The city reserves the right to access, review, and monitor its use, as well as the data that is stored or transmitted. Electronic and/or voice mail messages may be subject to disclosure to third parties through legal processes. The following guidelines have been developed for use of city-owned equipment. Employees found in violation of this policy may be subject to disciplinary action. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. The user is legally responsible for his/her actions.

A. PC Hardware and Software Standards

Information is one of the most important assets of any organization. To ensure the free flow of information, the city, through IS, with input from the user departments, will set the standards for computer hardware and software. Standards will eliminate hardware and software compatibility problems and ease the need for re-training when an employee transfers from one department to another.

The purpose of this guideline is to categorize and establish procedures for the acquisition of computer hardware and software. The two categories are:

1. Approved and supported – hardware and software that have been designated as the city standard and installed by IS, who will provide technical support.
 - a. IS must first approve purchase of any software/hardware. Forms for the purchase of hardware and software are available at IS
 - b. IS will install all hardware and software or oversee any vendor performing this service.

2. Approved and not supported – a user, in writing, has identified a need that is not currently being met by city standard hardware or software. IS must approve the purchase, and determine whether technical support will be provided by IS or its' approved vendor.
 - a. Purchase of any non-city standard software or hardware requires prior approval by the IS Department. Forms for the purchase of hardware and software are available at IS.
 - b. The IS will store all source software media.

The city and its employees will abide by all licensing and copyright laws.

Users should not unplug computers, install hardware, software, or move peripheral computer components without prior approval and assistance from the IS Department.

IS will remove any hardware or software not approved and leased or purchased by the city.

B. E-Mail and Voice Mail

The e-mail system is intended for business use only. The city owns the e-mail system and messages that are sent, created or received using the system remain the property of the city. However, incidental and occasional personal use of the electronic or voice mail is permitted within reason, but such messages will be treated no differently from other messages. Such incidental and occasional use must not interfere with your or others' ability to perform job duties. While the city does not intend to regularly review employees' electronic or voice mail records, employees have no right or expectation of privacy in electronic or voice mail.

It is a violation of city policy for an employee to:

1. Retrieve or read any e-mail without authorization.
2. Solicit others, whether for a charitable, personal or non-city business purpose.
3. Send electronic mail messages containing illegal, offensive or disruptive messages.
4. Any inappropriate messages received should be promptly reported to the appropriate authority or deleted and not disseminated.

C. Internet

Employees are encouraged to use the Internet for research, education, and communications. Internet use is primarily intended for business purposes when accessed from any computer owned by and located on city property. Employees' use of the Internet is monitored for compliance with this policy. A record of all sites visited by employees will be captured, recorded, and sent to all department heads on a monthly basis.

1. Unacceptable internet use would be: accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive, harassing or illegal material.
2. Employees are restricted from downloading any software programs onto any computer device connected to the City of Peoria networks.
3. Employees cannot use the Internet or wide area network services for any illegal purpose. This includes unauthorized access to protected resources of the city.
4. Use of chat rooms is strictly prohibited; however, subscribing to work related news groups will be permitted.

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GENERAL ORDER

<u>NUMBER</u>	200.05
<u>EFFECTIVE DATE</u>	January 2, 2019
January 2, 2019	
<u>SUBJECT</u>	<u>NUMBER PAGES</u>
Uniforms	12
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	3/19/98; 6/13/01; 5/11/05; 1/1/07; 8/15/11; 3/22/07; 4/27/18; 10/29/18
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
26.1.1, 22.1.8	N/A
<u>AUTHORITY</u>	Loren Marion III Chief of Police

I. POLICY

All sworn members are required to maintain a uniform and issued equipment in serviceable condition, and all officers below the rank of captain shall wear the authorized uniform when on duty (26.1.1).

Department members may be directed to wear alternative clothing for the purpose of specialized training or a specific assignment. Officers are not required to wear uniforms when training in a classroom setting, unless otherwise directed.

All officers assigned to the Criminal Investigations Division (CID) shall wear conservative business attire, unless otherwise directed by the division commander.

Officers assigned to light-duty positions shall dress in conservative business casual attire. Jeans are prohibited when working in a light-duty assignment, except when authorized for special details. All plainclothes personnel must have a complete uniform, appropriate for the season, readily available while on duty. All uniformed personnel shall have a spare shirt and trousers readily available while on duty.

II. UNIFORM

Uniform inspections shall be done on an ongoing basis by supervisors and shift commanders. Deficiencies shall be noted on an employee contact form. Division and unit commanders shall be responsible to ensure thorough documentation of any and all deficiencies observed and shall also ensure that deficiencies are corrected. Deficiencies which are not corrected within 24 hours shall be brought to the attention of the shift or division commander and may be cause for discipline. Supervisors may require immediate corrections as necessary.

A. Initial Uniform and Equipment Issue

The following is a list of uniform clothing and equipment that will be issued to sworn officers by the Training Unit. The Training Unit shall maintain specifications for all the department issued and otherwise approved uniforms and equipment.

5 long-sleeved shirts	2 nameplates
5 short-sleeved shirts	1 protective body armor
1 long-sleeved training shirt	1 straight baton and ring
1 short-sleeved training shirt	1 expandable baton and holder
3 pair winter trousers	1 canister of pepper spray and holder
3 pair summer trousers	1 set of handcuffs and case
1 pair training trousers	1 surgical glove pouch
2 neckties	1 crowd control helmet w/carrying bag
1 leather coat	1 gas mask w/carrying bag
1 rain jacket	1 CPR mask
1 winter hat	1 radio & case
1 garrison hat	1 whistle
1 inclement weather hat cover	1 dark blue ball cap
2 Miranda cards	1 fleece jacket
1 hat badge	Illinois Vehicle Code
2 breast badges	Illinois Law and Procedures
1 police ID card	1 long-sleeved dress shirt
1 flashlight	1 dress blouse
1 audio transmitter	Reflective vest
General Orders Manual-Jump drive	1 Department Identification Card
1 Department Door Lock Proximity Card (w/2nd ID Card attached)	

B. Uniform/Equipment Replacement Procedures

Uniform replacement shall not exceed two summer or two winter uniforms in any calendar year. Additional torn or damaged clothing may be replaced or repaired after a request is forwarded through the chain of command to the shift or unit commander. The request must state in writing how the damage occurred/why the request is being made. The shift or unit commander shall forward the request to the training unit. Equipment damaged or lost due to negligence or recklessness on the part of the officer shall be replaced at the officer's expense.

C. Uniform Clothing:

*Only department issued or approved uniform articles may be worn. Police patches shall not be worn on non-department issued clothing items.

1. Uniform Shirts— All commissioned personnel shall wear navy blue shirts, training uniform notwithstanding, or other exceptions as may be approved by their commanding officer.
 - a. The following regulations apply to the wearing of uniform shirts:
 - 1) The department patch is worn on both sleeves, centered below the shoulder seam.
 - 2) Ties shall be worn with long-sleeved shirts at all times, unless wearing an approved turtleneck garment.
 - 3) Collars shall be buttoned when wearing a tie.
 - 4) Only the collar button shall be open when no tie is worn with the short-sleeved shirt.
 - 5) Sleeves shall not be rolled up. Long sleeves shall be buttoned.
 - b. Rank insignia
 - 1) Command staff shall have their rank insignia displayed on the collar of class A shirts and shoulders of training uniforms.
 - 2) Sergeant stripes shall be worn on both sleeves and centered below the department patch.
2. Uniform Outer Garments- Designed for wear over the daily police uniform. The following outer garments are worn by police personnel:
 - a. Jackets – A black leather winter coat shall be issued to all sworn personnel. A department approved dark blue winter coat may be worn in lieu of the leather coat but must be purchased at the member’s expense. The department patches shall be worn on both sleeves, centered below the shoulder seam. Sergeants and above shall wear their appropriate rank insignia on their epaulets. These insignia/patch standards are applicable to the optional nylon winter coat, leather coat, and bicycle jacket.
 - b. Raid/Special Unit Jackets
 - 1) Raid Jackets- shall be black or navy blue in color and contain the words “POLICE” both on the front and rear of the jacket in white or gold letters at least 3” in height on the rear, and 2” in the front.
 - c. Rainwear- All sworn personnel shall be issued department approved rainwear.

3. Trousers

Trousers worn by officers shall be department issued, dark blue in color, with a royal blue seam stripe on each side. Light or heavyweight trousers may be worn.

4. Neckties/Turtleneck/Dickies Garments

Neckties shall be navy blue in a detachable style only for commissioned officers.

Exception: When wearing the dress blouse, a standard tie may be worn. Turtleneck/Dickies garments are authorized during winter months in place of the necktie and shall be black for officers and sergeants, with PPD on the front left portion of the collar (white lettering for officers, gold for sergeants and above). Only approved garments shall be allowed. Specifications shall be available in the Training Unit.

5. Headgear

The department shall issue three styles of headgear. The wearing of non-issued headgear is not permitted. The wearing of headgear is optional. Officers in uniform shall have appropriate and authorized headgear in their possession (readily available) while on duty:

a. Garrison Hat- The garrison hat is the five-star style hat, as per department's specifications. It is also the official dress uniform hat to be worn at all formal occasions, i.e. funerals, parades, award ceremonies. During inclement weather the hat may be covered with a reversible black/lime or black/orange protective cover.

- 1) Hat badge- Silver for officers, gold for sergeants and above.
- 2) Hat band as per specifications.

Officers (under 20 year service): Black band/silver fastener.

Officers (20 years+ service): Silver band/silver fastener.

Sergeants and above: Gold band/gold fastener.

b. Winter fur hats or stocking caps – Department issued winter fur hats are approved for wear during winter season. Stocking caps are approved for wear during winter season and to be purchased by the officers.

c. Ball cap- Police officers are authorized to wear the department issued, fitted navy blue ball cap. Sergeants and above are not authorized to wear a ball cap, except with the training uniform, bicycle uniform, raid jackets, SRT, and for identification purposes while on duty and in civilian attire.

6. Footwear

- a. Shoes and boots - Outer footwear worn by uniformed officers must be black and of a smooth grain leather or man-made substitute. An oxford style lace-up dress or athletic shoe may be worn. Boot styles must have either plain or capped toes and allow for the trouser legs to fall naturally outside the boot.

Shoes and boots shall be kept clean, polished, and in good repair.
- b. Overshoes are optional, and shall be plain black. Boot types having zippers or clasps shall be fully zipped or clasped.
- c. Socks must be solid black when wearing low quarter uniform type shoes.

7. Duty Belt and Holster

- a. Approved duty belts and holsters shall be black in color and made of highly polished leather or suitable imitation in basket weave design only. Duty belts shall be worn in a position directly over pants belts. Holsters for auto loading handguns shall have the trigger guard covered and have a thumb break retaining strap, or similar device, approved by the range master. Duty belts must be worn at the natural waistline, securely over the pants belt/belt loops. Optional nylon webgear may only be worn with the training uniform, bicycle duty, or SRT, and the purchase and maintenance shall be at officers' expense.
- b. The below equipment is required to be worn on the duty belt for all ranks below captain (captains and above, and all personnel wearing the full dress uniform with blouse, may opt to wear only the handgun and holster). The support services captain may approve variations to this section based upon an officer's physical restrictions, limitations, etc.

Handgun and holster	Baton ring
Handcuffs and case	Ammunition holder
Issued pepper spray and holder	Radio holder
Issued expandable baton and holder	
TASER (if issued)	*must be carried for cross-draw

- c. Protective glove pouches shall be issued to all personnel. The wearing of this pouch is optional, however officers shall be required to carry one pair of protective gloves at all times.
- d. Officers shall not mix leather and nylon gear together. The standard leather gear must be available for formal occasions.
- e. Inspections of Weapons
 - 1) Weapons inspections shall be done during mandatory qualifications by a designated range instructor.

- 2). In the event of a deficiency, an officer shall have his weapon corrected and re-inspected prior to carrying the weapon on duty.

8. Additional Clothing Items/Non-issue

The following are guidelines for additional clothing worn with the police uniform:

- a. Undershirts- All undershirts with a visible neckline when worn with the navy blue shirt, shall be black in color. Undershirts worn with the white uniform shirt shall be white. No writing shall be visible on the undershirt. If a long-sleeved shirt is worn underneath the uniform shirt, the cuffs shall not extend beyond the uniform shirt cuff.
- b. Vests - Vests designed as body-armor carriers, styled to mimic the uniformed shirt, may be worn year round and shall be navy blue. These must be replaced as the color fades.
- c. Sweaters - Sweaters may be worn during winter months, navy blue in color, with epaulets, and must meet approved specification. Badge and rank insignia and shoulder patches must be clearly visible if worn as an outer garment. Rank insignia shall be worn on the epaulets of the sweater. Sergeant stripes and department patches are approved for wear on the sweaters. Sweaters shall be tucked into the trousers.
- d. Gloves - Gloves shall be black, devoid of decoration, and may only be worn for appropriate situations i.e., weather condition, searches. Fingerless gloves, weighted gloves, "sap" gloves, or weighted glove inserts are prohibited at all times. Incidental use for patrol functions is permitted.

9. Uniform Adornment and Insignia

Various achievements and assignments are recognized through the wearing of uniform adornments or insignia. Department issued insignia or adornments may be worn on the uniform. Non-Department issued adornments or insignia must be approved for wear by the division commander.

- a. Badges shall be worn on the outermost uniform garment of the uniform over the left breast.
- b. Hat shields shall be worn in an upright position on the front of the garrison or trooper hat.
- c. Nameplates shall be worn on the uniform shirt and outermost garment (except rainwear), centered directly above the right breast pocket.

- d. Service stars shall be worn on the lower left sleeve of the dress blouse. Each service star shall represent five years of service. Service stars may also be worn on fleece jackets, but not the leather jackets.
 - e. Department awards and other approved insignia may be worn over the name tag on the right side of the shirt. The "serving since" plate may be worn attached to the bottom of the nameplate, above the right breast pocket.
 - f. Only one tie bar or pin of a non-controversial nature may be worn on the tie, and shall be worn on a horizontal line level with the top of the shirt pocket flaps.
10. Special Events Uniform - The training uniform or department approved polo shirt and shorts may be worn for special events/assignments at the discretion of a captain or above.
11. Training Uniform - The training uniform shall be navy with an embroidered name tape and badge sewn on the shirts.

K-9, Crime Scene, and Training Unit officers are allowed to wear the training uniform for regular duty. Only black shoes or boots may be worn with the training uniform.
12. Bicycle Uniform - Officers on bicycle duty shall wear the bicycle uniform per department approved specifications. Specifications shall be available in the Training Unit. Footwear, duty belt, holster, and all other items worn shall be appropriate to that uniform. Helmets and eye protection are mandatory and shall be worn at all times when riding the bicycle.
13. Dress Uniform
 - a. The full dress uniform for all officers shall consist of the following:

Dress jacket	Garrison hat
Uniform trousers	Long-sleeved white uniform shirt
Uniform tie	Polished black uniform shoes
Black socks	
 - b. The dress uniform for the color guard will be:

Garrison hat	Long-sleeved white uniform shirt
White gloves	Polished black uniform shoes
Uniform trousers	Polished black leather duty belt
Black socks	
Uniform tie	Dress blouse

III. WEARING OF THE UNIFORM

A. Regulations

This section (A) shall be applicable to sworn uniformed personnel. The uniform shall be worn only while on official duty or during functions specifically authorized by the department (including off-duty employment), and may be worn while traveling to and from work. Nominal stops while traveling to and from work (i.e. gas, groceries, child care, etc.), in uniform, are permitted.

When not in uniform, weapons and police gear shall not be visible to the public, away from city owned property, except under exigent circumstances or when approved by a supervisor.

1. **On Duty:** When officers are in uniform and are in the public view, on duty or working in an authorized off-duty capacity, or while wearing the uniform at other authorized functions, they shall be dressed in the complete and appropriate uniform of the day and shall not mix uniform and civilian attire.
2. **Off Duty:** When officers are off duty, in public view, and wearing any portion of the department uniform, they shall abide by the following:
 - a. A civilian garment may be worn over the uniform but the garment must fully conceal any department badge, insignia, patch, duty belt/firearm, or otherwise recognizable emblem.
 - b. Officers are expected to use good judgment and are not to engage in behaviors while in uniform that may cause embarrassment to the department or otherwise negatively impact the department's image, including but not limited to the procurement of alcoholic beverages, adult media or entertainment, etc.
3. All plainclothes officers shall wear business type attire (including a coat and tie) for special assignments, unless approved by a captain or higher.
4. It is sometime necessary for uniforms to be tailored for proper fit; however, excessive alterations (i.e. resulting in clothing that is inappropriately tight or loose) are prohibited.

IV. PERSONAL APPEARANCE

A. General Standards

The following standards apply to general appearance:

1. Uniforms shall be in compliance with uniform regulations.
2. All clothing items and uniform items shall be kept neat, clean, and well-pressed.

3. Leather, nylon, and equipment items shall be kept clean and in good working order. Leather gear shall be polished.

B. Personal Hygiene

Employees shall practice good personal hygiene and conform to the following standards:

1. Hands shall be clean and fingernails shall be kept clean and trimmed. Fingernails shall not extend over 1/8" from the end of the finger.
2. Makeup, when worn, shall be applied neatly and conservatively, in accordance with current accepted business standards.
3. Hair regulations for employees are as follows:
 - a. Males
 - 1) Hair shall not extend beyond 1/4" over the top of the shirt collar when standing.
 - 2) Hair shall be worn in such a manner that the total ear is exposed.
 - 3) Hair shall not extend over the eyebrows.
 - b. Females

Hair shall be neatly groomed and shall not extend below the bottom edge of the back of the collar while in uniform.
 - c. Males and females
 - 1) The length, bulk, or appearance of the hair shall not be excessive, ragged, or unkempt.
 - 2) Hair in front shall be groomed so that it does not fall below the band of properly worn headgear.
 - 3) In no case shall the bulk or length of hair interfere with the proper wearing of any authorized headgear.
 - 4) The hair shall be neat, clean, trimmed, present a well-groomed appearance, and within the contemporary standards of the City of Peoria.
 - 5) Hair coloring if used, shall look natural.
 - 6) No ribbons or ornaments shall be worn in the hair except for neat and inconspicuous bobby pins or barrettes.
 - 7) Wigs shall be in conformity with the standards for natural hair.

4. Facial Hair

- a. Mustaches shall be neatly trimmed. They shall not:
 - 1) Extend below the top of the upper lip
 - 2) Extend below the corners of the mouth
 - 3) Be worn in a “handlebar” or drooping style
- b. Sideburns shall be neatly trimmed and equal to each other in width and length, and shall not extend below the middle of the ear. Sideburns shall not be flared.
- c. Goatees - A goatee is defined as hair on the chin which is joined with a mustache;
 - 1) Goatees will be maintained in a neat, clean manner which presents a groomed appearance. The hair will not exceed $\frac{1}{2}$ inch in length. The width will not extend beyond one inch from the corner of the mouth. Designs or shapes will not be allowed;
 - 2) If at any time, the employee's supervisor determines the goatee is not within policy standards, the employee will be required to make changes or return to a clean shaven face;
 - 3) All employees who choose to have a goatee will keep a razor at work and available for use should they need or be ordered to remove it.
- d. Beards - A beard is defined as a growth of hair on the chin and lower cheeks of the face, joined with a mustache.
 - 1) A beard will be maintained in a neat, clean manner which presents a groomed appearance. The hair will not extend $\frac{1}{2}$ inch in length. The width will not extend beyond once inch from the jawline. The necks will be clean shaven. Designs or shapes will not be allowed;
 - 2) If at any time, the employee's supervisor determines the beard is not within policy standards, the employee will be required to make changes or return to a clean shaven face; and
 - 3) All employees who choose to have a beard will keep a razor at work and available for use should they need or be ordered to remove it.

- 5) Any officer requesting an exception to these regulations due to a medical waiver shall forward documentation through his immediate supervisor to the support services captain. When authorized due to a medical waiver, beards shall be clean and neat, and shall fall within the parameters of the medical waiver.

5. Tattooing/Piercing/Branding Prohibited

- a. Restrictions on New Tattoos/Piercings/Brandings— No employee shall cause any new tattoo, decal, body brand, or body piercing on the neck, face, hands, lip, tongue, nose, eyebrow or any other location not concealed by the long sleeve uniform. Exceptions:
 - 1) Maximum one earring per ear, which shall be conservative in style and shall not hang below the ear lobe (hoop or dangle). No gauges are permitted.
 - 2) Permanent makeup tattoos may be authorized by the chief.
- b. Restrictions on Existing Tattoos/Piercings/Brandings— Personnel with existing tattoo(s), decal(s), brand(s) and or piercing(s) shall adhere to the following:
 - 1) Marking(s) - The chief of police or his designee shall have the authority to order personnel to cover any visible tattoos, brands, or decals that are determined by the chief to be gaudy, obscene, indecent, offensive, obtrusive, or otherwise unprofessional in appearance. If so ordered, the member shall completely and thoroughly cover the marking by makeup, bandage, long sleeve shirt, long pants, etc. This section is applicable to both uniform and plainclothes assignments.
 - 2) Piercing(s) - No body piercing jewelry or other adornment (other than those authorized for the ear lobe for plainclothes personnel) shall be visible on any part of the body. This includes all areas of the body as listed in above section “A” and is applicable to both uniform and plainclothes assignments.
- c. Court Appearance— Officers appearing in court shall cover any tattoo, decal, body brand, or body piercing that is exposed by the summer uniform.

C. Jewelry

Watches, rings, medical alert bracelets, POW/MIA bracelets, conservative bracelets, and necklaces shall be the approved jewelry items for sworn personnel while in uniform. No more than one silver or gold plain necklace or bracelet may be worn, and the necklaces

shall be worn underneath the shirt. Officers shall be allowed to wear one earring per ear, which shall be conservative in style and shall not hang below the ear lobe (hoop or dangle).

D. Sunglasses/Eyeglasses

Sunglasses and/or eyeglasses shall be conservative in style, appropriate for wearing with the police uniform. Mirror, multicolored, and irregular shaped styles are prohibited. Break away lanyards or leashes used for suspending glasses from the neck, are permissible but shall not contain controversial or offensive writing. Lanyards worn while in uniform shall be black in color.

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GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u> 200.06
Property Lost by City Employees	<u>EFFECTIVE DATE</u> March 22, 2017
<u>DISTRIBUTION</u> Commissioned Personnel	<u>SUPERSEDES</u> GO 274-84; GO 200.06 dated 5/15/00; 4/21/03
<u>CALEA REFERENCE</u> N/A	<u>OTHER REFERENCE</u> N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

This order implements the city-wide policy on personal and department property lost or damaged on or off duty.

II. PROCEDURES

In order for an employee of the City of Peoria to be reimbursed for loss or damage to personal property that occurred during the employee's normal course of duties, the following criteria must be met:

A. Personal Property Used by the City

This is personal property of an employee used to fulfill aspects of his work (cameras, calculators, binoculars, tape recorders, etc.). This does not include automotive vehicles.

1. The item must not be available from the City.
2. The item must have been damaged or lost during the employee's course of duties.
3. The item must be such that it is ordinarily used in the course of employment on job duties of that particular employee, or the item is such that it is needed or required for a short duration to fulfill aspects of the job duties of that particular employee.
4. The employee's supervisor must have requested the employee provide the item or specifically authorized use of the item on that occasion.

5. The item was not deliberately or negligently damaged or placed in a position to be stolen, lost, or damaged. The employee must have taken reasonable preventive and/or protective measures appropriate to the item or circumstances.
6. This does not apply to safety shoes or glasses, which are covered by different procedures.
7. Items that are deemed excessively expensive, and/or inappropriate for the workplace will not be reimbursed, as determined by the department head.

B. Personal Property Unique to the Employee

This is personal property of the employee which is unique to him (clothing, glasses, jackets, purses, watches, etc.). This is not applicable to any items bought under the gun and leather, or uniform allowances negotiated and administered by the city.

1. The item must have been damaged or lost during the employee's performance of duties.
2. The employee must have taken reasonable, preventive, and/or protective measures appropriate to the item and circumstances to prevent loss or damage.
3. Items prohibited by law or specific department regulations for safety, cost savings, or other job related or public policy reasons, will not be reimbursed.
4. Items will be reimbursed up to \$300 per incident, with a maximum of \$900 per year, or replacement of like kind if less costly. Watches will not be reimbursed if the employee was wearing an elastic or stretchable wristband.
5. Jewelry is not reimbursable.
6. Shoes will be replaced by the department only if there is severe damage sustained and they are no longer wearable.
7. Items that are deemed excessively expensive, and/or inappropriate for the workplace will not be reimbursed, as determined by the department head.

C. Miscellaneous

1. When an employee uses his personal car for city business, at the specific direction of the department head for the occasion, the city will stand liable as if it were a city vehicle.
2. Catastrophic losses (such as a fire, natural disaster, war, etc.) shall be covered by the employee's homeowners insurance.

3. Department owned/issued property lost or damaged through negligence shall be replaced by the employee responsible.
4. Officers receiving plainclothes allowance will not be reimbursed for damage to civilian clothing.
5. This order does not supersede any order covering police vehicle damage.

D. Replacement Request

Prior to any replacement, the employee requesting replacement must submit in writing through the chain of command to the Chief's Office, the details of how and why this damage or loss occurred. Also, accompanying this request must be a verification of the price of the article and replacement cost. The supervisor's statement must verify that the damage or loss did occur and the above criteria has been met. This written statement then must be approved by the police chief, and is submitted to the Training Unit.

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GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u> 200.07
Cash Accounts Procedure	<u>EFFECTIVE DATE</u> January 31, 2018
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u> N/A
Commissioned Personnel	<u>OTHER REFERENCE</u> N/A
<u>CALEA REFERENCE</u> 17.4.2	<u>AUTHORITY</u> Jerry E. Mitchell Chief of Police

I. PURPOSE

The purpose of this order is to outline the money handling and accounting procedures for all cash accounts within the department.

II. PROCEDURES

A. Petty Cash

The Petty Cash fund is maintained by the Fiscal Technician, and is used to reimburse office purchases of \$10.01 or less, with receipts.

1. The Fiscal Technician keeps the cash box in a locked drawer in his or her office.
2. The Fiscal Technician logs receipts into the petty cash ledger along with the appropriate account number and description in the line item/columns.
3. When the money box reaches approximately \$25, he or she reconciles the account.
4. He or she takes the reconciliation form to the Treasurer's Office, and receives enough money to restock the account to \$150.

B. Miscellaneous

Miscellaneous money transactions consist of the Records and Information Office staff who process police reports, fingerprinting, subpoenas, bike registrations, freedom of information requests, etc. Also, they consist of the checks received by

the Fiscal Technician for various different types of transactions such as accident report processing, warrant fees from other counties, and other reimbursements.

1. Money for these transactions are taken daily, and receipt books are available in both the Information Office and Records Office to track them. Each transaction is placed in a locked drawer at the Records Office.
 - a. Attach receipt to money or check before placing in the drawer. The key (#130) for the drawer is maintained in a secure cabinet handled by the Desk Sergeant.
2. Reconciling: Fiscal Technician and a manager count the funds at least monthly, usually once a week.
 - a. The manager unlocks the drawer and retrieves the monies and the Fiscal Technician verifies the receipt number from receipt books and tracks on a summary sheet. The money is always counted in the Records Administrator's office, and always by both parties.
 - b. The count is logged on the summary sheet by the Fiscal Technician as the manager or Administrator reads each transaction. After all transactions are logged, both parties recount the money and checks to verify all was logged.
 - c. The Fiscal Technician takes the money, checks and tally sheet back to office to complete the rest of the needed paperwork as follows:
 - 1) Enter tally sheet information into system on the summary tally sheet using codes listed.
 - 2) Transfer totals if needed to the other listed sheets (see tabs in the full excel ledger).
 - d. A copy of the summary sheet is given to the manager, the Records Administrator, and appropriate staff for their records.
 - e. Two copies of the summary sheet are printed.
 - 1) One remains with the Fiscal Technician with the receipts.
 - 2) Another goes to the Treasurer's Office at the City with the money and checks.
 - f. At the Treasurer's Office, the checks and monies are recounted, and each code total is stamped.

- g. The summary sheet is returned to the Fiscal Technician to be kept with the receipts and un-stamped summary sheet.

C. Vehicle Impound

Vehicle Impoundment Fees are collected by the Information Office staff when a vehicle has been impounded for charges specified in Information Bulletin 138-06. The fee for a vehicle impounded on an eligible charge is \$525. Vehicles impounded for loud music violations are \$25.00 for the first offense, \$275.00 for the 2nd (within a two year period involving the same vehicle) and \$575.00 for the third offense (same conditions). Personal property can be retrieved for a \$25.00 fee, which is deducted from the total owed. Cash or money order only.

1. Payment of administrative fees or personal property releases may be taken by Information Office staff, in front of the payer. The money is sealed in the appropriate envelope along with the yellow receipt. The envelope is signed by both the payer and staff.
 - a. The staff member will place the envelope in the "Vice" safe at the Records Desk.
 - b. The payer receives a copy of their receipt and the appropriately sealed release form.
2. Impound fees shall be collected by the Desk Sergeant, and counted in front of staff and the payer.
 - a. Money is placed in the appropriate envelope along with the yellow copy of the receipt. The payer signs the envelope, as well as the information desk staff and the Desk Sergeant.
 - 1) The Desk Sergeant will place the envelope in the Vice Safe.
 - 2) The payer receives a copy of their receipt and the appropriately sealed release form.
3. Reconciliation: A SID sergeant counts the funds at least monthly, usually every ten days. Only this person has the safe combination.
 - a. The asset forfeiture officer opens the Vice safe and retrieves all the envelopes.
 - b. With the Desk Sergeant, the officer verifies the pink receipt numbers and amounts match what is marked on each envelope.

- c. The officer then brings the sealed bank bag to his sergeant. The sergeant is responsible for verifying the cash count in each envelope. He or she opens each envelope, and verifies each amount. The total is then verified via a money counter. This process is video recorded, and a receipt is printed and kept with envelopes and receipts.
- d. The officer tallies the total from the pink receipts.
- e. The SID Administrative Specialist tallies the amounts written on the envelopes.
- f. The total money in the envelopes should match the total tally from the pink receipts and the total tally written on the envelopes.
- g. The officer and sergeant then take the envelopes and receipts to the Treasurer's Office. Here the money is counted again and verified in the presence of both.
 - 1) The Treasurer's Office will deposit the money in one of three accounts as appropriate.
 - 2) A receipt for the deposits is brought back to the Administrative Specialist to go with the other receipts, and is filed.
 - 3) The SID Administrative Specialist records all transactions from the impound form in a ledger for the year.

D. Asset Forfeiture/ Seized Money

See General Order 200.12 and 401.06.

E. Confidential Expense Fund
See General Order 200.11

F. Unclaimed Currency (Property and Evidence Control)

See General Order 500.01

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GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u> 200.08
Protocol for Deaths in the Line of Duty	<u>EFFECTIVE DATE</u> March 22, 2017
<u>DISTRIBUTION</u> Commissioned Personnel	<u>SUPERSEDES</u> 5/15/00
<u>CALEA REFERENCE</u> 22.2.4	<u>OTHER REFERENCE</u> IACP/BJA National Law Enforcement Policy Center, OSHA
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

To prepare the department for an active duty officer's death in the line of duty, and to provide guidance for proper support for the deceased officer's family.

II. POLICY

It is the policy of the Peoria Police Department to provide liaison assistance to the immediate survivors of an active duty officer who dies in the line of duty and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family. Officers providing services and assistance to family members shall take all possible measures to accommodate their needs, and these should take precedence over the wishes of the department.

III. DEFINITIONS

- A. *Line of Duty Death:* The death of an active officer by felonious or accidental means during the course of performing police functions while on or off duty.
- B. *Survivors:* Immediate family members of the deceased officer, to include spouse, children, parents, siblings, fiancée and/or significant others.

IV. PROCEDURES

- A. Death or Critical Injury Notification

The following procedures should be adhered to in all cases in which a death occurs in the line of duty, or in cases that involve a critically injured officer with a poor prognosis of survival.

1. Notification of the immediate family should be made as soon as possible.
2. The police chief, assistant chief, or their designee shall inform the immediate family of the officer's condition or death. If they are not immediately available, the senior ranking officer will make the notification.
3. Notification of survivors in the immediate area shall be made in person and whenever appropriate, with another person, such as the police chaplain or a member of the clergy. Whenever the health of immediate survivors is a concern, emergency medical services shall be requested to stand by.
4. The name of the deceased officer shall not be released to the media or other parties before immediate survivors living in the area are notified.
5. Dissemination of information concerning the officer and the incident shall be restricted.
6. The officer assigned to make notifications shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. The officer shall document the notifications in a written report.

B. Assisting Survivors at the Hospital

Whenever possible, the chief shall join the family at the hospital to emphasize the agency's support. The assistant chief or his designee shall serve as the hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, department personnel, the media, etc., and assume the following responsibilities:

1. Arrange for a press staging area.
2. Coordinate all insurance and medical information with hospital personnel.
3. Consult with the family to identify any religious or cultural customs to be honored following a death, and to provide assistance in meeting those customs.
4. Arrange transportation for the family and other survivors upon their departure from the hospital.

C. City Notifications

The chief or his designee shall notify the human resources director of the death in the line of duty within 24 hours per OSHA federal standards.

D. Appointment of Department Coordination Personnel

Designated personnel shall begin serving in the following capacities: department liaison, funeral liaison, benefits coordinator, and family support advocate. These assignments shall be made in writing to department personnel, and the surviving family members will be informed of those designated. In addition, the chief or his designee will:

1. Ensure that the Employee Assistance Program is implemented to assist surviving family members and emphasize the family's right to psychological services.
2. Ensure that officers are provided the opportunity to participate in stress debriefings.

E. Department Liaison

The department liaison officer will serve as a facilitator between the family and the department. This shall be an officer of command rank. This officer shall work closely with the funeral liaison officer to ensure the needs and requests of the family are fulfilled. This includes, but is not limited to:

1. Providing oversight of travel and lodging arrangements for out-of-town family members.
2. Identifying alternative churches and reception halls that will accommodate the law enforcement funeral and presenting them to the family, who will make the final determination.
3. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control and liaison with visiting law enforcement agencies.
4. Assisting family members in dealing with general media inquiries and making them aware of the restrictions of releasing information.
5. Providing liaison with the media to include coordination of any statements and press conferences, and ensuring that members of the department are aware of the restrictions of releasing any information that might undermine future legal proceedings
6. Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.

F. Funeral Liaison

The funeral liaison officer acts as facilitator between the deceased officer's family and the department during the wake and the funeral. The funeral officer is responsible for:

1. Meeting with family members and explaining his responsibilities to them.
2. Providing support to the family prior to and throughout the wake and funeral.
3. Briefing the family members on the procedures involved in a law enforcement funeral.

G. Benefits Coordinator

The benefit coordinator is responsible for:

1. Preparing all documentation of benefits and payments due survivors, to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of the contact person or facilitator at each benefit or payment office. The coordinator shall maintain contact with the family to ensure all benefits are being received
2. Facilitating public donations and financial support for the family.
3. Advising family of resources available for law enforcement survivors.

H. Family Support Advocate

The family support advocate serves in a long-term liaison and support capacity for the surviving family. The duties of this individual include:

1. Providing contact with surviving family members to keep them abreast of criminal proceedings relating to the death of the family member.
2. Accompanying family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required.
3. Maintaining routine contact with family members to provide companionship and emotional support, and to maintain an ongoing relationship between the department and the immediate family.

4. Relaying the concerns and needs of the family to those individuals and organizations that may provide assistance, and encouraging others to visit and help as necessary.

V. NON-LINE-OF-DUTY OR RETIRED

A. Procedures and Responsibilities

In non-line-of-duty deaths or in the event of the death of a retired member, the Chief's Office shall coordinate the following:

1. Assist the surviving family in making applications for any benefits due from the department.
3. Provide, at the family's request, an honor guard for services.

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GENERAL ORDER

<u>NUMBER</u>	200.09
<u>EFFECTIVE DATE</u>	March 22, 2017
Change of Status Forms	
<u>NUMBER OF PAGES</u>	2
<u>SUPERSEDES</u>	5/15/00
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
N/A	N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

Change of status forms are to be completed in a timely manner to ensure all personnel records for commissioned and noncommissioned employees contain accurate information and all merit pay rate changes are implemented.

II. POLICY

Personnel changes which require a change of status form are:

- Completion of Probationary Period
- Completion of Annual Performance Appraisal
- Promotion
- Suspension without Pay
- Termination of Employment
- Leave of Absence (General, Administrative, Disability, Maternal, Family Medical Leave)

III. PROCEDURES

A. Steps for Form Completion

1. The division supervisor will notify the support services administrative assistant by memo of the proposed change.
2. The support services admin will complete the change of status form and forward it to the chief for his approval and signature.

3. The form will then be routed to the employee for signature.
4. The form will then be forwarded to the director of Human Resources for approval and signature.
5. The Human Resources Department will disburse copies of the form to the appropriate departments.

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GENERAL ORDER

	<u>NUMBER</u> 200.10
	<u>EFFECTIVE DATE</u> March 22, 2017
<u>SUBJECT</u> Tobacco Use	<u>NUMBER OF PAGES</u> 2
<u>DISTRIBUTION</u> All Personnel	<u>SUPERSEDES</u> 4/17/94
<u>CALEA REFERENCE</u> N/A	<u>OTHER REFERENCE</u>
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

This policy is established to provide a safe environment for all employees and visitors of the Peoria Police Department. In conjunction with state and federal guidelines, this policy is designed to safeguard the working environment for all employees. The department fully understands the environmental and health hazards inherent with tobacco use, cigarette smoke and subsequent "secondhand smoke." It is with this understanding that the use of all tobacco products is discouraged, thereby reducing health related problems and their associated costs.

II. POLICY

Tobacco use is prohibited within the Peoria Police Department (including private offices) and within City-owned vehicles (see General Order 100.06 Rules and Regulations).

A. Employee Designated Smoking Areas

Employees may use tobacco products out on the patio area adjacent to the employee entrance (behind the building)

B. Designated Interview Rooms

1. Citizens may, at the interviewer's discretion, be allowed to use tobacco in designated interview rooms while being interviewed.
2. Employees may smoke or use tobacco in designated interview rooms while interviewing a citizen if the citizen is a smoker.

C. Tobacco Cessation Classes

Any employee who has a desire to stop smoking or using tobacco is reminded the City of Peoria does provide cessation classes at a reduced rate. They are currently available through the city's insurance plan.

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GENERAL ORDER

<u>NUMBER</u>	200.11
<u>EFFECTIVE DATE</u>	February 20, 2019
SUBJECT	
Confidential Expense Fund (CEF)	<u>NUMBER OF PAGES</u>
DISTRIBUTION	<u>11</u>
Commissioned Personnel	<u>SUPERSEDES</u>
<u>CALEA REFERENCE</u>	5/15/00; 3/26/18
43.2.7, 43.2.8, 51.1.4 43.1.3, 17.4.2	<u>OTHER REFERENCE</u>
<u>AUTHORITY</u>	N/A
	Loren Marion III
	Chief of Police

I. POLICY

To ensure accurate and proper accounting methods of confidential expense fund (CEF) disbursements, thereby maintaining a high level of integrity within the police department.

Confidential funds that are inappropriately disbursed or unaccounted for can tarnish the integrity of the investigator and that of the agency, along with tainting the credibility of the case.

II. SCOPE

The CEF policy shall apply to all persons who are authorized to draw confidential funds. Drug related investigations shall be coordinated through the special investigations lieutenant. All other criminal investigations shall be coordinated through the criminal investigations lieutenant.

III. PROCEDURES

A. Responsibility

The fiscal responsibility for the CEF lies with the criminal investigations lieutenant and special investigations lieutenant, who shall assume the role of "fund custodians."

B. Use of CEF

1. Purchase of information relating to ongoing or potential criminal activity, i.e. confidential informant information.

2. Purchase of information leading to the arrest, apprehension, or prosecution of criminals.
3. Purchase of evidence or information leading to a search warrant, i.e. controlled buys.
4. Purchase of physical evidence to establish the commission of an offense, i.e. fenced burglary items.
5. Purchase, rental, or lease of equipment or facilities in furtherance of efforts to apprehend suspected criminals or known criminals conducting ongoing criminal activity. The approval of the investigations captain is a prerequisite before undertaking an investigation of this magnitude.
6. Purchases are authorized for the furtherance of a criminal investigation, such as cell phone minutes, cell phones, tolls, gas, etc.
7. Purchases while in an undercover role:
 - a. Officers working in an undercover capacity may purchase food, drink, or other items, if required, to further their investigation or to maintain credibility of their roles. The undercover officer shall not consume more than two alcoholic drinks per hour, or more than four alcoholic drinks in an eight-hour period. Supervisors are to be notified prior to conducting investigations in bars so that backup response is made available, if possible.
8. Purchase of assistance from persons willing to participate in physical lineups.
9. Purchases of cigarettes and soft drinks to foster cooperation if inmates at the Peoria County Jail assist in physical lineups.
10. To serve as front money, bait money, or setup money in conjunction with sting operations. Money that has been treated with powder to discolor the suspect's hands (by turning them purple) shall be placed in an envelope and labeled as such to make the fund custodian aware of the treated money. These funds shall be exchanged at a bank for untreated money if they are not of an evidentiary value.

IV. ACCOUNTABILITY

A. Responsibility

1. The criminal investigations lieutenant and special investigations lieutenant shall be the fund custodian of their respective CEFs.

2. All sergeants assigned to CID and SID will have access to their CEF. This fund shall be maintained in the lieutenant's office in a safe, with the fund custodian and sergeants having the combination.
3. Sergeants are authorized to approve disbursements up to and including \$300. Disbursements over \$300 shall be approved by their lieutenant and/or the investigations captain. Lieutenants are authorized to approve disbursements up to and including \$600. Disbursements over \$600 shall be approved by the investigations captain.
4. Officers shall account for CEFs in the following manner:
 - a. Officers receiving CEFs shall sign a pre-numbered advance receipt for the funds received, and shall retain this receipt.
 - b. All funds must be accounted for no later than 14 days from receipt of funds, however officers should make every attempt to account for their funds as soon as practical.
 - c. Confidential funds spent

When funds are spent the original advance receipt and forms CEF-01 and CEF-05 shall be filled out and submitted to the fund custodian.

- d. Confidential funds unspent

Funds not spent shall be returned to the fund custodian, along with the original advance receipt and form CEF-05.

B. CEF Receipts

1. CEF receipts are reviewed by police administration fiscal technician and need to be written in such a manner that a civilian auditor can understand the justification of the expenditure.
2. The following guidelines shall be adhered to:
 - a. Document the confidential informant's details as soon as possible. This pertains to his personal facts and reliability buys if used. Therefore, a confidential informant number can be established to be included in expense fund reports and receipts.
 - b. The confidential informant file is kept locked in the filing cabinet located in the fund custodian's office. A separate log containing

informant numbers and nicknames will be kept in the cash box secured in the safe.

- c. The usage of the words "confidential informant expenses" can be somewhat ambiguous and vague. If the investigator is paying the confidential informant for his services in supplying information, the proper terminology on the CEF report should say "confidential informant fee" and include a short narrative as to what services they rendered, i.e. for information leading to an arrest, search warrant, etc. Every receipt must say how the money was spent and should be concise, yet clear enough for a civilian auditor to understand. All confidential informant transactions must be accompanied by the case incident number for which the funds were used. The confidential informant activity form used with all CEF transactions requires the officer to list the case number and case history.
- d. It is imperative that a case number accompany all expense returns and that the case number column is never left blank in the log.
- e. Obtain a receipt to substantiate the indicated expense. The receipt should be signed by the confidential informant (using his confidential number) and cosigned by two officers acting as co-witnesses to the disbursement of the CEFs.
- f. All police reports shall contain the confidential informant's number identifying to whom the funds are paid.

C. Audit Procedure

It may become necessary to have an unannounced inspection/audit conducted of the CEF by an internal auditor assigned by the city's Finance Department. The determination and authorization of this type of audit rests solely with the chief of police or his designee. The fund custodian will be required to be present during the audit. A report detailing the findings of the audit shall be forwarded by the person/s who conducted the audit to the chief of police, the assistant chief, and the fund custodian. The report shall be incorporated into the confidential fund and maintained in the safe. Checks and balances of this type enhance the credibility and accountability of the CEF, the criminal investigations division, and the Peoria Police Department.

V. **CEF FORMS**

Incorporated herein and attached hereto are the necessary forms utilized in the CEF. The forms are self-explanatory and are an integral part of building a confidential informant file or conducting a CEF transaction. A list of forms with a brief summary follows:

- A. **CEF-01, Confidential Informant Activity:** This form is required for every paid transaction or incident where the informant is working off a contract agreement. It is mandatory that the informant and two witness officers sign their names for the disbursement of confidential funds.
- B. **CEF-02, Memo of Understanding:** When an informant is working as a paid informant it is necessary to have him read and sign this form. It is optional if he wants to include his attorney, but it is not normally done.
- C. **CEF-03, Informant Contract Agreement:** This form is required when an informant is not working for money and instead is working off charges or for a reduction in charges or for consideration of a reduction in charges. That determination rests solely with the Peoria County State's Attorney's Office.
- D. **CEF-04, Confidential Informant Personal Data Sheet:** This form is required for all confidential informants regardless of whether they are working for money or working off a contract agreement. It establishes the confidential informant's number and name.
- E. **CEF-05, Confidential Funds Return:** This form is required on all confidential fund transactions. The original is to have the original money receipt stapled to the top and returned to the attention of the fund custodian.
- F. **CEF-06, Guidelines on Entrapment:** It is required this form is read and signed by all confidential informants regardless of whether the informant is working off charges or working for cash.
- G. **CEF-07, Confidential Funds Receipt:** This form is required to be signed by every informant who receives CEFs from the Peoria Police Department, witnessed by two officers.
- H. **CEF-08, CEF Monthly Audit:** This form will be maintained by the CEF custodian as a quick reference to CEF balances.
- I. **CEF-09, CEF Required Documents:** Officers will attempt to obtain as many documents as possible on all transactions with informants.

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

CONFIDENTIAL INFORMANT ACTIVITY

Informant Number I- _____ Case # _____ Date _____

Nature of Activity: Establish Reliability: Y / N Information Leading to Arrest: Y / N
Information Leading to Search Warrant: Y / N

Other _____

Amount Paid for Reliability _____ Amount Paid Informant _____

Location of Buy _____

Person Who Sold _____ AKA _____

Description of Purchase _____

Officer(s) _____

Search Warrant Obtained: Y / N OIC _____

Case # _____ Date of Warrant _____ # of Arrests _____

Property Seized _____

I hereby acknowledge receipt of \$ _____ paid to this informant, I _____, by _____, an officer of the Peoria Police Department, for evidence or in consideration of information received. This evidence or information is identified as follows:

Signature _____ Date _____

Case Officer(s) _____

MEMO OF UNDERSTANDING

I, _____, have offered to work as a paid informant for the Peoria Police Department. I understand that the sole and only compensation I shall receive for my work will be in the form of cash payments in such amounts as will be agreed upon from time to time between the officers with whom I am working and me. I specifically understand that any work I do as a paid informant will have no bearing on any criminal charges now pending against me, either as to my guilt or innocence, or to the degree or type of punishment to which I may be sentenced upon conviction. I agree not to attempt to use the fact of my work as an informant as evidence of cooperation with police authorities either in court or otherwise.

This agreement has been reached with the concurrence of the Peoria County State's Attorney and my private attorney/public defender.

Signature

Date

Witness_____

Witness_____

INFORMANT CONTRACT AGREEMENT

I, _____, hereby agree that I will work in an undercover capacity for officers of the Peoria Police Department. I agree to assist the officers in procuring _____ separate felony cases of _____ against at least _____ separate defendants.

In return I understand _____, of the Peoria County State's Attorney's Office has offered to recommend _____. I have been made NO other promises of any kind concerning the charges mentioned.

I understand I can BEFORE signing this agreement, consult with an attorney of my choice for legal advice on this matter and I chose NOT to have an attorney present when I made this agreement with officers of the criminal investigations division of the Peoria Police Department.

I understand a condition of this agreement is that I shall NOT commit any further crimes or be arrested for any crime during the term of this agreement.

I understand I am supposed to cooperate with the officer(s) and make an effort to successfully complete my part of this agreement within the next _____ days.

I understand if I complete only part of this agreement I will NOT be given any credit for the part I did complete.

I understand even if I assist the officers in obtaining a search warrant, if they execute the search warrant and do not obtain any _____ and/or do not arrest anyone for _____, I will be given NO credit for assisting the officers.

I understand if the officers feel I am being untruthful or not cooperating fully, this agreement can be terminated.

I understand I will have to take a polygraph test if the officers of the Peoria County State's Attorney's Office request I do so.

I understand if I violate any conditions of this agreement, this agreement shall be null and void.

I have NOT been coerced or pressured in any manner to accept this agreement. I enter into this agreement voluntarily and understandingly.

Signature _____ Date _____

Witness _____

Attorney for Informant _____

Witness _____

CONFIDENTIAL INFORMANT PERSONAL DATA SHEET

N-Number _____ Confidential Name _____

Name _____ Alias _____

Address _____ Phone _____

Last Address _____ City/State_____

State of Birth _____ Social Security # _____ Sex _____ Race _____

Age _____ DOB _____ Height _____ Weight _____ Hair _____ Eyes _____ Glasses _____

Build _____ Complexion _____ Distinguishing Marks /Tattoos _____

Occupation _____ Employer _____

Address _____

Vehicle Make _____ Color _____ License _____

Name of Spouse _____ Phone _____

Address _____

Name of Girl/Boyfriend _____ Phone _____

Address _____

Reason Informant Desires to Work: Money _____ Civic Duty _____ Vendetta _____

Removal or Reduction of Pending Charges _____

Attach a full-face/full-length photo to the folder, and copies of PPD records and the LEADS/NCIC response.

Remarks _____

Signature of Officer(s) _____ Date _____

Approved _____ Date _____

CONFIDENTIAL FUNDS RETURN

TO: _____

FROM: _____

DATE: _____

SUBJECT: RETURN OF CONFIDENTIAL FUNDS

On _____, this officer received confidential funds from _____ in the amount of \$ _____, which were used in a confidential investigation as follows:

Case # _____ Receipt # _____

Description _____

Total Funds Received: \$ _____

Total Funds Expended: \$ _____

Total Funds Returned: \$ _____

Officer

GUIDELINES ON ENTRAPMENT

Under the law of the state of Illinois, it is improper for a police officer or a person working for a police officer to cause another person to commit a criminal offense so that the person committing the offense can be prosecuted for it.

In your activities as an informant working with an officer of the Peoria Police Department, it is absolutely forbidden for you to persuade or encourage any person to commit any crime where the idea of committing the crime was not his to begin with.

If another person suggests the commission of a crime, it is proper for you to go along with him in the arrangements for the commission of the crime, if your purpose is to permit the police to gain evidence to prosecute this person. It is absolutely forbidden for you to actively encourage the person to commit the crime or to attempt to talk him into going ahead with it if he wants to back out.

You may continue to make yourself available to participate in an offense suggested by another person, even though he is considering backing out. You cannot, however, try to talk him back into it if he is considering withdrawing or has decided to withdraw.

It is absolutely forbidden for you to furnish drugs, stolen property, or other contraband for the purpose of causing a person to be prosecuted for the possession or further sale of such items.

It is absolutely forbidden for you to encourage another person to commit an offense by paying him to do it, by displaying affection for him, by telling him he must do it to help you out of a bind, or do it just as a special favor to you.

1. Do you understand these rules? Y / N
2. Do you understand that if you violate these rules, any arrangements you have made with the Peoria Police Department or the State's Attorney's Office will be void? Y / N
3. Do you understand that if you have violated any of these rules while participating in a crime for the purpose of causing another to be arrested, that you too can be prosecuted for that crime? Y / N
4. Do you understand that in any case where information given by you results in an arrest for an offense in which you participated, you can be required to take a lie detector test (your identity will not be revealed)? Y / N

I acknowledge that I have read the above statement, I fully understand it, and I agree to abide by it.

SIGNED _____ DATE _____

WITNESS _____

WITNESS _____

CEF-06



GENERAL ORDER

<u>NUMBER</u>	200.12
<u>EFFECTIVE DATE</u>	December 11, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>

Asset Forfeiture

7

All Personnel

SUPERSEDES
1/16/95

CALEA REFERENCE
17.4.2

OTHER REFERENCE
**720 ILCS 570/505, Title 21
USC; Peoria City Code
Section 24-42**

AUTHORITY

**Jerry E. Mitchell
Chief of Police**

I. PURPOSE

- A. To ensure all expenditures from asset forfeiture accounts comply with the U.S. Attorney General's Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies, 720 ILCS 570/505, and the Peoria City Code Section 24-42:
 1. PDAFF (Police Department Asset Forfeiture Account), federal forfeitures
 2. STAFO (State Asset Forfeiture Account), state forfeitures
 3. POLCAR (Police Car), state forfeitures
- B. To protect the Peoria Police Department and its members from civil or criminal liability caused by misappropriation of funds.

II. POLICY

A. PDAF Account

The federal guidelines for the PDAFF account require that "all equitably shared cash and tangible property (including any income generated by this property) must be used for the purposes of law enforcement...where it will increase and not supplant law enforcement resources of that specific state or local agency."

1. Guidelines regulating federally forfeited property for state and local law enforcement agencies (March 1994) require **accounting for shared property** by implementing:
 - a. Standard accounting procedures
 - b. Internal controls to track shared monies and property

2. An annual independent financial audit is also required for agencies receiving over \$100,000 in federal funds per year. No sharing checks will be made out to individuals. The guidelines provide that interest on forfeited cash or proceeds is subject to the same use restrictions as shared cash or proceeds. Monies received should not remain unspent for a period of time exceeding two years from the date of their receipt.
3. All participating agencies receiving forfeited property and proceeds must execute an annual certification reporting:
 - a. Fund balances
 - b. Sharing received
 - c. Interest accrued
 - d. Total spent by the law enforcement agency

Certifications are due within 30 days of the start of the receiving agency's fiscal year. The finance department auditor and the asset forfeiture investigator, in a joint effort, will complete the annual certification statement.

Noncompliance may subject recipient agencies to one or more of the following sanctions:

- a. Being barred from further participation in the sharing program
- b. Civil enforcement actions in the U.S. District Court

B. STAFOR Account

The STAFOR account (720 ILCS 570/505) requires that "amounts distributed to the agency or agencies shall be used for the enforcement of laws governing cannabis and controlled substances." This statute also provides for interest to be accrued to these funds.

C. POLCAR Account

The POLCAR account (Peoria City Code Section 24-42) provides that this fund is utilized to account for sale and maintenance of the undercover fleet. The use of funds in this account is also restricted by 702 ILCS 570/505, enforcement of laws governing cannabis and controlled substances.

III. PROCEDURES

A. Counting and Accounting Procedures

1. Money gets seized by a Peoria Police Officer and is placed into the property room as evidence.
2. Property room notifies asset forfeiture officer, dayshift target offender unit sergeants, target offender unit lieutenant, and States Attorney's Office of seizure via email.
3. On the next available work day (excluding weekends, holidays, or days off for vacation, stress, or personal) the asset forfeiture officer will review the case for forfeiture.
4. If the case meets the criteria for forfeiture, the asset forfeiture officer will complete the proper paperwork for seizure of the money.
5. If the amount seized is under \$1,500.00 the asset forfeiture officer and a target offender unit sergeant will go to the Property Room and sign out the seized monies. Note: \$1,500.00 or more will remain in the property room until completion of the case unless there are no criminal charges on the property owner.
6. The asset forfeiture officer and sergeant will bring the money to the Target Offender Unit office where they will use the money counter and verify the amount seized. They will also check for counterfeit currency.
7. In a case where the money is counted by the asset forfeiture officer and the sergeant and the count is correct; the following will take place:
 - a. The asset forfeiture officer will seal the money in a plastic sleeve.
 - b. If the money is not unique in nature (i.e. silver certificates, gold coins, etc.) and not needed for evidence in the case (i.e. burglary, homicide, etc.), the asset forfeiture officer and sergeant will then take the money to the City of Peoria Treasurer's Office to be processed. A clerk at the Treasurer's Office will re-count the money and deposit the money in a designated non-interest bearing account. This account will be a separate account labeled as "Seized Money" with a separate CR code and Project number. The clerk will give the asset forfeiture officer a receipt for each deposit with the case number and amount seized.
 - c. The asset forfeiture officer will file each receipt and the counter printout with the appropriate case file and complete a supplemental

report detailing the deposit of the money seized in the particular case.

8. In a case where the money is counted by the asset forfeiture officer and the Sergeant and the count is incorrect; the following will take place:
 - a. The asset forfeiture officer will seal the money back up and return the money to the Property Room, complete a supplemental report documenting the discrepancy.
 - b. The target offender sergeant will notify the investigations captain through the chain of command, as well as the original reporting officer's lieutenant.
 - c. Upon being notified of the discrepancy, the original reporting officer and sergeant will verify the count, document the discrepancy and correction, and provide an explanation for the discrepancy on a supplemental report.
 - d. Once the discrepancy is corrected, the asset forfeiture officer and sergeant will follow the aforementioned steps for processing the money.
9. In a case where money forfeited is to be returned to the owner, the following will take place:
 - a. The States Attorney's Office will send the asset forfeiture officer a denial form via email.
 - b. The asset forfeiture officer will notify the PPD fiscal technician that a voucher payable should be made out to the owner in a particular case. The case number will be included on the voucher and on the check stub.
 - c. The fiscal technician will fill out the voucher payable and send it to Finance for processing.
 - d. Finance will send a check to the asset forfeiture officer.
 - e. The asset forfeiture officer will make a copy of the check to be placed in the case file and notify the owner that the check is available to be picked up at the Peoria Police Department.
 - f. When the owner picks up the check, the asset forfeiture officer will verify their identity by a legal form of identification and complete

an Acknowledgement of Receipt form. Note: A photocopy will be made of the identification. Once their identity is verified, the asset forfeiture officer and sergeant will have the owner sign and date the Acknowledgement of Receipt form then release the check to the owner. The asset forfeiture officer and sergeant will sign the Acknowledgement of Receipt form. The release form will be placed in the case file.

- g. The asset forfeiture officer will complete a supplemental report documenting that the money was returned to the owner.
10. If the money is moved forward into forfeiture, it will remain in the Seized Money account until a DOF (Declaration of Forfeiture) is issued by the State's Attorney's Office/Appellate Prosecutor's Office. After the DOF is issued, 45 days must pass in order for the owner of the seized monies to have the opportunity for appeal. After the 45 day appellate period has passed, the money may be sent to the State for forfeiture. If there is an appeal, the Asset Forfeiture Officer will be notified by the Appellate Prosecutor's office. In the case of an appeal, the seized money will remain in the Seized Money account until a judgment is rendered.
11. If the 45 day appellate period has passed with no appeals having been filed, the asset forfeiture officer will prepare a list detailing money seized for each case with a grand total for which the check will be written by the Treasurer's Office. This check will be sent on to the State Asset Forfeiture Section of the Illinois State Police.
 - a. The asset forfeiture officer and sergeant will take the list detailing money seized to the Treasurer's Office.
 - b. The list will be given to a Treasury clerk, who will process a check for the full amount from the list of cases from the Seized Money account.
 - c. The check will be mailed certified letter to the Asset Forfeiture Section of the Illinois State Police by the Asset Forfeiture Officer.
 - d. After the check has been processed by the State, it will be sent back to the Asset Forfeiture Officer, who will deposit the funds in the appropriate account within the Treasurer's Office (STAFOR, PDAFF, POLCAR).
 - e. The asset forfeiture officer will document the total funds received in each case file.

B. Draw Down of Funds

Separate sub-accounts exist within the city's general fund for PDAFF, STAFOR, and POLCAR, in compliance with federal and state regulations regarding interest earned on the PDAFF and STAFOR accounts. The finance director/comptroller, with the assistance of the finance department audit staff, shall compute and credit annually basis the interest income due to the PDAFF and STAFOR accounts by utilizing the IPTIP (state of Illinois public treasurers investment pool) rate received by the City of Peoria for invested funds

1. Monies deposited in the current calendar year should not be spent until the following year. This will ensure an adequate account balance and provide accurate information when forecasting needs for the following year.
2. Drafts drawn on PDAFF, STAFOR, and POLCAR accounts shall require three signatures for any and all expenditures, specifically the chief or assistant chief, the investigations captain, and the finance director/comptroller or his delegate.
3. Copies of signed vouchers shall be maintained by the asset forfeiture officer.

B. Account Reconciliation

The asset forfeiture investigator shall reconcile all accounts monthly. A quarterly reconciliation of funds shall be completed with the finance department audit staff. At the time the quarterly reconciliation is completed, a report of account balances will be generated and distributed to the city manager, the chief of police, the assistant chief, the investigations captain, the CALEA accreditation manager, and the finance director/comptroller. A yearly audit will be completed by the Finance Department. At least one audit every five years shall be requested to be completed by the Illinois State Police.

C. Distribution of "Equitable Share" Checks

1. Requests for equitable share checks will be filed by the asset forfeiture investigator.
2. All checks will be paid to the order of the Peoria Police Department.
3. All checks will be addressed to the chief of police.
4. Any check received by the police department shall be sent to the investigations captain, who will present it to the asset forfeiture investigator for accounting purposes.

5. The asset forfeiture investigator shall make verification of amounts and case numbers assigned. Any discrepancies shall cause the asset forfeiture investigator to contact the issuing agency for clarification.
6. The asset forfeiture investigator shall photocopy the front and back of each check received.
7. The asset forfeiture investigator shall deposit the checks into the proper accounts and deposit receipts shall be obtained.
8. The deposit receipt shall be photocopied.
9. A copy of the check and the deposit receipt shall be forwarded to the chief's office with a notation of the account in which the deposit was made.
10. The asset forfeiture investigator shall record the amount of the deposit in the account ledger.
11. The original deposit receipt, a photocopy of the check, and the cover letter sent from the issuing agency with the check (listing case numbers) shall be filed in a separate file by calendar year.
12. In each case file a notation shall be made of the date the check was deposited and the amount of the deposit.

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GENERAL ORDER

<u>NUMBER</u>	200.13
<u>EFFECTIVE DATE</u>	March 22, 2017
<u>SUBJECT</u>	Telephone Usage Procedures
<u>NUMBER PAGES</u>	3
<u>DISTRIBUTION</u>	All Personnel
<u>SUPERSEDES</u>	General Orders 17-83, 264-77, 340-80, 399-86; General Order 200.13 8/24/98
<u>CALEA REFERENCE</u>	N/A
<u>OTHER REFERENCE</u>	City of Peoria Human Resources Manual; 625 ILCS 5/12-610.2
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

To establish procedures for telephone usage and identify proper techniques to be used in dealing with the public via the phone.

II. POLICY

Phone equipment belongs to the city and is for business use. The city reserves the right to access, review, and monitor its use, as well as the data that is stored or transmitted.

III. GUIDELINES FOR PHONE USE

A. Personal Phone Calls

1. Cell phones and office phones may be provided by the city for business use. Incidental personal use is acceptable.
 - a. Department heads or their designees may set out more specific guidelines for when these phones must be turned on, voicemail and phone call responses, GPS tracking, and other regulations outlining the appropriate use of these phones.
2. Use of city phones (cell phone or office phone) for personal calls is to be kept to a minimum and calls should be made during break periods when possible. This includes accessing the internet from devices, text messaging, and playing games.

3. Using cellular devices (including texting devices) while operating a vehicle is strictly prohibited at all times while driving a vehicle for city-related purposes.

Employees who are authorized to operate any vehicle for a work related reason are reminded that they should refrain from using their cellular telephone while driving except when a hands free device is properly utilized. Those individuals are also reminded to comply with all traffic laws and ordinances regarding cellular or other similar devices while operating a vehicle. Special care should be taken in situations where there is traffic or inclement weather. An employee who is ticketed for failing to comply with a traffic requirement is responsible for the costs of the violation. Violations of this policy will result in disciplinary action including potential loss of driving privileges if deemed appropriate by the department head (or designee).

Police officers are exempt from this regulation while performing their official duties, per Illinois State Statute 625 ILCS 5/12-610.2.

B. City Cell Phone Maintenance

1. Employee shall maintain city cell phones with the issued protection device (case, screen protection, etc.). Damage incurred on phones without this issued protection shall be the employee's responsibility.
2. All cell phones shall be returned upon an employee's exit from employment or current assignment
3. Employees shall have a working phone so they may be contacted when necessary.
4. It shall be the responsibility of each employee to notify the police chief's office in writing of any change of phone number, name, or address, within 24 hours of such change.

C. Communication with the Public

City personnel must remember that in many cases the only contact the public has with the city is over the phone. It is therefore essential that all phone calls are handled professionally and with courtesy.

1. Answer incoming phone calls as promptly as possible.
2. To answer incoming phone calls promptly it may be necessary to place a current caller on hold. Let the caller know you are placing him on hold and

why (if time permits), otherwise the caller may think you have hung up on him. A caller should not be left on hold without periodically checking back with him. If the delay will be extensive, take a message or a number where the caller can be re-contacted.

3. Identify yourself and your location within the department when answering the phone to let the caller know he has reached the correct number, to establish a rapport with the caller, and to reduce confusion:
"Information Office – Ms. Jones"
"Patrol Division - Sergeant Smith"
4. When transferring calls to another location, advise that the caller is being transferred to avoid the perception of being cut off. If possible, give the caller the direct number for future reference:

*"I'm sorry, you have the wrong number—the correct extension is 8888.
Please hold and I'll transfer you."*

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GENERAL ORDER

<u>NUMBER</u>	200.14
<u>EFFECTIVE DATE</u>	March 22, 2017
March 22, 2017	
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Discrimination/Sexual Harassment	4
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
All Personnel	GO 426-89 ; GO 200.14 9/22/08; 1/12/96
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
26.1.3	Illinois Human Rights Act; Title VII, Civil Rights Act, 1964, as Amended Peoria Municipal Code, Chapter 17
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

It is the policy of the Peoria Police Department to provide an environment for its employees that is free of harassment and discrimination. The police department will conduct its affairs, duties, and responsibilities free from discrimination in accordance with the laws of the United States and state of Illinois, and provide equal treatment to all members and citizens regardless of age, color, ethnic group, gender, gender identity, sexual orientation, national origin, race, or religion.

II. DEFINITIONS

- A. *Discrimination:* Any action or activity that unlawfully or unjustly results in unequal treatment of persons or groups based on age, color, ethnic group, gender, national origin, race, or religion, for which distinctions are not supported by legal or rational considerations. Discrimination can exist in the following formats:
 1. *Disparaging Terms:* Terms that are used to degrade or infer negative statements pertaining to age, color, ethnic group, gender, national origin, race, or religion. Such terms may include slurs, insults, printed materials, visual materials, signs, symbols, posters, or insignia. The mere usage of disparaging terms constitutes arbitrary discrimination.
 2. *Personal Discrimination:* Any action taken by an individual to deprive a person or group of a right because of age, color, ethnic group, gender, national origin, race, or religion. Such discrimination can occur overtly, covertly, intentionally, unintentionally, by an act, or by an omission.

3. *Sexual Harassment:* A subcategory of sexual discrimination and as such may result in a civil rights violation suit. It may involve different forms or activities including the utilization of sexually explicit language or gestures, the presence of sexually suggestive or explicit pictures, drawings, or unsolicited, unwanted, or unusual touching or closeness by or from any department member, or related conduct, activities, actions, mannerisms, or suggestions with sexual innuendos or overtones.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- a. The conduct is unwelcome in the sense that the employee did not solicit or incite it and in the sense that the employee regarded the conduct as undesirable or offensive. It may include:
 - 1) *Verbal:* Innuendos, suggestive comments, slurs, jokes, propositions, or threats.
 - 2) *Nonverbal:* Suggestive objectives, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
 - 3) *Physical:* Touching, pinching, brushing the body, assault, etc.
 - b. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
 - c. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting the person.
 - d. Such conduct has the purpose or effect of unreasonable interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.
- B. *Prejudice:* Any set of rigid and/or unfavorable attitudes toward a particular group or groups which is formed in disregard of facts. An unsupported judgement usually accompanied by disapproval.
- C. *Stereotyping:* A preconceived or oversimplified generalization involving negative beliefs about a particular group or class of people. Negative stereotypes are frequently the basis for prejudicial attitudes and beliefs. Stereotyping allows for the disregard of people as individuals and categorizes them as a member of a group that all think, act, and behave in the same manner and fashion.
- D. *Racism:* The incorrect assumption that a race determines specific cultural and psychological traits, with the belief that one race is superior to another. Based on this belief of racial superiority, discrimination is allowed to exist as a manner for dealing with other races as inferior.

III. PROCEDURES

A. Adherence

Discrimination, sexual harassment, or any form of harassment by a specific act, inference, or omission by or against any member of the Peoria Police Department, or by a member against a citizen or visitor to Peoria, will not be permitted, tolerated, or condoned.

B. Notification responsibilities

This general order covers a wide spectrum of behavior, which may include casual remarks or activities which department members may not realize are offensive. Department members who find casual remarks or other behavior offensive are strongly encouraged to put the offending member on notice that these activities are offensive. If the offended department member feels uncomfortable confronting the offender, the offended department member's supervisor or Professional Standards should be contacted, and this may be done anonymously. Addressing the behavior immediately with the appropriate administrative or disciplinary action will ensure an environment free of discrimination and sexual harassment.

C. Complaint reporting process

Should department members or citizens feel they have been discriminated against or harassed, the member or citizen may undertake one or more of the following steps:

1. Members encountering harassment or discrimination may tell the person the actions are unwelcome and offensive. The member will document all incidents in order to provide the fullest basis for investigation. Anonymous complaints of discrimination and/or sexual harassment will receive the same attention and investigation as would any other complaint.
2. Members who believe they are being harassed or discriminated against will report the incident to the member's supervisor as soon as possible so that steps may be taken to protect the member from further harassment/discrimination, and appropriate investigative and disciplinary measures may be initiated. Where this is not practical, the member may instead file a complaint with another supervisor, with Professional Standards, or with the city's equal opportunity officer. Anonymous complaints will be received as indicated above (26.1.3).
 - a. The supervisor or other person to whom a complaint is given will meet with the member and document the incident, the person(s) performing or participating in the incident, and the date of occurrence.
 - b. The department member taking the complaint will expeditiously deliver the complaint to the appropriate investigative authority.

D. Professional Standards

Professional Standards will be responsible for the investigation of any complaint alleging harassment or discrimination.

1. Professional Standards will immediately notify the superintendent of police if the complaint contains evidence of criminal activity such as battery, rape, or attempted rape.
2. The investigator will include a determination whether other members or citizens are being harassed or discriminated against by the person, and whether other agency members participated in or encouraged the harassment or discrimination.
3. Professional Standards will inform the parties involved of the outcome of the investigation.
4. A file of harassment and discrimination complaints will be maintained in a secure location. The superintendent will be provided with an annual summary of these complaints.

E. Complaint Protection

There will be no retaliation against any employee or citizen for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint.

F. Appeals

Complainants or members accused of harassment or discrimination may file a grievance/appeal in accordance with department procedures when they disagree with the investigation or disposition of a harassment or discrimination claim.

This policy does not preclude any employee or citizen from filing a complaint or grievance with an appropriate outside agency.

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



GENERAL ORDER

<u>NUMBER</u>	200.15
<u>EFFECTIVE DATE</u>	March 22, 2017
<u>SUBJECT</u>	Employee Recognition

<u>DISTRIBUTION</u>	<u>NUMBER OF PAGES</u>
All Personnel	7
<u>CALEA REFERENCE</u>	<u>SUPERSEDES</u>
N/A	GO 200.15 Dated 1/26/00, 5/15/00, 1/22/08
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u>
	N/A
	Jerry E. Mitchell Chief of Police

I. PURPOSE

It is important that the police department take actions to recognize those who serve with enthusiasm, diligence and commitment. The police chief, on behalf of the department and community, presents the awards for continuous outstanding performance, dedication to duty, performance under extreme and dangerous conditions, and exemplary service to the department and community.

II. POLICY

The department shall objectively and fairly administer a commendation of performance system that will give both public and Department recognition to commissioned and non-commissioned personnel who bring honor to themselves, the Department, and the community.

III. AWARDS

- A. *Combat Valor*: Awarded to commissioned personnel honorably and legally involved in a face-to-face exchange of gunfire aimed at the officer. Exposure to gunfire in sniping, barricaded subjects, or similar situations does not qualify for this award. Receipt of this award excludes eligibility for the Police Valor award for the same incident.
- B. *Distinguished Police Duty*: Awarded for distinguished and exceptional performance of duty involving great courage, unusual police action, great personal danger, or other exceptional circumstances.
- C. *Distinguished Service—Citizen*: Awarded to a citizen who has:
 1. Worked with agencies, organizations, or the Police Department to improve a neighborhood's quality of life.
 2. Taken an active role in community crime prevention programs.

3. Contributed to further police-community relations.
 4. Taken the initiative to assist the Police Department in an exemplary fashion (such as saving a life).
- D. *Distinguished Service—Non-commissioned personnel:* Awarded by the Honors Board or the Police Chief to a non-commissioned personnel of the Department who renders unusually meritorious service to the Department or its' non-commissioned personnel, or brings great honor to the police service and/or the Department, or to a non-commissioned personnel who renders unusual and outstanding performance of duty through unusual dedication, persistence, or professionalism.
- E. *Distinguished Service—Commissioned:* Awarded by the Honors Board or the Police Chief to commissioned personnel of the Department who renders unusually meritorious service to the Department or its' commissioned personnel, or brings great honor to the police service and/or the Department, or to commissioned personnel who renders unusual and outstanding performance of duty through unusual dedication, persistence, or professionalism.
- F. *Employee of the Year (Civilian):* Awarded to non-commissioned personnel for consistently outstanding job performance, professional attitude, and willingness to support efforts of the community and Department above and beyond that of an average employee.
- G. *Letter of Commendation:* Awarded for excellence in service, under the following circumstances:
1. To commissioned and non-commissioned personnel for outstanding performance of duties under unusual or complicated conditions over any period of time
 2. To commissioned and non-commissioned personnel for recognition of proactive problem-oriented policing and philosophy, as demonstrated by projects or beat and community involvement which brings position recognition to the Department.
 3. To any distinct work group of personnel under any of the above-named circumstances if earned while aiding, assisting, or working on a group project
 4. To a citizen whose action exemplifies excellence in the performance of civic responsibility, shows unselfish devotion to his fellow man and the community where he lives, and/or brings honor to himself and recognition to the City and the Department.

- H. *Lifesaving:* Awarded for saving a life under circumstances such that the commissioned and non-commissioned personnel was not at danger as a result of the act. The commissioned or non-commissioned personnel must be directly responsible/actively involved in the action which save the individual's life.
- I. *Lifesaving/Valor:* Awarded for meritorious rescue or first aid efforts where the commissioned or non-commissioned personnel was placed in a position of imminent threat to personal safety.
- J. *Police Cross:* Awarded to the family members of commissioned personnel who lost his life in the performance of duty, under honorable conditions.
- K. *Police Officer of the Year:* Awarded by previous recipients to a commissioned member of the Department who consistently performs all duties of his position in a professionally acceptable manner, presents an image of conduct and demeanor which reflects favorably upon the Peoria Police Department, and elicits the respect of fellow officers.
- L. *Police Valor:* Awarded to commissioned personnel involved honorably and legally in any type of exceptional combat situation that would endanger the life of the officer and/or a citizen of the community, other than the circumstances of the Combat Valor award.
- M. *Silver Shield:* Awarded to commissioned personnel of the Department who has been seriously injured (sever open wound, broken bone, or gunshot wound) while in the direct performance of police duty. The award is limited to those cases resulting from attack by an assailant, personal combat, or the performance of an act of valor.
- N. *Recognition Day:* Awarded by the Chief of Police to Department personnel for unusually good work resulting from diligence and initiative.
 - 1. Recognition days should be regarded as one step above and much less common than the written commendation. An action not meriting a commendation would generally not merit a recognition day.
 - 2. It is important that the recognition day be for unusual service to the public, involving unusual initiative and dedication, and it is emphasized that recognition days should not be limited to good arrests. It is also important that a recognition day be independent of formal honors awarded by the Honors Board.
 - 3. The division captain, upon recommendation of the lieutenants through a division staff meeting, or of his own volition, may award a recognition day in accordance with the above policy, with the concurrence of the police chief.
 - 4. The police chief may award recognition days as deemed appropriate.

O. Awards consist of:

- | | |
|--------------------------------------|----------------------------|
| • Combat Valor | Letter, medal, certificate |
| • Distinguished Police Duty | Letter, medal, certificate |
| • Distinguished Service—Citizen | Letter, plaque |
| • Distinguished Service—Civilian | Letter, plaque |
| • Distinguished Service—Commissioned | Letter, medal, certificate |
| • Employee of the Year | Letter, plaque |
| • Letter of Commendation | Letter |
| • Lifesaving | Letter, certificate |
| • Lifesaving/Valor | Letter, medal, certificate |
| • Police Cross | Letter, medal, certificate |
| • Police Officer of the Year | Letter, medal, certificate |
| • Police Valor | Letter, medal, certificate |
| • Recognition Day | Letter, day off with pay |
| • Silver Shield | Letter, medal, certificate |

It shall be the responsibility of the Police Officer of the Year Selection Committee to draft the letter for the Police Chief's signature.

IV. PROCEDURES

A. Nomination Process

Any commissioned or non-commissioned personnel who wish to nominate personnel of the Department for an award must complete an award nomination form and attach any supporting documents. They must be addressed to the Police Chief in a sealed envelope, and delivered by March 1.

Awards must meet all criteria and will not be given for actions, normally expected of a well-trained officer. Those nominated for Distinguished Service must meet the criteria throughout the year and not be limited to only a few specific incidents. Awards are for performance above and beyond the call of duty, or consistently outstanding performance. The number of arrests, tickets, etc., may be submitted but shall not alone qualify for an award.

B. Recommendations

The Honors Board shall review all award submittals and make recommendations to the Captain of Support Services. Recommendations shall be submitted on the award nomination form (attached) and accompanied by appropriate documentation. The Police Chief has final approval on all awards.

1. Composition of the Honors Board

The Honors Board shall be chaired by the captain of support services, and shall consist of two commissioned personnel appointed by the police chief, a past non-commissioned Employee of the Year appointed by the captain of

support services, and ten commissioned personnel elected as representatives of the Department. A majority shall be required to constitute a quorum.

C. The Honors Board shall review all nominations submitted to ensure they meet the requirements and make a recommendation to the Police Chief to approve or deny the award. Awards are not final until the Police Chief approves the nomination. Once approved, they are final and **not** subject to appeal.

a. Appointed

- 1) Captain of Support Services
- 2) Benevolent President (or designee)
- 3) Past Employee of the Year (Only during the deliberations of non-commissioned awards will a past Employee of the Year recipient be present and a voting member of the Board.)

b. Elected

Each group shall elect its representative and submit the results to the Police Chief by February 1 of each year. Once the Honors Board is elected it will be the responsibility of the Chairman to schedule meetings as necessary to complete the awards process by April 15. The first meeting will be held the second week of February to review the nominations and process.

One commissioned personnel of any rank from the following shall be elected by his peers by secret ballot.

- 1) Support Services Division
- 2) Criminal Investigations/Adult representative
- 3) Criminal Investigations/Juvenile representative
- 4) Patrol 1st shift
- 5) Patrol 2nd
- 6) Patrol 3rd/4 shift
- 7) Special Investigations
- 8) Special Operations
- 9) Technical Services

2. Responsibilities

The Honors Board shall review all nominations submitted to ensure they meet the requirements and make a recommendation to the Police Chief to approve or deny the award. Awards are not final until the Police Chief approves the nomination. Once approved, they are final and **not** subject to appeal.

3. Time frame

Nominations will be considered from January 1 through December 31 of each year. The Honors Board shall receive all nominations and supporting documentation no later than March 1.

The nominations shall be sent to the Police Chief with pertinent documentation to support his position.

If the Honors Board refuses the award based on the information submitted, it shall notify the person who originally made the nomination and allow him to either send additional information to the Honors Board within ten days.

4. Confidentiality

All discussions and deliberations concerning award nominations shall be held in complete confidentiality by the Honors Board to protect the integrity of the entire process.

D. Presentation

All awards shall be awarded, and letters of commendations shall be mentioned during Police Week ceremonies held annually in May.

Letter of Recognition Days shall be presented to the recipient during his roll call. The letter shall be presented by the police chief or his designate.

Copies of all certificates and letters will be placed in the commissioned and non-commissioned personnel's file.

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PEORIA POLICE DEPARTMENT
"BUILDING A PARTNERSHIP"

AWARD NOMINATION FORM

Type of award recommended: _____

I recommend: _____

Said employee is currently assigned to: _____

Re: case # (if applicable): _____ Date: _____

Details of situation: _____

Submitted by: _____

Honors Board: Approves Disapproves

Honors Chair: Approves Disapproves

Police Chief: Approves Disapproves



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Personnel Early Intervention System	200.16
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
Commissioned Personnel	November 19, 2018
<u>CALEA REFERENCE</u>	<u>NUMBER PAGES</u>
35.1.9	6
<u>AUTHORITY</u>	<u>SUPERSEDES</u>
	7/30/18
	<u>OTHER REFERENCE</u>
	Illinois Records Retention Act
	<u>AUTHORITY</u>
	Loren Marion III Chief of Police

I. PURPOSE

The purpose of this policy is to inform all employees of department procedures relative to the organization, management, and utilization of the Personnel Early Intervention System.

II. POLICY

It shall be the policy of the Peoria Police Department to maintain an Early Intervention System to assist in the identification of personnel who exhibit signs of performance and/or stress related problems and who may benefit from agency intervention.

The Department's Early Intervention System offers a non-disciplinary avenue to address problems and/or performance deficiencies for employees who may benefit from intervention.

The Early Intervention System includes options and reviews already available through Use of Force reporting, the disciplinary system, the performance evaluation system, the Employee Assistance Program, the internal affairs function, and administrative review functions.

III. DEFINITIONS

- A. *Early Intervention System (EIS)*: A time-sensitive system designed to effectively identify early indicators of performance and/or stress related problems, through the performance evaluation process.
- B. *Plan of Action*: A written series of active steps to be carried out to accomplish defined goals. A plan of action should include a definition of the problem, objectives, strategies and responsibilities to address the problem, and a target date for completion.

IV. PROCEDURE

- A. Direct Supervisors shall review the following information for their personnel on a periodic basis as criteria relevant to the Personnel Early Intervention System:
1. Use of Force Incidents. Information shall be reviewed from the Use of Force Module custom report. The frequency of uses of force shall be measured by shift and district activity level. Officers whose activity is above the shift average will be indicated for EIS review.
 2. Sick Leave. Supervisors shall monitor their subordinates for patterns of misuse or abuse. Instances of abuse of sick leave, in conjunction with other warnings, may indicate a need for intervention. Supervisors shall refer to the Collective Bargaining Agreement Section 13.3 & 13.4 in the development of the intervention. Thresholds for the activation of EIS review shall be at the supervisor's professional discretion based on the circumstances in entirety.
 3. Vehicle Accidents/Damage. All vehicle accidents involving city vehicles shall be collected from the Uniformed Operations Division. The incident of the accident as well as the ultimate disposition determined by the Accident Review Board shall be reviewed by immediate supervisors. Two or more preventable accidents in a 1-year period shall initiate an EIS review by the officer's Shift/Division/Unit Lieutenant.
 4. Vehicle Pursuits. Information regarding the types and frequency of pursuits shall be collected for review. The frequency of vehicle pursuits shall be measured by shift and district activity level. Officers whose activity is above the shift average will be indicated for EIS review by the officer's Shift/Division/Unit Lieutenant.
 5. Complaints. All complaints received against an officer, including those handled at the supervisory level and those handled by Professional Standards. Two or more Formal Complaints against an officer in a 1-year period shall initiate an EIS review by the officer's Shift/Division/Unit Lieutenant.
 6. Department violations. Direct Supervisors shall review instances of department violations and/or identified deficiencies. These reviews will serve to identify patterns that would not otherwise become apparent, and thereby allow supervisors the opportunity to provide an additional intervention. Two or more documented violations in a 1-year period shall initiate an EIS review by the officer's Shift/Division/Unit Lieutenant.
 7. Supervisory counseling. Departmental supervisors may use counseling to encourage or correct behavior and shall document when this option is utilized. The supervisor shall also note if the counseling is related to a previous use of the Early Intervention System. Supervisors shall consider the frequency and nature of the counseling when determining whether to initiate an EIS review.

8. **Evaluations.** After evaluations have been completed and approved, supervisors shall note any Exceeds Standards or Below Standards ratings for any factor of each subordinate's evaluation. Two or more Below Standards ratings on a mid-year or annual evaluation shall initiate an EIS review by the officer's Shift/Division/Unit Lieutenant.
 9. **All unusual occurrences involving officers.** Unusual occurrences for purposes of the EIS shall consist of any information which the supervisor deems noteworthy and/or significant, or which the repeated performance by an officer would be worthy of monitoring to effectively identify early indicators of performance and/or stress related problems. This could be an unusual response to a routine call, a critical incident, or simply out of character behavior. Supervisors shall consider the frequency and nature of the incident when determining whether to initiate an EIS review at the direct supervisory level.
- B. From these periodic reviews, direct supervisors will identify employees who may need intervention and request to initiate a review based on current patterns of collected material. Supervisors shall forward their recommendation to the Shift/Division/Unit Lieutenant to review the information and decide whether to initiate a Plan of Action intervention with the employee.
- C. When a supervisor identifies an instance requiring a *mandatory* EIS review by the Shift/Division/Unit Lieutenant (i.e., two or more preventable vehicle accidents in a 1-year period) the supervisor will notify the Shift/Division/Unit Lieutenant. The Lieutenant will then review all aspects of the employee's performance and determine if a Plan of Action should be initiated on the employee in question. The Lieutenant will notify the Division Captain of his findings and recommendation. The Lieutenant will then create a Plan of Action to be implemented with the officer.
- D. Shift/Division/Unit Lieutenant Responsibilities.
1. Coordinate the logistics of the employee's participation in the course of assistance.
 2. Monitor and verify the employee's participation and completion of the approved plan.
 3. Prepare and forward a comprehensive report to the Division Captain documenting the employee's participation and final status within 30 days of the employee's completion of the assistance plan. If the plan will require more than 90 days to complete, a series of status reports shall be made prior to the completion of the plan.
- E. Direct supervisors will generate an annual report listing employee incidents consistent with those described, including the number and type of occurrences for each employee. This annual report is done in preparation for the annual

performance evaluation process. The report will include a cumulative summary and a documented evaluation of the Personnel Early Intervention System. The report will be forwarded to the Shift/Division/Unit Lieutenant.

F. Office of Professional Standards Responsibilities

1. The Office of Professional Standards shall conduct an annual evaluation of the department's Early Intervention System to ensure that no employees were investigated for a serious case of misconduct when there was an escalating pattern of less serious misconduct, which could have been abated through intervention. A written report shall be completed and submitted to the chief of police. (35.1.9.c)

G. Plan of Action (35.1.9.e., 35.1.9.f)

1. The purpose of the Early Intervention System is to help employees improve their behavior and performance, and prevent the escalation of behaviors. There are a number of possible remedial actions and resources available to help personnel. When an officer has been identified as requiring intervention, their Shift/Division/Unit Lieutenant shall develop an individual course of assistance (and evaluation, if appropriate) that is not disciplinary in nature, called a Plan of Action.
2. All supervisors shall receive training from Human Resources regarding the legal use of the Early Intervention System information, and the appropriate communication of the Plan of Action.
3. Possible interventions include, but are not limited to:
 - a. Individual counseling with a supervisor
 - b. Critical incident stress debriefing
 - c. Remedial training (e.g. conflict resolution, anger management, communication skills, stress management)
 - d. Referral to Employee Assistance Program (EAP). The EAP shall be used in accordance to Article 25 in the Collective Bargaining Agreement. Any mandatory referral shall go through the chain of command to the support services captain, who will refer to Human Resources. The support services captain will inform the chief of police.
 - e. Limited/temporary change of working environment
 - f. Peer training or assistance

4. The plan will be flexible enough to permit modification if necessary. Significant progress or continued problems may dictate modification of the plan or additional measures.
5. Unless otherwise determined by the Division Captain, the Shift/Division/Unit Lieutenant initiating the intervention is responsible for coordinating the employee's participation in the course of assistance, and verifying participation in and completion of the approved plan.
6. The Shift/Division/Unit Lieutenant shall prepare and forward a comprehensive report to the Division Captain documenting the employee's participation and final status within 30 days of the completion of the Plan of Action. If the plan will require more than 90 days to complete, a series of status reports shall be made prior to the completion of the plan. (35.1.9.d)

H. Relationship to Discipline

1. While the Early Intervention System is non-disciplinary in nature, incidents that are part of an ongoing internal investigation or a part of a continued pattern of misbehavior shall not be exempt from the Professional Standards investigation or discipline.
2. Employee participation in an individual Plan of Action shall be voluntary in nature and structured toward the best interest of the employee. Any mandatory participation shall be prescribed by the Chief of Police or Human Resources, and shall be subject to the Collective Bargaining Agreement.
3. Failure to improve performance after prescribed an intervention through a Plan of Action shall be subject to progressive discipline.
4. Supervisors shall adhere to the Drug and Alcohol Free Workplace policy articulated in the Collective Bargaining Agreement Section 17.2 in the execution of the Early Intervention System.
 - a. Specifically, Section 17.2 C states that "no employee shall be disciplined or the subject of adverse employment action for the first instance where the employee notifies the Employer that he has a problem with legal prescription drug or alcohol use, and voluntarily seeks assistance prior to initiation of an investigation of suspected drug or alcohol abuse by the employee."
 - b. Also, "such voluntary referral to the employee assistance program, however, does not relieve the employee from the responsibility to adequately perform their job."

I. Records

1. Personnel Early Intervention System records shall be kept in the officer's division unit file according to the State of Illinois Records Retention Act schedule and the Collective Bargaining Agreement Section 16.7. These entries shall not be used in personnel evaluations after six months if no subsequent behavior.
2. Department members may access their EIS records by making a request to their direct supervisor, which shall be approved by the division commander.

V. SYSTEM EVALUATION

Annual Evaluation

1. The Office of Professional Standards shall conduct an annual evaluation of the Early Intervention System and submit a written report to the chief of police in January of each year. The report shall include:
 2. Recommendations regarding the effectiveness of the system and any suggested changes.
 3. A summary of any internal review processes triggered by the system during the year.
 4. Any serious cases of misconduct investigated by the Office of Professional Standards when there was an escalating pattern of less serious misconduct, which could have been abated through intervention.

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



GENERAL ORDER

<u>NUMBER</u>	200.17
<u>EFFECTIVE DATE</u>	March 22, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>

Civil Liability Procedures	2
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	GO 215-75; GO 200.17 6/5/00; 400.68
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
N/A	N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

The Police Department operates in the area of criminal not civil law. Peoria Police Officers shall not admit or discuss liability, but shall follow the outlined procedures regarding civil matters or disputes.

II. PROCEDURES

A. Two Party Civil Situation

In the instance an officer is dispatched to a situation that is later deemed to be a civil matter, the officer shall remain impartial and explain that it is a civil issue best resolved in court.

B. Lost or Damaged Property

In the instance a citizen complains of loss or damage resulting from police activity that is deemed unintentional, and/or a citizen calls to report damage or loss by any city department, the officer shall follow the claim process below:

1. The officer will fill out the appropriate form—a supplemental report to an existing report if applicable, or a non-crime report if the incident has not been documented.
 - a. Gather the facts and circumstances of the claim, including photographs of the alleged damage if possible.
2. The officer will give the citizen the phone number for VeriClaim to file their complaint 877-214-5819. There should be no discussion of the merits of the claim.

C. Citizen Complaints

In the instance a citizen presents a claim of police misconduct—including but not limited to intentional damage or negligent care of property—the reporting officer shall follow the citizen complaint procedure (Discipline Procedures 200.02).

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



GENERAL ORDER

<u>NUMBER</u>	200.18
<u>EFFECTIVE DATE</u>	December 11, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Payroll	14
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
ALL Personnel	GO 270 (All Parts); 8/17/00; 3/22/10; 200.01 12/21/10 re-numbered
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
22.1.1	N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PAYROLL PROCEDURES

- A. Department time sheets are distributed by the Fiscal Technician to the division supervisors. An authorized supervisor is responsible for all information placed on the daily time sheet, payroll correction form or overtime entry form, and is required to inspect the original payroll time sheet for accuracy.
- B. An authorized supervisor signing time sheets must have a signature for verification purposes on record in the Payroll Department at City Hall. The Fiscal Technician shall be responsible to notify Payroll if a supervisor's authorization status changes.
- C. After completing the payroll time sheet, overtime entry form or payroll correction form with the proper hour code, account code, and overtime code information, supervisors shall sign the time sheet and turn it in to the Fiscal Technician.
- D. Any changes on the daily time sheet should be made in red ink. To make a change on the daily time sheet, cross off the RG 8.25/8.0 hours, except as indicated for holiday codes, and beneath it enter the new hour type code and the number of hours. All entries made should equal 8.25/8.0 hours, even if there are two different hour type codes used.
- E. When an entry error has been discovered on a previous payroll entry, the requesting employee, through his Chain of Command, shall submit a payroll correction form to the Fiscal Technician for processing.
- F. Availability pay requires an additional entry on the daily time sheet. In the *Project* column enter the hour type code 83, the employee's division account number, and the dollar amount earned on standby, \$21.43. This entry shall be made each day the employee is on standby status.

G. The Fiscal Technician is responsible for:

1. Checking payroll records for accuracy
2. Processing all Police Department payroll information
3. Providing instruction to newly appointed sergeants
4. Checking holiday entries to ensure accuracy

H. Department employees shall direct all questions about payroll to the shift or unit lieutenant. Further clarification can be requested of the Fiscal Technician, who ensures the interpretation of rules as communicated throughout the Police Department.

II. DIVISION ACCOUNT NUMBERS

Following are the account numbers for payroll time sheets, overtime entry forms, and payroll correction forms:

<u>Account Number</u>	<u>Division</u>
2110-561	Chief's Office
2120-561	Administration
2121-561	Training
2130-561	Crime Scene Unit
2131-561	Records
2133-561	Technical Services
2140-561	Patrol
2150-561	CID
2160-561	SID
2170-561	Community Services
2171-561	Traffic

III. HOUR TYPE CODES—PAID/UNPAID LEAVE/HOLIDAY

- AL Administrative leave with pay
- AX Absent without pay
- BC Bereavement (commissioned)
- BR Bereavement (civilian)
- CB City business
- CE Comp time earned (civilian)
- CO Comp time taken (civilian)
- CW Workers' comp
- FS Family leave sick
- FT Family leave personal
- FV Family leave vacation
- FX Family leave without pay
- HC Holiday observed (commissioned)
- HH Holiday worked - leave RG code (commissioned)
- HL Holiday observed (civilian)

- HM Holiday regular day off—reserving holiday to take off later—LH to follow (civilian)
- HO Holiday with pay - regular day off (civilian)
- HR Holiday (worked holiday) reserve holiday/code LH—used later (civilian)
- HW Holiday worked - leave RG code (civilian)
- IO Injured on duty
- JD Jury duty
- LD Light duty
- LH Reserved holiday—taken at later date (civilian)
- ML Military leave
- MO Military paid with orders (15 days per year)
- MX Reserved day to use as ML (working day off) (always 8.00 hours and *SH* does not apply)
- OX Other leave without pay
- PC Personal leave (commissioned)
- PG Personal Leave donated by officer
- PL Personal leave (civilian)
- RD Recognition day taken
- RG Regular hours
- SD Duty relief day
- SF Sick worked/received by officer
- SG Sick time donated (commissioned/civilian)
- SK Sick with pay
- SP Suspension with pay
- SU Suspension without pay
- SW Sick worked/donated by officer
- SX Sick without pay
- TK Trade day/worked
- TL Training school leave
- TM Trade day/off
- TP Training pay (civilian)
- UB Union business
- UC Union business/police convention
- UN Union Business/non City
- UP Personal day used by officer donee
- US Sick used by officer donee
- UU Sick used by AFSCME employee donee
- UV Vacation used by officer donee
- UX Union business without pay
- VA Vacation (civilian)
- VC Vacation (commissioned)
- VG Vacation donated

- VX Vacation without pay
- 3V On loan to different department

IV. EXPLANATION OF HOUR CODES

- A. **AL:** If a commissioned employee is placed on administrative leave by the Chief, cross off the RG 8.25 hours and write AL and the number of hours on that date.
- B. **AX:** If a commissioned/civilian is normally scheduled to work but does not show up, is placed off work without pay, or out of sick leave and chooses not to use other accrued time, cross off the RG 8.25/8.00 hours and write AX and the number of hours they did not work.
- C. **BC:** If a commissioned employee is using bereavement for immediate family as defined in the contract, cross off the RG and 8.25 and change to BC and 8.00. Per the contract, they are allowed three paid bereavement days.
- D. **BR:** If a civilian employee is using bereavement for immediate family as defined in the contract, cross off the RG and change to BR. Per the contract, they are allowed three paid bereavement days.
- E. **CB:** If a commissioned/civilian employee normally scheduled to work goes to a meeting out of the city, cross off the RG 8.25/8.0 hours and write CB and the number of hours on that date.
- F. **CE:** If a civilian employee wants to earn comp time instead of overtime, he should be marked CE for the hour type code on the civilian overtime sheet.
- G. **CO:** If a civilian employee takes hours or a day off using comp time previously earned, change the RG code and use CO code for number of hours employee takes off.
- H. **CW:** If a civilian employee was injured on duty and has used up the three days of IO time, cross off the RG 8.0 hours and write CW and the number of hours for that date. The CW is only used for commissioned when notified by Human Resources through the Support Services Captain.
- I. **FS:** If a commissioned/civilian employee is using sick time while on family medical leave, cross off the RG 8.25/8.0 hours and write FS and the number of hours on that date.
- J. **FT:** If a commissioned/civilian employee is using personal time while on family medical leave, cross off the RG 8.25/8.0 hours and write FT and the number of hours on that date.
- K. **FV:** If a commissioned/civilian employee is using vacation time while on family medical leave, cross off the RG 8.25/8.0 hours and write FV and the number of hours on that date.

- L. **FX:** If a commissioned/civilian employee is on a family medical leave and is all out of accrued time, cross off the RG 8.25/8.0 hours and write FX and the number of hours on that date.
- M. **HC:** If it is a commissioned employee's regular day to work, he is given the holiday off. Cross off RG 8.25 and write HC 8.00. .
- N. **HH:** **If a commissioned employee works the scheduled holiday, leave RG 8.25 and beneath it write HH 8.00. Both RG and HH must be written in order to receive the additional eight (8) hours of holiday pay.**
- O. **HL:** Civilian employee will be marked as follows:
 1. If it is their day off, enter HO 8.0, or
 2. If it is their day to work and they take the day off, the HL 8.0 will already be there, or
 3. If it is their day to work and they actually work, change HL 8.0 to RG 8.0 and add HW and number of hours they work.

RG and HW both must be written in order to receive holiday pay (civilian only).

- P. **HM:** If a holiday falls on the civilian employee's normal day off and the employee wishes to reserve this holiday to take in lieu of a holiday on a different date, cross off the RG 8.0 hours and write HM 8.0 hours for that date.
- Q. **HO:** If a holiday falls on a civilian employee's normal day off, the employee is entitled to holiday pay for that date. Write HO 8.0 hours on that date. If a holiday falls while an employee is on a scheduled vacation/personal, two entries are required. Cross off the RG 8.25/8.00 hours and write VA/PL 8.0 hours. Underneath that entry write HO 8.0 hours for that date.
- R. **HR:** If a civilian employee works the scheduled holiday but wishes to reserve the day for an in-lieu-of day, leave the RG 8.0 hours and enter beneath it HR 8.0 hours for that date.
- S. **HW:** If a civilian employee works on the holiday, leave the RG 8.0 and beneath it write HW 8.0 hours for that date. Both RG and HW must be written in order to receive holiday pay.

If a civilian employee works on the holiday refer to HL.

- T. **IO:** If a commissioned/civilian employee has been injured on duty (three days allowed for civilians), cross off the RG 8.25/8.0 hours and write IO 8.0 hours for that date.
- U. **JD:** If a commissioned/civilian employee is called to jury duty on a scheduled day to work, cross off the RG 8.25/8.0 hours and write JD 8.0 hours for that date.
- V. **LD:** If a commissioned/civilian employee was injured or sick and is now working light duty, cross off the RG 8.25/8.0 hours and write LD 8.0 hours for that date.
- W. **LH:** If a commissioned/civilian reserved holiday pay to take day off at later date, when he takes that day in lieu of holiday time off, cross off the RG 8.25/8.0 and write LH 8.0. The holiday date that had been reserved should be entered on the time sheet in parenthesis. Civilians are only allowed to reserve two (2) holidays per year.
- X. **ML:** If a commissioned employee is on military leave, cross off the RG 8.25 hours and write ML 8.0 hours on that date (MX day previously to cover this time).
- Y. **MO:** If a commissioned/civilian employee is on annual military leave (with orders) their first 15 days are with full pay. Cross off the RG 8.25/8.0 hours and write MO 8.0 hours on that date.
- Z. **MX:** If a commissioned employee works a normal day off/time off to be exchanged for a military day off (ML), write MX and number of hours on that date (*SH* does not apply).
- AA. **OX:** If a commissioned employee is off without pay (all other leave time is exhausted) cross off the RG 8.25 hours and write OX 8.0 hours on that date.
- BB. **PC:** If a commissioned employee takes a personal day, cross off the RG 8.25 hours and write PC 8.0 hours on that date.
- CC. **PG:** If a commissioned employee donates a personal day to an officer that is out of sick leave, write PG 8.0 hours beneath the RG 8.25 hours for that date.
- DD. **PL:** If a civilian employee takes a personal day, change RG 8.0 to PL 8.0. If civilian employee takes partial day off change RG 8.0 to correct number of hours worked and add PL and correct number of hours taken off as personal.
- EE. **RD:** If a commissioned employee takes a recognition day that has been awarded by the Chief, cross off the RG 8.25 hours and write RD 8.0 hours on that date.
- FF. **RG:** If it is a commissioned/civilian employee's normal day to work, leave the RG 8.25 hours/8.0 hours printed on the payroll time sheet. If the employee is temporary, write in RG and the number of hours worked for that date.

- GG. **SD:** If a commissioned employee takes roll call days, cross off the RG 8.25 hours and write SD 8.0 hours on the dates.
- HH. **SF:** If an officer is off work and another officer is working for him/her, cross off the RG 8.25 hours and write SF 8.0 on that date (with working officer's name).
- II. **SG:** If a commissioned/civilian employee donates a sick day to an officer/civilian that is out of sick time, write SG 8.0 hours beneath the RG 8.25/8.0 hours for the date donated.
- JJ. **SK:** If a commissioned/civilian employee calls in sick, cross off the RG 8.25/8.0 hours and write SK 8.0 hours for that date.
- KK. **SP:** If a commissioned/civilian employee is suspended with pay, cross off the RG 8.25/8.0 hours and write SP 8.0 hours for that date.
- LL. **SU:** If a commissioned/civilian employee is suspended without pay, cross off the RG 8.25/8.0 hours and write SU 8.0 hours for that date.
- MM. **SW:** If a commissioned employee is working for another officer that is out of time, mark SW 8.0 hours on the officer that is working timesheet (with receiving officer's name).
- NN. **SX:** If a commissioned employee calls in sick but is out of sick leave, cross off the RG 8.25 hours and write SX 8.0 hours for that date.

If a civilian employee calls in sick but is out of sick time, cross off the RG 8.0 hours and write AX 8.0 hours until the proper sick leave documentation has been completed and approved by the Human Resources Department.
- OO. **TK:** If a commissioned/civilian employee is working (as trade day), enter TK 8.25/8.00 and the number of hours traded on that date. Also include the employee's name that was off on the trade day in parenthesis (*SH* does not apply).
- PP. **TL:** If a commissioned/civilian employee has been assigned to a training session, cross off the RG 8.25/8.0 hours and write TL 8.0 hours for that date. If the training session is less than 8 hours, leave the RG and write the number of hours worked and the number of hours in training. These two entries should equal 8.25/8.0 hours.
- QQ. **TM:** If a commissioned/civilian employee is off (due to a trade day), change RG to TM and leave 8.25/8.00 (do not cross it off). *SH* should be entered if appropriate (also include the employee's name that worked on the trade day).
- RR. **TP:** A civilian employee is assigned to train another civilian employee is to receive training pay, write TP and the number of hours the employee trains beneath the RG 8.0 hours on the dates of training.

- SS. **UB:** If a commissioned/civilian employee is excused from regular duties to perform duties of the Union, write UB and the number of hours for the date the employee is participating in Union functions. This entry and the RG entry should equal 8.25/8.0 hours.
- TT. **UC:** If a commissioned employee is off for the Police Benevolent convention, cross off the RG 8.25 hours and enter UC 8.0 for that date.
- UU. **UN:** If a civilian employee is on “Non-City” union business, cross off the RG 8.0 and enter UN and the number of hours on that date.
- VV. **UP:** If a commissioned employee who is out of sick leave is using a donated personal day, cross off the RG 8.25 hours and write UP 8.0 hours on that date.
- WW. **US:** If a commissioned employee who is out of sick leave is using a donated sick day, cross off the RG 8.25 hours and write US 8.0 hours on that date.
- XX. **UU:** If a civilian employee who is out of sick leave is using a donated sick day, cross off the RG 8.0 hours and write UU 8.0 on that date.
- YY. **UV:** If a commissioned employee is out of sick leave and is using a donated vacation day, cross off the RG 8.25 hours and write UV 8.0 hours for that date.
- ZZ. **UX:** If a commissioned employee is on “Non-City” union business, cross off the RG 8.25 hours and enter UX and the number of hours on that date.
- AAA. **VA:** If a civilian employee takes a vacation day, cross off the RG 8.0 hours and write VA 8.0 hours on that date.
- BBB. **VC:** If a commissioned employee takes a vacation day, cross off the RG 8.25 hours and write VC 8.0 hours on that date.
- CCC. **VG:** If a commissioned employee donates a vacation day to an officer that is out of sick leave, enter VG 8.0 hours beneath the RG 8.25 for that date.
- DDD. **VX:** Civilian employee can take up to 80 hours of vacation the first year of employment without pay.
- EEE. **3V:** If a commissioned employee is on loan to a different division, cross off the RG and write 3V on that date. Leave the 8.25 hours.

V. HOLIDAYS

- A. Holidays require an additional holiday code entry on the daily time sheet. The entry should reflect exactly what the employee did on that holiday. The hour type codes and the explanations of the codes should help when making an entry on the holiday.

If a civilian employee works on the holiday, the RG 8.0 hours must remain on the time sheet and HW 8.0 hours should be entered beneath it in red ink.

If a commissioned employee works on holiday, RG 8.25 remains and HH 8.00 should be entered beneath in red ink.

- B. Comp days shall not be scheduled on holidays. If a civilian employee can be given a day off, use HL—taking day off. Comp time cannot be earned on a holiday.
- C. The day off in lieu of holiday for civilian employees is one (1), limited to two (2) per year. The day off must be scheduled in that year.

VI. OVERTIME

- A. Overtime entry form

1. Overtime should be placed on the proper overtime entry form. Commissioned overtime forms are white and civilian forms are green. Each overtime form should include the employee's name, identification number, division account number, hours code, number of hours worked, start time, and reason for the overtime. The overtime forms are located on the P: drive and updated by the Support Services Administrative Specialist.
2. A request for overtime payment shall be made on the same day it occurs and it shall be entered on the overtime entry form. All requests for overtime shall be documented by the requestor. Supervisors are responsible for any overtime they expend and shall be able to justify any expenditure. No officer shall schedule overtime for, or pay overtime to himself without approval of his supervisor.
3. Overtime will appear on the employee's paycheck under the title of *Overtime*. Overtime is paid at a straight hourly rate. All holiday, court, and grant related overtime is paid at an automatic time and one-half rate.

- B. Calculating overtime

Overtime will not be paid for time less than 15 minutes. Overtime between 15 and 30 minutes shall be rounded to the nearest half hour (.50). All other overtime shall be rounded to the nearest quarter hour (.25).

Example: Employee Jones works overtime on an investigation past his normal 2300 hours quitting time—until 2345 hours. He should be awarded .75 hours of pay.

C. Overtime earned

All overtime earned shall be marked on the overtime entry form, and the supervisor signing below the entry is responsible for all entries above his signature. A supervisor is not allowed to sign for his own overtime—a supervisor of equal or higher rank must sign it.

The overtime entry forms shall be placed in the mailbox of the Fiscal Technician on a daily basis.

D. Overtime for personnel attending training schools

An employee scheduled for any training school or class on his normal day off shall request the overtime through his shift or division commander. It shall be the responsibility of the shift or division commander to notify the Training Unit in writing prior to the school so the training unit can enter the overtime.

E. Court overtime while on IOD leave

If an officer is on IOD and is called to testify in court on his normally scheduled day off, the officer shall be paid overtime for court.

F. Police overtime codes

Police overtime codes have separate codes for straight time, time and a half, and double time. It is the responsibility of the supervisor making the overtime entry to check the factors and make sure the correct two-digit overtime code is used. The third column codes (double time) are to be used only for overtime on a holiday.

VII. FLSA OVERTIME RATE

All eligible sergeants, officers, and nonmanagement civilian employees shall receive FLSA overtime as follows:

- A. Sergeants and officers will be paid one and one-half times the applicable overtime rate for all FLSA hours worked in excess of 41.25 in a seven day period. Civilian employees will be paid one and one-half times the applicable overtime rate for all FLSA hours worked in excess of 40 in a seven day period. For purpose of payroll, the pay week begins at 7 a.m. on Sunday and ends at 6:59 a.m. the following Sunday.
- B. Overtime hours worked by a lieutenant must be approved in advance by the division Commander. All overtime hours shall be compensated on a straight time basis.
- C. The FLSA overtime rate shall be computed on the basis of 2080 annual hours. The base salary shall have longevity applied to it to derive the overtime hourly rate.

- D. FLSA will appear on the employees paycheck under the title of *Premium*, which is the half time paid on overtime hours.
- E. Premium is not paid for number of hours taken off sick during the seven day period for both commissioned and civilian employees. Premium is not paid for number of hours taken off for comp time during the seven day period for civilians.

VIII. POLICE OVERTIME ENTRY CODES

<u>TYPE</u>	<u>CODE #</u>			<u>CODE DESCRIPTION</u>	<u>FACTORS</u>		
Court	01			Court connected	1.5	2.0	
	02			Traffic	1.5	2.0	
	03			Pre-trial conference	1.5	2.0	
	10			Standby	1.0		
	11			Court Call-in	1.0		
	1X			Reinstated vacation day	1.0		
Traffic							
Enforcement	13	1C	1L	Parade	1.0	1.5	2.0
	14	1D	1M	Special event	1.0	1.5	2.0
	15	1E	1N	All other traffic	1.0	1.5	2.0
	16	1F	1O	Fatal/injury	1.0	1.5	2.0
	17	1G	1P	DUI	1.0	1.5	2.0
Criminal							
Investigation	32	3B	3K	Murder/homicide	1.0	1.5	2.0
	33	3C	3L	Crime against person/adult	1.0	1.5	2.0
	34	3D	3M	Crime against person/juvenile	1.0	1.5	2.0
	35	3E	3N	Crime against property/adult	1.0	1.5	2.0
	36	3F	3O	Crime against property/juvenile	1.0	1.5	2.0
	37	3G	3P	Vice related	1.0	1.5	2.0
	38	3H	3Q	Assistance to outside agency	1.0	1.5	2.0
	39	3I	3R	Confidential	1.0	1.5	2.0
	40	4X	4Y	Other investigation	1.0	1.5	2.0
	41	4A	4J	Stakeout/surveillance	1.0	1.5	2.0
	42	4B	4K	Saturation Patrol	1.0	1.5	2.0
Training							
Training	51	5A	5J	SRT training	1.0	1.5	2.0
	52	5B	5K	Training other	1.0	1.5	2.0
	53	5C	5L	Firearms qualification	1.0	1.5	2.0
	56	5F	5O	Firearms instruction	1.0	1.5	2.0

Meetings	71	7A	7J	Policy/command	1.0	1.5	2.0
	72	7B	7K	Community service	1.0	1.5	2.0
	73	7C	7L	Other	1.0	1.5	2.0
Special Project	77	7G	7P	Data entry	1.0	1.5	2.0
	78	7H	7Q	K-9 demonstration	1.0	1.5	2.0
	79	7I	7R	Dignitary protection	1.0	1.5	2.0
	83			Availability pay	1.0	1.5	2.0
General	85	8E	8N	Anticipated disturbance	1.0	1.5	2.0
	86	8F	8O	Disaster/public emergency	1.0	1.5	2.0
	88	8H	8Q	Prisoner guard duty	1.0	1.5	2.0
Fill-in*	75	7E	7N	IOD/light duty	1.0	1.5	2.0
	76	7F	7O	Military leave	1.0	1.5	2.0
	90	9X	9Y	Training	1.0	1.5	2.0
	91	9A	9J	Sick	1.0	1.5	2.0
	92	9B	9K	Vacation	1.0	1.5	2.0
	93	9C	9L	Personal day	1.0	1.5	2.0
	94	9D	9M	Stress days	1.0	1.5	2.0
	95	9E	9N	Vacant position	1.0	1.5	2.0
	96	9F	9O	City business	1.0	1.5	2.0
	97	9G	9P	Recognition day	1.0	1.5	2.0
	98	9H	9Q	Other administration	1.0	1.5	2.0

*Fill-in codes are listed in priority order. When hiring fill-in overtime, begin with IOD/light duty as the first priority and so on, in descending order.

IX. SHIFT DIFFERENTIAL

- A. Commissioned/Civilian employee normally and regularly assigned to a work shift which has a starting time between 1344 and 0459 hours will receive \$.30 per hour worked on said shift. Shift differential shall be entered for each day worked.
- B. If a commissioned employee meets the criteria for receiving shift differential pay, the supervisor shall enter an *SH* in the *Amount* column on the payroll time sheet. This will cause Payroll to enter \$2.40 additional pay to the employee's regular hours for that day. Regular hour shift differential will appear as *Other* on a separate line on the employee's check. This will provide the employee a simple method of accounting for regular hour differential pay.
- C. On occasion there will be partial days worked. The supervisors shall make the necessary entry on the pay sheet, in accordance with present practices, and in addition, shall enter the *SH* so the employee will receive shift differential pay for the hours actually worked.

X. SHIFT DIFFERENTIAL ON OVERTIME FORMS

- A. If the commissioned employee meets the criteria for receiving shift differential pay for overtime worked, the supervisor shall enter an *SH* in the *Hours Worked* column, next to the hours worked.
- B. A commissioned employee cannot receive shift differential pay for overtime other than overtime worked during the hours of his regularly scheduled shift, so it will be necessary to make two entries if overtime hours run beyond assigned shift hours.

XI. ROUTING OF PAY SHEETS AND OVERTIME FORMS

- A. Payroll periods are established by the Payroll Department at the beginning of each year. It is imperative that supervisors turn in the pay records in a timely manner--especially those for the last day of the pay period. Pay records for the pay period are due in Payroll by 1100 hours the day after the last day of the pay period. All pay records shall be placed in the mailbox of the Fiscal Technician by **0900 hours**. If pay records are not sent by this time, the employee will not receive the appropriated pay for that pay period.
- B. Supervisors who have questions regarding any information in this Order should contact the Fiscal Technician for clarification.

XII. FTO PAY

- A. An officer designated as an FTO who is actually involved in training shall receive a training stipend equal to 5% of his base salary, on a weekly basis. Whenever the FTO is not actually involved in training, he shall receive a 2% stipend, which will appear on his paycheck as *Field Training Officer*.
- B. The lieutenant in charge of the FTO program shall notify Payroll at City Hall by memo at the beginning of each calendar year, of the names of the officers involved in the FTO program, which will activate the 2% stipend.

The lieutenant shall also notify Payroll by memo, the time periods that an FTO is actively training. The officer will earn the additional 3% stipend for this time period, which will appear on his paycheck as *Percent Over Base Pay*.

XIII. MILITARY TRAINING LEAVE

- A. Military leave shall be granted in accordance with applicable law. An employee who is a member of the reserve unit will be granted leave for required annual training sessions not to exceed 15 calendar days, provided that notice is given not less than 30 days before the first day of the absence. During annual training leave the City shall pay the employee the difference if any, between his regular city salary and the salary the reserve unit pays him.

- B. The employee must furnish a copy of his orders calling him to active duty to the shift/unit commander, division commander, and the Payroll Department prior to leaving on military training leave.
- C. While on military training leave, all City payroll checks for the individual for that period shall not be processed by the City and the employee shall be considered to be on a leave of absence without pay, unless otherwise indicated by contract.
- D. Upon return, the employee may either keep his military pay and not receive any City pay for the time frame he was gone, or he may turn in his military base pay to the City Treasurer and receive his normal bimonthly city pay.

Base pay shall be verified by military supervisors, a copy of the military pay voucher shall be submitted, and the amount must be approved by the Human Resources Department. Base pay does not include travel pay, subsistence allowance, quarters allowance, flight pay, uniform allowance, hazardous duty pay, or foreign duty pay.

- E. The employee shall then be placed back on the active payroll.
- F. This is applicable to only required annual training--not to voluntary schools, additional training, etc. Voluntary schools, additional training, etc., must be approved by the Department Head and shall be taken as vacation, personal days, leave without pay, etc.

XIV. PROJECT NUMBERS

- A. To properly document and track special event overtime, a project number should be assigned. A project number can be added to the overtime form for tracking overtime expenditures for specific events.
 - B. The Project Number Assignment Book is kept in the Patrol Lieutenants' office. When a patrol lieutenant issues a project number, it will be logged in the book.
 - C. The lieutenant shall be responsible for advising the Fiscal Technician of the project number so that the project number can be entered into the system.
- XV.** Nothing herein (Collective Bargaining Agreement notwithstanding) shall preclude the Chief or his designee from authorizing exceptions to this Order as necessary for the benefit of the Department, on a case by case basis

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