POLICY
CICERO POLICE DEPARTMENT

No.
101

Subject	Effective Date	Revised Date	Total Pages
Department Mission Statement	January 1, 2013	November 15, 2020	1

Reference	Rescinds	Amends
	26-01-02-A Mission Statement	

POLICY:
The Cicero Police Department will maintain, periodically review, and update a department mission statement stating the department's goals, values, and general philosophic approach to policing. Supervisors will periodically review this statement of philosophy and values with subordinates.

MISSION STATEMENT

It is the mission of the Cicero Police Department to provide professional, high quality and effective police service in partnership with the community. We, the members of the Cicero Police Department, believe that our work has a vital impact on the quality of life in our community. To demonstrate our commitment to our profession, on and off duty, we subscribe to the following values:

Integrity

Integrity is defined as being honest, moral, upright and sincere. Public trust can only exist with our integrity and respect for one another. The foundation of the Cicero Police Department is the high level of integrity of its employees.

Commitment to Employees

The department recognizes that its employees are the vital component to the successful delivery of police service. We believe we can achieve our highest potential by actively involving our employees in problem solving and improving police services. We support an organizational climate of mutual trust and respect.

Community Partnership

Recognizing the fact that police agencies were established as a result of society's voluntary limitation of personal freedoms, we encourage and expect the participation of the community in facilitating solutions to problems of mutual concern. We therefore welcome input from members of this community regardless of race, sex, national origin or social status.

Community Sensitive Policing

Department members shall uphold laws in an ethical, impartial, courteous, and professional manner while respecting the rights and dignity of all persons. We shall strive to achieve a balance between enforcement and community needs, which reflects both the spirit, and the letter of the law.

Professionalism

Recognizing the changing and diverse needs of the community, the Cicero Police Department promotes and encourages a policy of professional and individual excellence which is delivered and enhanced by continuing education and training.

We realize fully that the expression of ideas is meaningless unless actively practiced. The integrity and professionalism demanded of members of the Cicero Police Department shall ensure the proper, lawful and unbiased application of police power.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No. 102
Subject CODE OF ETHICS	Effective Date April 1, 2013	Revised Date May 1, 2020	Total Pages 4
Reference	Rescinds 26-01-02-B Code of Ethics	Amends	

PURPOSE:

To set forth for all members and employees of the Cicero Police Department an articulated code of ethics and conduct which encompasses and describes expectations of behavior and conduct, both on duty and off duty.

POLICY:

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

I. RESPONSIBILITIES

A. This agency will maintain, periodically review, and update a code of ethics.

B. Each employee (current and new hires) will be required to read and sign a copy of the code of ethics to signify that the standards of conduct set forth therein are understood and will be followed (*Appendix A – Sworn; Appendix B – Civilian*). The signed copy of the code of ethics will be maintained in the employee's personnel file.

C. Failure to abide by the conditions and standards as set forth in the Code of Ethics will be considered a violation of the Rules of Conduct and may result in disciplinary action as provided in the Rules and Regulations of the department.

D. The code of ethics will be regarded as guiding principles for daily ethical living.

E. Employees will provide information in a timely manner to their supervisor or a command level officer when improper practices are suspected or known to have taken place.

II. CODE OF ETHICS

A. Sworn Employees

As an officer of the Cicero Police Department, my fundamental duty is to serve humankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice.

I will keep my private and professional life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the

regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

B. Civilian Employees:

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

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

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

III. TRAINING

A. The training officer is responsible for providing ongoing training in ethics, integrity, prevention of impropriety, and professional standards for all levels of the department.

B. All personnel will receive ethics training every two years.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

Appendix A – Sworn Officer Code of Ethics

Appendix B – Civilian Employee Code of Ethics

As an officer of the Cicero Police Department, my fundamental duty is to serve humankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice.

I will keep my private and professional life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

_____ _____

Employee Signature Date Signed

_____

Employee Name-Printed Star #

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

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

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

_____ _____

Employee Signature Date Signed

_____

Employee Name-Printed

POLICY
CICERO POLICE DEPARTMENT

No.			
103			
Subject	Effective Date	Revised Date	Total Pages
OATH OF OFFICE	August 1, 2018	May 1, 2020	2
Reference	Rescinds	Amends	
	01-01-01 Oath of Office 01-01-01-A Initial Hire Oath		

POLICY:

All newly hired probationary police officers will be administered the Oath of Office as a sign of sworn status and allegiance to the department and the standards expressed in the oath.

I. **PROCEDURES**

A. The oath will be administered to the individual, but the Department will limit certain authority as a police officer until after certification by the Illinois Law Enforcement Training and Standards Board.

B. The Superintendent of Police, or the Superintendent's designee, will administer an initial oath of Office to the newly employed individuals, prior to the officer attending the academy.

C. After reciting the oath, the newly sworn employee and the Superintendent of Police (or designee) will sign their names, and the officer's identification number, on a dated copy of the oath (*Appendix A-Initial Hire Oath of Office*).

D. A copy of the signed and dated oath will be filed in the personnel folder of the newly sworn employee.

E. The newly sworn employee will receive a copy of the signed oath.

II. **VIOLATIONS**

A. Failure to abide by the conditions and standards set forth in this oath will be considered a violation of the Rules of Conduct and may result in disciplinary action, up to and including termination.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

Appendix A – Initial Hire Oath of Office

Initial Oath of Office

I,_____, do solemnly swear to uphold
(state your name)

the Constitution of the United States, the Constitution of the State of Illinois,

the ordinances of the County of Cook and the Town of Cicero, and to fulfill the

duties of_____of the Town of

Cicero, so help me God.

_____ _____
Probationary Police Officer Date

_____ _____
Superintendent of Police Date

POLICY
CICERO POLICE DEPARTMENT

No.			
104			
Subject	Effective Date	Revised Date	Total Pages
Department Goals and Objectives	January 1, 2013	November 15, 2020	2
Reference	Rescinds	Amends	
	11-05-01 Department Goals and Objectives		

POLICY:

The Cicero Police Department will establish goals and objectives for the Department and institute procedures for evaluating the progress made toward attaining these goals and objectives.

I. DEFINITIONS:

A. *Goals:* Goals are a relatively broad statement of the end result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible should be stated in a way that permits measurement of its achievement.

B. *Objectives*: An objective is an end or a result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, therefore, requires a shorter time to accomplish then does a goal.

II. PREPARATION

A. Goals

1. The Superintendent and Deputy Superintendents will establish written goals for the Cicero Police Department. The goals will be divided into two categories; Short-Term and Long-Term.

2. These goals will be made available to all employees of the department to assist in the setting of objectives.

B. Objectives

1. Using the established goals, tactical plans will be established annually by each organizational unit within the department as part of the department's annual budget process. Personnel representing all levels within the department will participate in the annual process to define the objectives.

2. The objectives used to meet the goals will be forwarded through the chain of command to the First Deputy Superintendent who will consolidate and finalize the objectives and forward the completed objectives to the Superintendent of Police.

C. The completed goals and objectives statement for the department, as part of the Department's Strategic Plan, will then be provided to each employee.

III. REVIEWS

A. Following the establishment of department goals and objectives, each division will forward a quarterly review of the division progress towards meeting the goals and objectives to the Superintendent as requested.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY
CICERO POLICE DEPARTMENT

No.			
105			
Subject	**Effective Date**	**Revised Date**	**Total Pages**
Agency Jurisdiction – Referral to Others	January 1, 2013	May 1, 2020	3
Reference	**Rescinds**	**Amends**	
Policy 318 – Mutual Aid 65 ILCS 5/1-4-8; 65 ILCS 5/11 1-2.1	02-01-01 Agency Jurisdiction and Mutual Aid		

POLICY:

The Cicero Police Department will define the concurrent jurisdictional authority and jurisdictional boundaries of the department and establish criteria to be used for referring individuals to outside agencies, either public or private, with special qualifications to adequately serve the needs of the person requesting assistance.

I. DEFINITIONS:

A. *Concurrent jurisdiction:* Concurrent Jurisdiction is the sharing of, or having equal authority within, the same jurisdictional boundaries by two or more governmental entities.

B. *Law enforcement emergency:* A law enforcement emergency is any situation, which exceeds the capability of the local agency to counteract effectively.

C. *Mutual aid:* Mutual aid is an agreement by which a law enforcement agency may render assistance to, or request assistance from, another agency in a law enforcement emergency. Mutual aid procedures are found in Policy 318-Mutual Aid.

II. JURISDICTION

A. The geographic boundaries of the Cicero Police Department extend only to those properties incorporated and acquired by the Town of Cicero as indicated on the official Town of Cicero Map.

B. The official town boundary records are maintained in the office of the Town Clerk.

C. Employees of the Cicero Police Department will familiarize themselves with the geographic boundaries of the town of Cicero.

D. Current detailed official town maps, which include the boundaries of the town, are available from the deputy superintendent of patrol.

III. CONCURRENT JURISDICTION

A. The Cicero Police Department has the exclusive authority to enforce the ordinances of the town.

B. The Department will enforce the laws of the State of Illinois and carry out all other duties, responsibilities and directives.

C. Within Cicero, the police department has concurrent jurisdiction with the Cook County Sheriff's Office and Hawthorne Park District Police Department.

D. Concurrent jurisdiction exists with state and federal law enforcement agencies.

E. There are other federal, state, county and local agencies that may, on occasion, perform a police function within the town. The origin of their office, federal, state, etc., defines the scope of their authority.

F. Since all of these organizations are autonomous, they may from time to time request assistance from the Cicero Police Department.

G. When no written agreement exists between an agency and the Cicero Police, assistance will be rendered in accordance with state statute (65 ILCS 5/1-4-8 and 65 ILCS 5/11 1-2.1).

H. In any situation where a question arises concerning jurisdiction with another agency, the responding Cicero officer will make every effort to resolve the matter in the most professional manner possible. If the responding officer cannot resolve this matter, he will notify his immediate supervisor.

IV. INTERAGENCY COOPERATION/REFERRALS TO OTHER AGENCIES

A. If a 911 call is received at the Cicero Communications Center for another jurisdiction:

1. The call will immediately be transferred to the appropriate agency's communications center via telephone.
2. If the call is transferred by telephone, the Cicero Communications Center will stay on the line after the call is transferred until the conversation is established with the caller by the other agency.

B. If a Cicero unit responds to a 911 call on or near the boundary line, the Cicero unit will continue to answer the call and disregard the jurisdictional boundaries.

1. The Cicero unit will not be cancelled based solely on the basis of jurisdictional boundaries.
2. As soon as the Cicero unit determines that it is answering a call outside of Cicero, it will notify the appropriate agency by the fastest means possible.
3. If that agency requests assistance from Cicero, the Cicero unit will continue its response and disregard jurisdictional boundaries.
4. If the Cicero unit arrives first, aid will be rendered as is necessary to protect life and property.
5. When the appropriate agency arrives, the Cicero unit will be relieved of any further responsibility.

C. In all other cases

1. A field supervisor must approve a request to send assistance outside of the town before personnel are dispatched. That field supervisor will then notify the Watch Commander of the request and decision made.
2. An estimated time of arrival should be established by the requesting agency and/or officers from the requesting agency should be on the scene.

D. Civil Assistance

1. Persons in need of non-criminal related assistance will, in many cases, contact the Police Department for assistance. When this occurs, the officer will seek to determine the type of assistance required and make every effort to direct that person to an appropriate agency equipped to meet the need.

2. For the convenience and assistance of officers seeking to make a referral to a Social Service Agency, a directory of available services is kept in the Watch Commander's office and the Records Section for reference.

3. In most situations that are of a crisis nature, officers may intervene to preserve peace and provide short-term help. As soon as feasible the person in need will be referred to an appropriate agency.

V. DOCUMENTATION

A. In all instances where a referral is made, the Incident Report, if completed, will document the referral, the complainant information, the person who was referred and the agency involved. If no incident report was necessary, the officer will record the above described detailed information in the Call For Service (CFS) record.

B. If an officer was not dispatched, and the referral was made directly from communications, the information will be noted on the dispatch ticket.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY
CICERO POLICE DEPARTMENT

Subject	Effective Date	Revised Date	No / Total Pages
Bias Based Policing	October 5, 2020		107 / 4

Reference	Rescinds	Amends
Policy 505 – Traffic Stop Statistical Study P.A. 99-0352, Police and Community Relations Improvement Act		

POLICY:

The Cicero Police Department is committed to unbiased policing. It is the policy of this department to prevent and prohibit the practice of bias based profiling and other discriminatory practices by any member of the Cicero Police Department. The Cicero Police Department expressly prohibits bias-based policing.

Law enforcement decisions, such as investigatory stops and detentions, traffic stops, arrests, searches, and property seizures are to be based on a standard of reasonable/articulable suspicion or probable cause. Officers must be able to articulate specific facts that support reasonable/articulable suspicion or probable cause for law enforcement decisions.

It is the policy of this Department to investigate suspicious persons, incidents and other activities that officers encounter on patrol. It is also the intent of the Department to respect and protect the constitutional rights of all individuals during law enforcement contacts and/or enforcement actions.

I. DEFINITIONS

A. *Biased-Based Policing* – improperly focusing law enforcement actions or policing on groups of people based upon one or more impermissible factors.

B. *Impermissible Factors* – bias based on race; color, national origin; disability; sex/gender (including pregnancy, childbirth, and related medical conditions); sexual orientation; age; religion; creed; genetic information (including family medical history); marital, military (veteran), order of protection status; or political affiliation or beliefs.

C. *Data Collection* is the gathering of information by a police officer on individuals subjected to traffic and pedestrian stops as a result of violations of the Illinois Vehicle Code or similar municipal ordinance. Detailed procedures on data collection are in Policy 505.

II. PROCEDURES

A. In the absence of a specific report, race or ethnicity of an individual shall not be a factor in determining the existence of probable cause to place in custody or arrest an individual, or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.

B. In response to a specific credible report of criminal activity, race or ethnicity of an individual shall not be the sole factor in determining the existence of probable cause to place in custody or arrest an individual.

C. Officers must be able to articulate specific facts, circumstances and conclusions that support probable cause or reasonable suspicion for any search or seizure, including but not limited to traffic stops, field contacts, and in arrest seizure forfeiture efforts.

D. The detention of any individual, which is not based on factors related to a violation of federal law, Illinois statutes, Town Ordinances, or any combination thereof, is prohibited.

E. Asset forfeiture and seizure efforts and procedures shall be based on violations of federal law, Illinois statutes or any combination thereof and shall not be motivated by race, color, ethnicity, age, gender, sexual orientation, religion, economic status or cultural group.

III. RESPONSIBILITIES

A. Individual Responsibilities

1. All Department members are expressly prohibited from engaging in bias-based policing. All Department members will treat all persons with courtesy and dignity. Department members will act, speak and conduct themselves in a professional manner, and maintain a courteous, professional attitude in all contacts with the public.

2. All Department members will immediately report any observed violations of this policy.

3. All Department members will acknowledge that they have read, understand and will abide by this policy by signing Appendix A "Acknowledgement of Bias Free Policing Policy".

B. Supervisory Responsibilities

1. In addition to the responsibilities required of all Department members, supervisors will monitor the adherence to the policies and procedures established under this policy.

2. Supervisors will initiate an investigation, in accordance with established departmental procedures, into all violations of the policies and procedures established under this policy and allegations of violations of this policy.

3. Violations of this policy, including but not limited to the intentional misrepresentation of information recorded on a uniform stop card, will subject a Department member to discipline, up to and including dismissal.

4. Patrol Watch Commanders and Supervisors will conduct periodic checks of citations, written warnings and verbal warnings to ensure completeness and consistency as well as evaluate training needs and, if necessary, disciplinary action.

IV. TRAINING

A. Supervisors will ensure all roll call training is consistent with this policy. The Department will encourage officers to attend training programs in, but not limited to, the following areas: discretion, conflict resolution, cultural diversity, communication skills, human relations and search and seizure.

CICERO POLICE DEPARTMENT

Acknowledgment of Bias Free Policing Policy

Appendix A

I, _____certify that I have read the Cicero Police Department's Bias Free Policing Policy 107. I understand the policy and I will comply with the policy.

Dated: _____

Signature: _____

POLICY
CICERO POLICE DEPARTMENT

No.
106

Subject	Effective Date	Revised Date	Total Pages
Contractual Agreements	January 1, 2013	November 15, 2020	1

Reference	Rescinds	Amends
	03-01-01 Contractual Agreements	

POLICY:

The Cicero Police Department will establish guidelines to govern law enforcement services provided to, or received from, other entities.

I. WRITTEN AGREEMENTS

A. When a contract for law enforcement services is enacted between the Cicero Police Department and another entity, the following items must be included in the agreement:

1. A statement of the specific services to be provided;
2. Specific language dealing with financial agreements between the parties.
3. Specification of the records to be maintained concerning the performance of services by the provider agency.
4. Language dealing with the duration, modification, and termination of the contract.
5. Specific language dealing with legal contingencies;
6. Stipulation that the Cicero Police Department maintains control over its personnel;
7. Specific arrangements for the use of equipment and facilities.
8. A procedure for review and revision, if needed, of the agreement.

II. EMPLOYEE RIGHTS

A. Cicero Police Department personnel who participate in a contracted law enforcement service arrangement will not have their employment rights altered or abridged due to their participation in fulfilling the contract.

B. Employees who participation in a contracted law enforcement service arrangement shall remain employees of the Department and not be penalized in any way for participating including loss of promotional opportunities, training opportunities, or fringe benefits.

By Order of:
[redacted]
Superintendent of Police
Jerry Chlada, Jr.
Superintendent of Police

POLICY
CICERO POLICE DEPARTMENT

No.			
318			
Subject	**Effective Date**	**Revised Date**	**Total Pages**
Mutual Aid	January 1, 2013	March 18, 2020	4
Reference	**Rescinds**	**Amends**	
65 ILCS 5/1-4-8; 65 ILCS 5/11 1-2.1; 65 ILCS 5/3.1-35-25	02-01-01 Agency Jurisdiction and Mutual Aid		

POLICY:
The Cicero Police Department will establish procedures for the Department to provide the uninterrupted delivery of police services during those situations that exceed the resources of the Department. Mutual Aid is also available to provide assistance to other departments when requested.

I. DEFINITIONS:

A. Law Enforcement Emergency: A law enforcement emergency is any situation, which exceeds the capability of the local agency to counteract effectively.

B. Mutual Aid: Mutual aid is an agreement by which a law enforcement agency may render assistance to, or request assistance from, another agency in a law enforcement emergency. NOTE: ROUTINE REQUESTS FOR PATROL OR INVESTIGATIVE ASSISTANCE, AND SITUATIONS REQUIRING HOT PURSUIT, WHICH REQUIRE AN OFFICER TO ENTER ANOTHER JURISDICTION, AND WHICH DO NOT REQUIRE A SUBSTANTIAL COMMITMENT OF PERSONNEL OR EQUIPMENT RESOURCES, MAY BE ACCOMPLISHED WITHOUT THE NEED FOR SUPERVISORY APPROVAL.

II. MUTUAL AID AGREEMENTS

A. Mutual aid, which requires a substantial commitment of personnel or equipment resources, may be provided to another law enforcement agency by the Cicero Police Department.

B. When no written agreement exists between an agency and the Cicero Police Department, assistance will be rendered in accordance with state statute (65 ILCS 5/1-4-8 and 65 ILCS 5/11 1-2.1).

C. It is expected that mutual aid requests will be initiated only when the needs exceed the resources of the local department. When officers from other communities are called in to assist on a mutual aid basis, it is expected that they will be released and returned to duty in their own community as soon as the situation is restored to the point which permits the local community to satisfactorily handle it with its own resources, or, per the agreement, when the assisting agency so desires.

III. RESPONDING TO MUTUAL AID REQUESTS

A. Any employee, sworn or civilian, upon receipt of a request for mutual aid, will immediately determine:

1. The name and rank/position of the person requesting such mutual aid.

2. Telephone number of the requesting agency official.

3. Nature of emergency.
4. Location.
5. Personnel
6. Other equipment needed.
7. Staging area, if applicable.

B. Immediate notification to the on-duty watch commander will be made regarding the request for mutual aid.

1. Upon receipt of a request for mutual aid, the watch commander will immediately determine whether the Cicero Police Department has the available personnel and equipment necessary to respond to the request.
2. If the necessary personnel and equipment are available, the Watch Commander is authorized to release personnel and equipment to the requesting agency.
3. The watch commander will determine which mutual aid agreement is involved. The Supervisor will base the response on the needs of the Town and the number of available personnel on duty.
4. The Supervisor will notify Communications of what officers and equipment will be responding and their estimated time of arrival.

C. Notification to the Deputy Superintendent of Patrol will be made of any release of personnel and/or equipment, as deemed necessary by the Watch Commander. This notification will be made by immediate telephone contact, depending on the urgency and nature of the situation.

D. Upon notification of a mutual aid request from another agency that is of such a nature and significance that make it impractical for the Watch Commander to respond with available manpower and equipment, the Deputy Superintendent of patrol will be immediately contacted.

1. The Deputy Superintendent will then determine the method of personnel and equipment response to be made in response to the request.
2. The Deputy Superintendent will make immediate arrangements for such a response, taking into consideration:
   a) The number of on and off duty civilian, sworn personnel and the amount of equipment available.
   b) Depending on the expected length of the emergency, provisions for the relief of personnel assigned both to the town of Cicero for regular police duties and personnel assigned to the requesting agency.

E. Cicero police officers responding to a request for mutual aid from another municipality will be responsible for compliance subject to the following provisions:

1. Officers responding to another community on a mutual aid request will respond safely and quickly, reporting immediately upon arrival to the designated officer-in-charge and will place themselves under his/her direct command. The line of command designated by the department in need will be followed under all circumstances without regard to individual rank of the responding officers.

2. At the scene of a mutual aid incident it is expected that all arrests, if possible, will be effected by the officers of the community having jurisdiction, and that mutual aid officers will be used essentially for perimeter control, the transportation and control of prisoners, mass processing of arrestees, and operation of temporary detention facilities.

F. Upon termination of the mutual aid response, the watch commander will forward to the Superintendent through the Deputy Superintendent a To-From Memorandum detailing what occurred and all related reports.

IV. Requesting Mutual Aid

A. When a situation arises that exceeds the available resources of the Department, mutual aid may be requested by the Cicero Police Department pursuant to the following guidelines:

1. Depending on the circumstance, the request for mutual aid may be made by radio communication, telephone or through LEADS.

2. The watch commander is hereby authorized to request limited mutual aid responses from appropriate agencies.

3. The Deputy Superintendent of Patrol will authorize large scale or significant requests for aid and the Superintendent of Police will be notified immediately.

4. When the watch commander decides that an incident is beyond this department's ability to deal with effectively, without assistance from outside, he/she will:

   a) Notify the communications center that he/she is instituting a mutual aid plan. If appropriate, utilize the portable radio to directly request immediate assistance from surrounding jurisdictions

   b) Determine the number of officers and/or units needed.

   c) Detail any special equipment that could be used.

   d) State to whom and where responding units will report.

   e) Advise Communications of the staging area for responding units and the person or persons they are to report to.

5. The watch commander will immediately notify Command Staff of the incident and steps being taken to quell the situation.

6. The watch commander will take steps to establish a command post with the following available:

   a) Telephones and communications equipment,

   b) Ample parking for emergency and support vehicles,

   c) Adequate lighting and electrical hookups,

   d) Toilet facilities.

7. Responding officers from other agencies should check in with the watch commander upon their arrival. The watch commander will keep track of which officers to release. The watch commander will assign and utilize a "scribe" to document all responding units and their assignments if deployed.

8. Once the situation that precipitated the mutual aid call has been terminated, the watch commander will forward to the Superintendent via the Deputy Superintendent of Patrol a detailed To-From Memorandum, which will detail all the circumstances regarding the mutual aid request and the ensuing outcome to include all relevant reports.

9. The watch commander will also be responsible for ensuring that Communications obtains and provides the following information:

   a) The report number assigned to the request for assistance.

   b) A list of responding agencies, the time that they were contacted, the number of personnel and vehicles responding and the estimated time that they arrived.

B. Requesting federal law enforcement assistance:

1. There are times when it is necessary to request assistance from a federal law enforcement agency.

2. The determination to request federal law enforcement assistance will normally be made by the watch commander.

3. The appropriate deputy superintendent will be notified of all requests for federal law enforcement assistance.

C. National Guard assistance in emergency situations

1. In an emergency requiring the assistance of the National Guard, follow procedures set forth in the Town of Cicero Emergency Management Plan.

2. As provided in the Illinois Compiled Statutes, 65 ILCS 5/3.1-35-25, the Town President, subject to the authority of the Governor, may call upon the Illinois National Guard to "aid in suppressing riots and other disorderly conduct, or to aid in the carrying into effect any law or ordinance".

3. Upon the determination of the Town President that an emergency exists whereupon local resources are not capable of handling such an emergency, a formal request for military assistance will be made.

4. National Guard assistance is available only following the declaration of a local emergency by the Town President and through direct request of the Town President to the I.E.S.D.A., provided that the Guard is not already activated as part of its national mission.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Police Superintendent

POLICY
CICERO POLICE DEPARTMENT

No.
324

Subject	Effective Date	Revised Date	Total Pages
Obtaining Air Support	May 1, 2020		3

Reference	Rescinds	Amends
Policy 302 – Motor Vehicle Pursuits Policy 304 – Emergency Management Plan		

POLICY:

This policy provides guidelines on obtaining air support for specific police functions. Air support is available from the Chicago Police/Cook County Helicopter Unit or the Illinois State Police Air Operations Division.

I. COOK COUNTY HELICOPTER SUPPORT UNIT

A. The Cook County Sheriffs and Chicago Police Helicopter Support Program operates in the City of Chicago and throughout Cook County, as a joint City/County Helicopter Task Force. The Task Force is designed to provide air support to law enforcement agencies in Chicago and Cook County. The Task Force is comprised of Chicago and Cook County Sheriff's Police Department personnel. The mission of the Task Force is to enhance Homeland Security and to provide Prevention, Immediate Response and Command & Control for any C.B.R.N.E. incident and to strengthen the enforcement of State Statutes addressing controlled substances.

B. The unit will provide support for pre-planned events and specialized surveillance activities, as well as 24-hour air support to ground units. The helicopters are fully equipped with sophisticated equipment including Cicero radio frequencies.

C. The helicopter is available for reactive missions:

1. Vehicle pursuits;
2. Search for fleeing felons, missing adults and children, victims of crime;
3. Covert surveillance;
4. Response to Homeland Security incidents or threats involving the use of chemical, biological, radiological, nuclear or explosive agents.

D. These helicopters do not have rescue capabilities.

E. The helicopter unit is available for pre-planned missions at the written request of the Superintendent of Police to the Chief of Police for the Cook County Sheriff's Police Department. These events include criminal investigations, Homeland Security incidents and enforcement of state laws addressing controlled substances.

F. The Helicopter Task Force operates out of the City of Chicago's hangar located at 3954 E. Foreman Drive.

G. Hours of Operation:

1. Monday through Friday from 08:00 hours till 02:00 hours
2. Saturday and Sunday from 16:00 hours till 02:00 hours

3. Note: For after hours call-outs, allow for a response time of about two (2) to two and one-half (2 ½) hours.

H. Contact Information

1. Immediate Response: Staffed Hours - The On-Duty Watch Commander or the on-duty shift supervisor will make the request for Helicopter Support Operations during staffed hours of operation at 312-747-1376- Contact the E911 Communications Center at 847-294-4733.

2. After Hours, or off hours: The On-Duty Watch Commander will make the request to the Cook County E9ll Communications Center at 847-294-4733. For after hour call outs, allow for approximately 2 ½ hours or so for the helicopter to respond.

3. The Task Force will operate two helicopters: Bell 206 L-4 and 206 B-III equipped with Multi Jurisdictional Radios*: VHF-UHF-800Mhz. ISPERN. Call Signs are "Police Helicopter One" & "Police Helicopter Two".

II. ILLINOIS STATE POLICE AIRPLANE OPERATIONS

A. The ISP air fleet consists of four Cessna aircraft. Four single-engine Cessna 182's are used for air operations throughout Illinois for state, federal, and local law enforcement agencies. Single-engine airplanes are extremely useful for police applications because of their slow flight characteristics. Their ability to remain aloft for long periods of time is particularly useful during long missions.

B. ISP airplanes are used for a variety of missions including: airspeed checks, photography, manhunts, surveillance, missing person searches, marijuana eradication, commercial vehicle enforcement and executive transportation. The ISP airplane services are available without cost to any law enforcement agency with a legitimate need for an aerial platform.

C. An airplane is based at the DuPage County Airport and is available 24 hours a day, seven (7) days a week. The airplane is fully equipped with very sophisticated equipment including FLIR (forward looking infrared). The airplane may be called for assistance upon approval of the Shift Supervisor.

D. The airplane is available for reactive missions:

1. Vehicle pursuits;

2. Search for fleeing felons, missing adults and children, victims of crime;

3. Covert surveillance.

E. The airplane is available for proactive missions:

1. Surveillance/illumination of areas where strong intelligence exists that a crime (rooftop burglary pattern) or incident (gang fight) is likely to take place;

2. Illumination for early morning raids particularly in less dense areas;

3. Detection of marijuana growing operations (indoor or outdoor);

4. Limited only by imagination.

F. Proactive and reactive missions can be requested through ISPERN or 1-800-AIR COP1 (1-800-247-2671). This number is not staffed 24 hours a day, in case of emergency, call the local office number at 630-584-3563, which will give a list of numbers.

III. DOCUMENTATION

A. Every time Air Support is utilized, an incident report will be written detailing the following information:

1. Date and time of request;
2. Nature of incident;
3. Location of incident;
4. Supervisor requesting air support;
5. A narrative portion of the Police Report shall include:
   a) A summary of the incident and all action taken;
   b) Call number and designation of the assigned helicopter/airplane;
   c) Name of Cicero Police Commander who was notified in regard to the incident.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No. 107
Subject Bias Based Policing	Effective Date October 5, 2020	Revised Date	Total Pages 4
Reference Policy 505 – Traffic Stop Statistical Study P.A. 99-0352, Police and Community Relations Improvement Act	Rescinds	Amends	

POLICY:

The Cicero Police Department is committed to unbiased policing. It is the policy of this department to prevent and prohibit the practice of bias based profiling and other discriminatory practices by any member of the Cicero Police Department. The Cicero Police Department expressly prohibits bias-based policing.

Law enforcement decisions, such as investigatory stops and detentions, traffic stops, arrests, searches, and property seizures are to be based on a standard of reasonable/articulable suspicion or probable cause. Officers must be able to articulate specific facts that support reasonable/articulable suspicion or probable cause for law enforcement decisions.

It is the policy of this Department to investigate suspicious persons, incidents and other activities that officers encounter on patrol. It is also the intent of the Department to respect and protect the constitutional rights of all individuals during law enforcement contacts and/or enforcement actions.

I. DEFINITIONS

A. ***Biased-Based Policing*** – improperly focusing law enforcement actions or policing on groups of people based upon one or more impermissible factors.

B. *Impermissible Factors* – bias based on race; color; national origin; disability; sex/gender (including pregnancy, childbirth, and related medical conditions); sexual orientation; age; religion; creed; genetic information (including family medical history); marital, military (veteran), order of protection status; or political affiliation or beliefs.

C. *Data Collection* is the gathering of information by a police officer on individuals subjected to traffic and pedestrian stops as a result of violations of the Illinois Vehicle Code or similar municipal ordinance. Detailed procedures on data collection are in Policy 505.

II. PROCEDURES

A. In the absence of a specific report, race or ethnicity of an individual shall not be a factor in determining the existence of probable cause to place in custody or arrest an individual, or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.

B. In response to a specific credible report of criminal activity, race or ethnicity of an individual shall not be the sole factor in determining the existence of probable cause to place in custody or arrest an individual.

C. Officers must be able to articulate specific facts, circumstances and conclusions that support probable cause or reasonable suspicion for any search or seizure, including but not limited to traffic stops, field contacts, and in arrest seizure forfeiture efforts.

D. The detention of any individual, which is not based on factors related to a violation of federal law, Illinois statutes, Town Ordinances, or any combination thereof, is prohibited.

E. Asset forfeiture and seizure efforts and procedures shall be based on violations of federal law, Illinois statutes or any combination thereof and shall not be motivated by race, color, ethnicity, age, gender, sexual orientation, religion, economic status or cultural group.

III. RESPONSIBILITIES

A. Individual Responsibilities

1. All Department members are expressly prohibited from engaging in bias-based policing. All Department members will treat all persons with courtesy and dignity. Department members will act, speak and conduct themselves in a professional manner, and maintain a courteous, professional attitude in all contacts with the public.

2. All Department members will immediately report any observed violations of this policy.

3. All Department members will acknowledge that they have read, understand and will abide by this policy by signing Appendix A "Acknowledgement of Bias Free Policing Policy".

B. Supervisory Responsibilities

1. In addition to the responsibilities required of all Department members, supervisors will monitor the adherence to the policies and procedures established under this policy.

2. Supervisors will initiate an investigation, in accordance with established departmental procedures, into all violations of the policies and procedures established under this policy and allegations of violations of this policy.

3. Violations of this policy, including but not limited to the intentional misrepresentation of information recorded on a uniform stop card, will subject a Department member to discipline, up to and including dismissal.

4. Patrol Watch Commanders and Supervisors will conduct periodic checks of citations, written warnings and verbal warnings to ensure completeness and consistency as well as evaluate training needs and, if necessary, disciplinary action.

IV. TRAINING

A. Supervisors will ensure all roll call training is consistent with this policy. The Department will encourage officers to attend training programs in, but not limited to, the following areas: discretion, conflict resolution, cultural diversity, communication skills, human relations and search and seizure.

B. All Department members will receive training on the harms of bias based profiling and discrimination, including legal aspects and a review of this policy.

C. Additional diversity and sensitivity training will be designated for members with sustained bias based profiling or other sustained discrimination complaints filed against them.

V. DISCIPLINARY PROCEDURES

A. Appropriate discipline will be implemented for non-compliance with this policy up to and including dismissal.

B. Failure to report any observed or known violations of this order by any member of the Department will result in disciplinary action.

VI. ADMINISTRATIVE REVIEW

A. In accordance with 625 ILCS 5/11-212, "Traffic and Pedestrian Stop Statistical Study," the CPD will collect data on drivers from traffic stops and pedestrians from stops initiated by officers. The data will be reviewed by the Division of Administration for evidence of statistically significant aberrations which may show minority drivers/passengers or pedestrians being stopped, cited or searched in a substantially higher rate than the proportion of the overall population.

B. The Division of Administration will provide the data to IDOT for the Traffic and Pedestrian Stop Statistical Study as well as any relevant data that may be available internally.

C. The documented annual administrative review will include citizen concerns.

D. An annual report documenting the review will be provided to the Superintendent or designee, no later than June 1 of each year.

By Order of:

Jerry Chlada, Jr.
Superintendent of Police

Appendix A - Acknowledgement of Bias Free Policing Policy

CICERO POLICE DEPARTMENT

Acknowledgment of Bias Free Policing Policy

Appendix A

I, _____certify that I have read the Cicero Police Department's Bias Free Policing Policy 107. I understand the policy and I will comply with the policy.

Dated: _____

Signature: _____

POLICY
CICERO POLICE DEPARTMENT

No.			
106			
Subject	**Effective Date**	**Revised Date**	**Total Pages**
Contractual Agreements	January 1, 2013	November 15, 2020	1
Reference	**Rescinds**	**Amends**	
	03-01-01 Contractual Agreements		

POLICY:

The Cicero Police Department will establish guidelines to govern law enforcement services provided to, or received from, other entities.

I. WRITTEN AGREEMENTS

A. When a contract for law enforcement services is enacted between the Cicero Police Department and another entity, the following items must be included in the agreement:

1. A statement of the specific services to be provided;
2. Specific language dealing with financial agreements between the parties.
3. Specification of the records to be maintained concerning the performance of services by the provider agency.
4. Language dealing with the duration, modification, and termination of the contract.
5. Specific language dealing with legal contingencies;
6. Stipulation that the Cicero Police Department maintains control over its personnel;
7. Specific arrangements for the use of equipment and facilities.
8. A procedure for review and revision, if needed, of the agreement.

II. EMPLOYEE RIGHTS

A. Cicero Police Department personnel who participate in a contracted law enforcement service arrangement will not have their employment rights altered or abridged due to their participation in fulfilling the contract.

B. Employees who participation in a contracted law enforcement service arrangement shall remain employees of the Department and not be penalized in any way for participating including loss of promotional opportunities, training opportunities, or fringe benefits.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No. 330
Subject Rapid Response & Deployment	Effective Date May 15, 2020	Revised Date	Total Pages 3
Reference 105 ILCS 128	Rescinds	Amends	

POLICY:

Violence in schools, workplaces and other locations by any individual or group of individuals presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers as they make decisions in these rapidly unfolding and tense situations. Nothing in this policy shall preclude the use of necessary force, deadly or otherwise, by members of this department in protecting themselves or others from death or serious injury.

I. PROCEDURE

A. The policy of this department in dealing with the crisis situation shall be:

1. To obtain and maintain complete operative control of the incident.
2. To explore every reasonably available source of intelligence regarding the circumstances, location, and suspect(s) in the incident.
3. To attempt, by every means available, to attain any tactical advantage over the responsible individual(s).
4. To attempt, whenever feasible, a negotiated surrender of the suspect(s) and release of the hostages through the expertise of the members of this department and others.
5. When an emergency situation exists, neutralize the threat as rapidly as reasonably possible to minimize injury and loss of life.

B. If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to immediately eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

C. When deciding on a course of action officers should consider:

1. The need for an immediate first responding officer/solo officer response to eliminate the threat, when there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger. In "active shooter" if a solo officer is first on the scene, a solo officer response will be undertaken by that officer.
2. Whether sufficient personnel are available on-scene to advance on the suspect. Any advance on a suspect should be made using two or more officers whenever reasonably possible

3. Whether individuals who are under imminent threat can be moved out of danger with reasonable safety. Whether planned tactics can be effectively deployed.

4. Whether the officers have the ability to effectively communicate with others in the field.

5. The availability of rifles, shotguns, shields, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

6. In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

7. If a suspect is actively engaged in the infliction of serious bodily harm or other life- threatening activity toward others, the officer should take immediate action, if reasonably possible, to stop the threat presented by the suspect while calling for additional assistance.

II. TRAINING

A. The Training Coordinator should include rapid response to critical incidents in the department training plan.

B. This training should address:

1. Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

2. Communications interoperability with other law enforcement and emergency service agencies.

3. Patrol first-response training, including patrol rifle, breaching tool and control device training.

4. First aid, including gunshot trauma.

5. Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

III. SCHOOL SAFETY DRILL ACT COMPLIANCE

A. The School Safety Drill Act (105 ILCS 128) requires schools to conduct drills for fire incidents, severe weather incidents, bomb threats, bus evacuations, and school shooting incidents. These drills are to be conducted in coordination with and participation by local fire and law enforcement personnel.

B. The Department's School Liaison shall work with the administration of public and private elementary and secondary school to schedule drills in compliance with the following statutory requirements:

1. No later than 90 days after the first day of each school year, schools must conduct at least one law enforcement drill that addresses an active threat or an active shooter within a school building. Such drills must be conducted according to the school district's or private school's emergency and crisis response plans, protocols, and procedures to evaluate the preparedness of school personnel and students.

2. Law enforcement drills must be conducted on days and times when students are normally present in the school building and must involve participation from all school personnel and students present at school at the time of the drill, except that administrators or school support personnel in their discretion may exempt students from the drill.

3. The Cicero Police Department or the appropriate local law enforcement agency shall observe the administration of the drill. All drills must be conducted at each school building that houses school children.

4. A law enforcement drill must meet all of the following criteria:

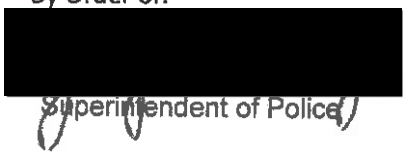
   a) During each calendar year, the appropriate local law enforcement agency shall contact the appropriate school administrator to request to participate in a law enforcement drill. The school administrator and local law enforcement agency shall set, by mutual agreement, a date for the drill.

   b) The drill shall require the on-site participation of the local law enforcement agency. If a mutually agreeable date cannot be reached between the school administrator and the appropriate local law enforcement agency, then the school shall still hold the drill without participation from the agency.

   c) Upon the participation of a local law enforcement agency in a law enforcement drill, the appropriate local law enforcement official (the Cicero Police Department's School Liaison) shall certify that the law enforcement drill was conducted and notify the school in a timely manner of any deficiencies noted during the drill.

5. Schools may conduct additional law enforcement drills at their discretion.

By Order of:



Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY
CICERO POLICE DEPARTMENT

Subject	Effective Date	Revised Date	Total Pages	No.
Rapid Response & Deployment	May 15, 2020		3	330

Reference	Rescinds	Amends
105 ILCS 128		

POLICY:

Violence in schools, workplaces and other locations by any individual or group of individuals presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers as they make decisions in these rapidly unfolding and tense situations. Nothing in this policy shall preclude the use of necessary force, deadly or otherwise, by members of this department in protecting themselves or others from death or serious injury.

I. PROCEDURE

A. The policy of this department in dealing with the crisis situation shall be:

1. To obtain and maintain complete operative control of the incident.
2. To explore every reasonably available source of intelligence regarding the circumstances, location, and suspect(s) in the incident.
3. To attempt, by every means available, to attain any tactical advantage over the responsible individual(s).
4. To attempt, whenever feasible, a negotiated surrender of the suspect(s) and release of the hostages through the expertise of the members of this department and others.
5. When an emergency situation exists, neutralize the threat as rapidly as reasonably possible to minimize injury and loss of life.

B. If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to immediately eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

C. When deciding on a course of action officers should consider:

1. The need for an immediate first responding officer/solo officer response to eliminate the threat, when there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger. In "active shooter" if a solo officer is first on the scene, a solo officer response will be undertaken by that officer.
2. Whether sufficient personnel are available on-scene to advance on the suspect. Any advance on a suspect should be made using two or more officers whenever reasonably possible

3. Whether individuals who are under imminent threat can be moved out of danger with reasonable safety. Whether planned tactics can be effectively deployed.
4. Whether the officers have the ability to effectively communicate with others in the field.
5. The availability of rifles, shotguns, shields, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.
6. In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).
7. If a suspect is actively engaged in the infliction of serious bodily harm or other life- threatening activity toward others, the officer should take immediate action, if reasonably possible, to stop the threat presented by the suspect while calling for additional assistance.

II. TRAINING

A. The Training Coordinator should include rapid response to critical incidents in the department training plan.

B. This training should address:

1. Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
2. Communications interoperability with other law enforcement and emergency service agencies.
3. Patrol first-response training, including patrol rifle, breaching tool and control device training.
4. First aid, including gunshot trauma.
5. Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

III. SCHOOL SAFETY DRILL ACT COMPLIANCE

A. The School Safety Drill Act (105 ILCS 128) requires schools to conduct drills for fire incidents, severe weather incidents, bomb threats, bus evacuations, and school shooting incidents. These drills are to be conducted in coordination with and participation by local fire and law enforcement personnel.

B. The Department's School Liaison shall work with the administration of public and private elementary and secondary school to schedule drills in compliance with the following statutory requirements:

1. No later than 90 days after the first day of each school year, schools must conduct at least one law enforcement drill that addresses an active threat or an active shooter within a school building. Such drills must be conducted according to the school district's or private school's emergency and crisis response plans, protocols, and procedures to evaluate the preparedness of school personnel and students.

2. Law enforcement drills must be conducted on days and times when students are normally present in the school building and must involve participation from all school personnel and students present at school at the time of the drill, except that administrators or school support personnel in their discretion may exempt students from the drill.

3. The Cicero Police Department or the appropriate local law enforcement agency shall observe the administration of the drill. All drills must be conducted at each school building that houses school children.

4. A law enforcement drill must meet all of the following criteria:

   a) During each calendar year, the appropriate local law enforcement agency shall contact the appropriate school administrator to request to participate in a law enforcement drill. The school administrator and local law enforcement agency shall set, by mutual agreement, a date for the drill.

   b) The drill shall require the on-site participation of the local law enforcement agency. If a mutually agreeable date cannot be reached between the school administrator and the appropriate local law enforcement agency, then the school shall still hold the drill without participation from the agency.

   c) Upon the participation of a local law enforcement agency in a law enforcement drill, the appropriate local law enforcement official (the Cicero Police Department's School Liaison) shall certify that the law enforcement drill was conducted and notify the school in a timely manner of any deficiencies noted during the drill.

5. Schools may conduct additional law enforcement drills at their discretion.

By Order of:

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No. 409
Subject Retail Theft Incidents-Limited Use of Administrative Ordinance Process	Effective Date May 15, 2020	Revised Date	Total Pages 3
Reference Cicero Ordinance Chapter 62, Article I, Section 62-41 720 ILCS 5/16A-1; 720 ILCS 727	Rescinds	Amends	

POLICY:

Retail theft crimes may be best dealt with through the utilization of the Municipal Code under certain circumstances. Ordinance Section 62-41 Retail Theft provides that the theft of merchandise or property of a certain value is an offense for which penalties or fines may be imposed as outlined in Chapter 62, Article I, Section 62-41. Only first offenders may be charged as an Ordinance violation; any person who has been previously charged under Ordinance or State Statute and is arrested for retail theft a second or further time shall be charged under the state statute provisions relating to retail theft, 720 ILCS 5/16A-1 et seq.

I. DEFINITIONS

A. *Conceal merchandise* means that, although there may be some notice of its presence, the merchandise is not visible through ordinary observation.

B. *Full retail value* means the merchant's stated or advertised price of the merchandise.

C. *Merchandise* means any item of tangible personal property.

D. *Merchant* means an owner or operator of any retail mercantile establishment or any agent, employee, lessee, consignee, officer, director, franchisee or independent contractor of such owner or operator.

E. *Person* means any natural person or individual.

F. *Premises of a retail mercantile establishment* includes, but is not limited to, the retail mercantile establishment, any common use areas in shopping centers and all parking areas set aside by a merchant or on behalf of a merchant for the parking of vehicles for the convenience of the patrons of such retail mercantile establishment.

G. *Retail mercantile establishment* means any place where merchandise is displayed, held, stored or offered for sale to the public.

II. CICERO ORDINANCE CHAPTER 62, ARTICLE I, SECTION 62-41

A. Act of retail theft. A person shall be deemed to have committed retail theft upon any of the following acts:

1. Takes possession of, carries away, transfers or causes to be carried away or transferred, any merchandise displayed, held, stored or offered for sale in a retail mercantile establishment with the intention of retaining such merchandise or with the intention of depriving the merchant permanently of the possession, use or benefit of such merchandise without paying the full retail value of such merchandise; or

2. Alters, transfers, or removes any label, price tag, marking, indicia of value or any other markings which aid in determining value affixed to any merchandise displayed, held, stored or offered for sale, in a retail mercantile establishment and attempts to purchase such merchandise personally or in consort with another at less than the full retail value with the intention of depriving the merchant of the full retail value of such merchandise; or

3. Transfers any merchandise displayed, held, stored or offered for sale, in a retail mercantile establishment from the container in or on which such merchandise is displayed to any other container with the intention of depriving the merchant of the full retail value of such merchandise; or

4. Obtains or exerts unauthorized control over property of the owner and thereby intends to deprive the owner permanently of the use or benefit of the property, when a lessee of the personal property of another fails to return it to the owner, or if the lessee fails to pay the full retail value of such property to the lessor in satisfaction of any contractual provision requiring such, within 30 days after written demand from the owner for its return. A notice in writing, given after the expiration of the leasing agreement, by registered mail, to the lessee at the address given by the lessee and shown on the leasing agreement shall constitute proper demand.

B. Full retail value of property. The value of the property as described in section 62-41 of this chapter shall be less than $300.00.

C. Presumptions. If any person (a) conceals upon his or her person or among his or their belongings, unpurchased merchandise displayed, held, stored or offered for sale. in a retail mercantile establishment and (b) removes that merchandise beyond the last known station for receiving payments for that merchandise in that retail mercantile establishment, such person shall be presumed to have possessed, carried away or transferred such merchandise with the intention of retaining it or with the intention of depriving the merchant permanently of the possession, use or benefit of such merchandise without paying the full retail value of such merchandise.

III. CHARGING PROCEDURE

A. The responding officer shall verify the offender's identity and background. The officer shall first determine whether the offender has any (local ordinance or state statute) prior retail theft arrests in his/her background. If the answer is yes, then the person should be charged under State Statute 720 ILCS 5/16A et seq.

B. A violation under Section 62-41 of the Code of Ordinances for retail theft of property valued at less than $300.00 and without any prior retail theft arrest or convictions, should be written an Administrative Ordinance (AO) ticket and scheduled to be heard on the issuing officer's Administrative Ordinance (AO) court date at municipal court (Town Hall).

C. Have the offender sign the citation and issue the citation to the offender

D. Escort the offender off the premise.

E. Notify any retailers or vendors who wish to pursue prosecution of retail theft that they are obligated to attend each and every court assigned hearing date relative to the case. Inform the retailer or vendor that a failure to attend a court hearing resulting in the dismissal of the case shall be a violation of Section 62-41 and they face a fine of $500.00 to $750.00.

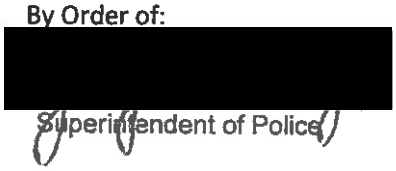
IV. REQUIRED DOCUMENTATION

A. Officers shall complete an incident report. The report will include:

1. That the violator did not have authority or permission to take the property from the retail establishment;
2. that the violator was not the rightful owner of the property;
3. that the violator took the property and failed to pay for it; and
4. proof of details as to the value of the property taken in order to establish it was less than $300.00.

B. Officers should also provide photographs, videos, or any other corroborating evidence that would assist the prosecution.

By Order of:



Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No 505
Subject Traffic and Pedestrian Stop Statistical Study	Effective Date October 5, 2020	Revised Date	Total Pages 5
Reference Policy 107 – Bias Based Policing Policy 407 – Field Interviews 625 ILCS 5/11-212 P.A. 99-0352, Police and Community Relations Improvement Act	Rescinds 61-0 6-03-P Traffic Stop Statistical Study	Amends	

POLICY:

It is the policy of this Department to investigate suspicious persons, incidents and other activities that officers encounter on patrol. It is also the intent of the Department to respect and protect the constitutional rights of all individuals during law enforcement contacts and/or enforcement actions. In the absence of any specific report, the race, ethnic background, age, gender, sexual orientation, religion, economic status or cultural group of any person will not be the basis for the detention, interdiction or other disparate treatment of any individual by any member of the Cicero Police Department. (Reference Policy 107-Bias Based Policing)

I. **Definitions**

A. *Bias Based Profiling* is the detention, interdiction, or other disparate treatment of an individual on the basis of the race, ethnic background, age, gender, sexual orientation, religion, economic status or cultural group of such individual.

B. *Data Collection* is the gathering of information by a police officer on individuals subjected to traffic stops as a result of violations of the Illinois Vehicle Code or similar municipal ordinance.

C. *Census Benchmarking* is a process of establishing a reference point to serve as a basis for comparing or judging Traffic Stop Data.

II. **APPLICABILITY**

A. The Traffic Stop Statistical Study (TSSS) statistical information compiled under this directive, regarding traffic stop data, is only required to be collected when the initial traffic stop is for an alleged Illinois Vehicle Code, Town ordinance related to traffic, or compliance violation.

B. The TSSS information is not collected when citations are issued as a result of the following:

1. Criminal investigation/investigative stops
2. Traffic crash
3. Motorist Assist

C. During a roadside safety check or stationary seatbelt detail, if an officer determines there is probable cause to believe a violation of the IVC has occurred and directs the driver to a secondary location for further detention, the officer will complete a Traffic Stop Card (Mobile Data Terminal profile data entry).

D. One Traffic Stop Card will be completed per traffic stop.

E. The driver's information (enforcement action taken, race, name, DOB, Gender, and address) will be recorded, even if the probable cause for the stop was based on the passenger's actions.

F. Commercial Motor Vehicle

1. If the purpose of the stop was to conduct an inspection and no probable cause of a violation was observed before making the stop, a stop card will not be completed.

2. If the purpose of the stop was to conduct an inspection and the officer had probable cause to believe a violation had occurred before initiating a traffic stop (i.e., speeding, cell phone use, unsecured load) a stop card will be completed.

3. If the commercial motor vehicle contact is at a fixed or portable scale, officers will only complete a stop card if, after weighing the commercial vehicle, they take enforcement action based upon an observed violation of the Illinois Vehicle Code, such as overweight, inoperable lamp, registration violation, etc.

III. ADMINISTRATION

A. Department members will continue to follow the policies and procedures outlined in the Department General Orders and statute related to traffic stops/enforcement, as well as orders regarding discrimination/bias.

B. To comply with the Illinois Traffic Stop Statistical Study, the statistical data collected by the Department from all traffic stops initiated by a Department member will include:

1. The alleged Illinois Vehicle Code, Town ordinance, or compliance violation that led to the traffic stop.

2. Our agency code: 396

3. The name, address, gender, driver's year of birth, and the officer's subjective determination of the race of the driver of the vehicle. The driver's race will be categorized into one of the following classifications defined in 625 ILCS 5/11-212:

a) Black or African American - a person having origins in any of the black racial groups of Africa.

b) White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

c) Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

d) Asian - a person having origins in any of the original peoples of the Far-East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

e) American Indian or Alaska Native - a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

f) Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Note: Department members will indicate on the data-collection materials the member's subjective determination of the race of the driver upon initial contact and observation. Members will not ask the driver his or her race.

4. The make and year of the vehicle stopped.
5. The date, time, and location of the stop.
6. The duration of the stop (in minutes-the time the traffic stop ended, defined as when the driver is free to leave or taken into physical custody).
7. Whether consent to search was requested for the vehicle, driver, passenger, or passengers during the stop and if consent to search was given or denied.
8. Whether a search was conducted of the vehicle, driver, passenger, or passengers during the traffic stop and if the search was conducted by consent or other lawful means.
9. Whether a police canine unit was requested to detect the presence of contraband in the vehicle, if the canine alerted to the presence of contraband in the vehicle, and whether a search was conducted of the vehicle based on the canine alert.
10. Whether contraband was found subsequent to the search conducted during the traffic stop, and if contraband was found, where the contraband was found and the type and amount of contraband seized.
11. The member's name, star number, and beat location of the stop

C. Traffic Stop Study Statistical Data (TSSS) information for every "traffic stop" will be entered in the "profile' section of the Computer Information System (CIS)-Mobile Client system on their vehicles mobile data terminal (MDT).

D. Investigative Stops of a vehicle, which are very limited, do not require TSSS data entry.

E. Per the provisions of the Police Community Relations Improvement Act (PCRIA), any law enforcement officer who detains (i.e., frisks, searches, summons, or arrests) a pedestrian in a public place must also complete (but not give to the pedestrian) a more detailed "uniform pedestrian stop card." Certain exceptions (see 625 ILCS 5/11-212(b-5) and 725 ILCS 5/107-14(b) for additional information) apply, such as any searches or inspections for routine security screenings at facilities or events. (See Policy 407-Field Interviews for further information)

1. Whenever a police officer completes a stop of a pedestrian involving a frisk or a search without a resulting arrest, the police officer must provide the person (unless not possible) with a "stop receipt". The stop receipt will provide the reason for the stop and contain the police officer's name and badge number. (See Policy 407-Field Interviews for further information) The officer conducting the pedestrian stop will fill in the pedestrian stop section in the CIS/Mobile Client system.
2. The information collected pursuant to the state statute will be submitted to the Illinois Department of Transportation for independent analysis.

F. Any law enforcement officer's identification information or driver identification information that is compiled by any law enforcement agency or the Illinois Department of Transportation pursuant to the Traffic Stop Statistical Study shall be confidential and exempt from public inspection and copying, as provided under Section 7 of the Freedom of Information Act, and the information shall not be transmitted to anyone except as needed to comply with the Traffic Stop Statistical Study.

IV. PROCEDURES FOR DOCUMENTING STATISTICAL DATA

A. Department members initiating the stop will complete the "profile" section on the CIS/Mobile Client for every traffic stop initiated. If for any reason the officer does not have an MDT, they will request an MDT unit to the scene and complete the profile section. If this is impractical the officer will enter the information via a CIS enabled desktop computer before the end of their tour of duty. In any event, it will be the responsibility of the initiating officer to ensure the information is entered into the profile section.

B. REVIEW OF DATA COLLECTION - RESPONSIBILITIES

1. Department members will:

   a) Ensure they comply with the data entry requirements of this order.

   b) Review their own "crystal" report on the CIS system for "Traffic Stops Missing Profile Information" and making any corrections/additions needed to ensure that there are no open traffic stop profiles. Any discrepancies on profiles or stop dispositions, etc. will be addressed through the officer's immediate supervisor with the 911 center (who will need to reopen the call).

2. Platoon supervisors/Team supervisors will:

   a) Ensure all data-collection profile information is complete, including all missing profile information for each member of their platoon.

   b) Review the CIS "crystal" report available for Traffic Stops Missing Profile Information for each member of their platoon/team at least weekly and ensure there are no outstanding profiles for officers under their supervision. Any discrepancies on profiles or stop dispositions. etc. will be addressed by the officer and their immediate supervisor with the 911 center (who will need to reopen the call).

3. Watch Commanders/unit supervisors, or their designee, will:

   a) Review the Traffic Stop Data collection on the CIS system for officers assigned to their unit and ensure that all officers are in compliance. They will specifically review the "crystal" report available on the CIS system for Traffic Stops Missing Profile Information.

   b) At the end of the month, they will do a final review of all members in their unit to ensure compliance by all.

   c) In the event some officers are not in compliance, remedial training of that officer by the watch/unit "CIS superuser" will occur and be documented by the Watch Commander and placed in the officer's Department personnel file; repeated non-compliance by an officer will require the supervisor to take corrective disciplinary action.

4. All non-compliant profile information will be rectified by the 15th of the month following the end of the preceding month. (Ex: 15 March for February profile).

C. PROCESSING AND ROUTING OF THE COLLECTED STATISTICAL DATA

1. The Director of the Records Division or their designee will:

   a) Ensure the assigned Records Section clerk conducts a review on the 16th of the month (or the first working day after the 16th) of the CIS "crystal" report for Traffic Stops Missing Profile Information of the Department for all months prior.

   b) The list of any outstanding profiles will be forwarded to the Director of Records who will confer with the Assistant Deputy Superintendent (ADS) of Administration regarding further action to resolve the outstanding TSSS or Pedestrian Stop Card Profile information.

      (1) The ADS of Administration will notify the Deputy Superintendent or Unit Supervisor of any officer who has delinquent/non-compliant profiles and arrange for corrective action.

      (2) The Deputy Superintendent of Administration will also be notified of this information by the ADS of Administration.

   c) Maintain the records and documents based on record retention protocols established by statute and by Division protocols within the CIS system.

   d) The Deputy Superintendent will be responsible for the yearly review and comment period provided by IDOT before the release of the study. All responses will be coordinated through the Office of the Superintendent.

   e) Submit (electronically or by mail) the traffic stop and pedestrian stop statistical data to the Illinois Department of Transportation (IDOT) at www.idot.illinois.gov/, in compliance with the ILCS (Traffic Stop Statistical Study and the Police Community Relations Improvement Act).

2. The Records Division must ensure that all forwarded juvenile and adult data are filed separately and retained.

By Order of:

[redacted]

Jerry Quijada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No. 409
Subject Retail Theft Incidents-Limited Use of Administrative Ordinance Process	Effective Date May 15, 2020	Revised Date	Total Pages 3
Reference Cicero Ordinance Chapter 62, Article I, Section 62-41 720 ILCS 5/16A-1; 720 ILCS 727	Rescinds	Amends	

POLICY:

Retail theft crimes may be best dealt with through the utilization of the Municipal Code under certain circumstances. Ordinance Section 62-41 Retail Theft provides that the theft of merchandise or property of a certain value is an offense for which penalties or fines may be imposed as outlined in Chapter 62, Article I, Section 62-41. Only first offenders may be charged as an Ordinance violation; any person who has been previously charged under Ordinance or State Statute and is arrested for retail theft a second or further time shall be charged under the state statute provisions relating to retail theft, 720 ILCS 5/16A-1 et seq.

I. DEFINITIONS

A. *Conceal merchandise* means that, although there may be some notice of its presence, the merchandise is not visible through ordinary observation.

B. *Full retail value* means the merchant's stated or advertised price of the merchandise.

C. *Merchandise* means any item of tangible personal property.

D. *Merchant* means an owner or operator of any retail mercantile establishment or any agent, employee, lessee, consignee, officer, director, franchisee or independent contractor of such owner or operator.

E. *Person* means any natural person or individual.

F. *Premises of a retail mercantile establishment* includes, but is not limited to, the retail mercantile establishment, any common use areas in shopping centers and all parking areas set aside by a merchant or on behalf of a merchant for the parking of vehicles for the convenience of the patrons of such retail mercantile establishment.

G. *Retail mercantile establishment* means any place where merchandise is displayed, held, stored or offered for sale to the public.

II. CICERO ORDINANCE CHAPTER 62, ARTICLE I, SECTION 62-41

A. Act of retail theft. A person shall be deemed to have committed retail theft upon any of the following acts:

1. Takes possession of, carries away, transfers or causes to be carried away or transferred, any merchandise displayed, held, stored or offered for sale in a retail mercantile establishment with the intention of retaining such merchandise or with the intention of depriving the merchant permanently of the possession, use or benefit of such merchandise without paying the full retail value of such merchandise; or

2. Alters, transfers, or removes any label, price tag, marking, indicia of value or any other markings which aid in determining value affixed to any merchandise displayed, held, stored or offered for sale, in a retail mercantile establishment and attempts to purchase such merchandise personally or in consort with another at less than the full retail value with the intention of depriving the merchant of the full retail value of such merchandise; or

3. Transfers any merchandise displayed, held, stored or offered for sale, in a retail mercantile establishment from the container in or on which such merchandise is displayed to any other container with the intention of depriving the merchant of the full retail value of such merchandise; or

4. Obtains or exerts unauthorized control over property of the owner and thereby intends to deprive the owner permanently of the use or benefit of the property, when a lessee of the personal property of another fails to return it to the owner, or if the lessee fails to pay the full retail value of such property to the lessor in satisfaction of any contractual provision requiring such, within 30 days after written demand from the owner for its return. A notice in writing, given after the expiration of the leasing agreement, by registered mail, to the lessee at the address given by the lessee and shown on the leasing agreement shall constitute proper demand.

B. Full retail value of property. The value of the property as described in section 62-41 of this chapter shall be less than $300.00.

C. Presumptions. If any person (a) conceals upon his or her person or among his or their belongings, unpurchased merchandise displayed, held, stored or offered for sale. in a retail mercantile establishment and (b) removes that merchandise beyond the last known station for receiving payments for that merchandise in that retail mercantile establishment, such person shall be presumed to have possessed, carried away or transferred such merchandise with the intention of retaining it or with the intention of depriving the merchant permanently of the possession, use or benefit of such merchandise without paying the full retail value of such merchandise.

III. CHARGING PROCEDURE

A. The responding officer shall verify the offender's identity and background. The officer shall first determine whether the offender has any (local ordinance or state statute) prior retail theft arrests in his/her background. If the answer is yes, then the person should be charged under State Statute 720 ILCS 5/16A et seq.

B. A violation under Section 62-41 of the Code of Ordinances for retail theft of property valued at less than $300.00 and without any prior retail theft arrest or convictions, should be written an Administrative Ordinance (AO) ticket and scheduled to be heard on the issuing officer's Administrative Ordinance (AO) court date at municipal court (Town Hall).

C. Have the offender sign the citation and issue the citation to the offender

D. Escort the offender off the premise.

E. Notify any retailers or vendors who wish to pursue prosecution of retail theft that they are obligated to attend each and every court assigned hearing date relative to the case. Inform the retailer or vendor that a failure to attend a court hearing resulting in the dismissal of the case shall be a violation of Section 62-41 and they face a fine of $500.00 to $750.00.

IV. REQUIRED DOCUMENTATION

A. Officers shall complete an incident report. The report will include:

1. That the violator did not have authority or permission to take the property from the retail establishment;
2. that the violator was not the rightful owner of the property;
3. that the violator took the property and failed to pay for it; and
4. proof of details as to the value of the property taken in order to establish it was less than $300.00.

B. Officers should also provide photographs, videos, or any other corroborating evidence that would assist the prosecution.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No. 329
Subject Response to Labor Disputes, Demonstrations, and Civil Disturbances	Effective Date November 24, 2019	Revised Date November 1, 2020	Total Pages 17
Reference Policy 300 – Use of Force Policy 304 – Emergency Management Plan Policy 340 – Federal & National Guard Assistance	Rescinds 46-01-03 Labor Disputes, Strikes and Pickets Lines 46-01-04 Civil Disturbance	Amends	

POLICY:

The Cicero Police Department provides guidelines for officers to use in maintaining order at labor dispute picket lines and civil disturbances. It is the general responsibility of Cicero Police Officers to maintain order and protect persons and property during labor disputes, demonstrations, and civil disturbances.

I. LABOR DISPUTES AND STRIKES

A. General Guidelines:

1. Peaceful picketing is legal, and the right to do so will be protected by the police department.
2. Officers will use discretion in taking enforcement action. However, criminal behavior that jeopardizes public safety will not be tolerated.

B. Picket lines

1. Picket lines are permitted on public sidewalks when they do not obstruct pedestrian traffic.
2. Pickets are not permitted on roadways or in any way to obstruct traffic.
3. Pickets are not permitted on private property without permission.
4. There is no maximum number of participants established for pickets, provided their conduct conforms to these guidelines.
5. Pickets are not permitted to block a door, passageway, driveway, crosswalk or any other entry or exit to a house, plant or place of business.
6. Leaflets and pamphlets:
   a) Pickets are permitted to distribute informational leaflets and/or pamphlets, providing a serious litter problem is not created.
   b) Serious litter problems will be addressed by enforcement of the Town of Cicero litter ordinances.
   c) A picket is not permitted to block vehicular or pedestrian traffic, doors, entries or driveways in order to distribute literature.
7. A participant in a picket does not have to be an employee of the target of the picket.

8. Employees, suppliers or customers of the target of the picket have the right to freely pass.

9. Intimidation of employees, suppliers or customers is not permitted.

10. Pedestrian, vehicular or commercial vehicle traffic will not be impeded.

C. Any person desiring to take merchandise in or out of a house or a place of business where there is a labor dispute may do so without being impeded or stopped. This applies to pedestrians, vehicles, commercial carriers, etc.

D. If a labor dispute/strike becomes unruly, state statutes regarding mob action will be enforced at the officer's discretion. Two persons or more constitute a mob when their intent is to commit an unlawful act.

E. Sound trucks or loudspeaker systems are in violation of Town ordinances, unless a written permit granting permission to use such equipment is issued by the Town Board. Generally, if a permit is issued for use of a sound truck, the permit will require the sound truck to keep moving while the loudspeakers are in operation.

F. Union officials or picketers have a right to talk to persons coming in and out of a picketed area.

G. If a non-striker or non-picketer does not want to talk to a union official or picketer, he does not have to and may freely go about his business without being stopped, impeded, intimidated, coerced, or threatened.

II. DEMONSTRATIONS AND CIVIL DISTURBANCES

A. The Cicero Police Department will respond to demonstrations and civil disturbances in a systematic, proactive approach consistent with the standardized National Incident Management System (NIMS), when feasible, including the use of the Incident Command System (ICS) and the designation of an Incident Commander.

1. The Incident Commander has overall authority and responsibility for the Department's operations in response.

2. Department responses to these incidents will be directed by the Incident Commander, in coordination with the Office of the Superintendent of Police.

B. Any large crowd, whether lawful, unlawful, peaceful, or disruptive, may require the response of Department members.

1. The Department's response to each incident involving demonstrations and civil disturbances will be tailored to the specific incident and will require flexibility, discipline, and patience.

2. Depending upon the situation, the response can range from observation and management strategies to intervention and dispersal tactics.

3. The Department must be able to respond in a way that facilitates lawful First Amendment activity while simultaneously identifying and removing those individuals whose illegal behavior jeopardizes the safety of those engaged in protected activity.

C. Officers of the Cicero Police Department will:

1. Preserve peace and protect life and property of persons within the Town of Cicero.

2. Employ only that degree of force necessary to maintain law and order and overcome resistance to lawful authority during a civil disturbance. They will employ force in compliance with the Department's Use of Force policy.

3. Maintain a neutral position during a civil disturbance

D. When a civil disturbance is reported, the appropriate personnel will be dispatched to the scene to make an initial assessment

1. The first officer on scene will notify their Watch Commander of the location of the incident the number of persons involved, and the nature of the situation

2. The first responding supervisor on the scene will apply the seven (7) Critical tasks; establish communication and control, identify hot zone or areas of danger, establish an inner perimeter, establish an outer perimeter, establish an incident command post, establish a staging area and request additional resources.

3. No action will be taken at a civil disturbance by an insufficient number of police officers unless human life is endangered.

4. The Watch Commander, upon notification of a civil disturbance, will

a) immediately mobilize the necessary personnel and equipment and determine if outside agencies/resources are needed

b) make proper notifications per Department policy

c) designate an Incident Commander (often this may be the Watch Commander him/herself).

5. The Incident Commander will

a) Request adequate personnel.

(1) This may include the use of an ILEAS call out, an ISPERN request, or request for Chicago Police assistance, or a combination of, based on the size and complexity of the event.

(2) If additional resources are required they will be directed to arrive at the designated staging area,

b) Deploy officers in the appropriate formation to confine and isolate the civil disturbance within the affected area (see *Addendum A* of this order for formations used and their configurations and purposes).

(1) Once deployed, officers will adhere to their assignments and directions given by their supervisors

(a) They will not self-deploy, leave their assigned area, or otherwise deviate from their assignment until advised to do so by their supervisor or higher authority.

(b) Assignment and task discipline is essential to officer safety and a successful resolution of these types of events.

(c) Officers will not needlessly jeopardize their safety or the safety of the public to adhere to this provision.

c) Issue orders to disperse the crowd in conjunction with an orderly display of strength while ensuring that all use of force options are only used in compliance with the Department's policy on Use of Force:

(1) Chemical munitions are used only when authorized by the Incident Commander (CAUTION; REMOVE ALL K-9 UNITS BEFORE THE USE OF CHEMICAL MUNITIONS)

(2) Firearms are used only when deadly force is justified

d) Ensure that all arrestees are secured and expeditiously transported to the police facility for processing.

(1) An on-scene supervisor should be assigned to visually inspect arrestees before transport, when feasible, to determine:

(a) If any need immediate medical attention

(b) If applicable, provisions outlined in the Department's Mass Arrest SOP were adhered to by the arresting officer(s)

e) The dispatch center should be made aware of the number of arrests and the location of arrest(s).

f) Ensure that any officer injured during the incident receives the appropriate medical aid needed.

E. CIVIL DISTURBANCES EQUIPMENT

1. Uniformed personnel assigned to a civil disturbance team will have the following items available:

a) Riot Helmet, with face shield and chin strap

b) Ballistic Shield or Riot Shield (as available and assigned)

c) 36-inch wooden baton, 24-inch wooden baton, or expandable baton depending on assignment and availability

d) Long sleeve uniform shirt without a tie

e) Uniform trousers

f) Gun belt and accessories

g) Protective vest

h) Gas Mask, if issued

i) Black boots (optional)

j) Groin protection (optional)

k) Flex Cuffs (optional/department availability)

l) Conducted Electrical Weapons (CEW), if issued

2. Personal items for at least (3) three days may be necessary

a) Undergarments

b) Toiletries

c) Civilian attire

d) Money/debit or credit cards

e) Food and water

F. Termination Phase

1. Remove riot helmets, rifles, batons, and other related civil disturbance equipment from view.

2. Gradually remove the extra manpower and patrols from the area

3. Inform the Superintendent of Police that the situation has been resolved and deactivate the command post

4. If the incident has not been video-recorded by Cicero Police personnel, personnel will be assigned to secure copies of videos and news photographs from the media if available

5. Personnel assigned to complete any paperwork related to the incident.

By Order of:

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

Addendum A – Riot Control Command Formations

Crowd Control Basic Commands

Oral Commands are given in two parts

Preparatory Commands states movement to be carried out and mentally prepares officers for the "Command of Execution".

Command of Execution tells when the command is to be carried out.

Note: A brief pause is given between the Preparatory and Command of Execution.

Basic Commands:

Squad, Standby Preparatory command used to gain the attention of a squad.

Atten Tion Baton positioned on the right side of the body, with the butt of the Riot Baton resting on the ground next to the officer's right foot.

Port Arms Baton raised to a 45 degree angle, from the right hip (*Stripping Motion)* to the left shoulder.

Order Arms Return to the position of attention.

Parade Rest Extend both arms toward the ground with baton held in both hands across front of the thighs.. Baton is parallel to the ground with feet at shoulder width.

At Ease Stand in a relaxed manner with the baton down on the right side of the body, moving the left foot about shoulder length apart.

On Guard Left foot forward to assume a strong stance with a slight forward lean. Baton held at a 45 degree pointed forward with the high end at nose level and the lower end near the right hip.

Safe Guard Left foot forward with a slight forward lean. Baton pointed forward and parallel to the ground. Left arm locked out and right hand near the right hip.

DRESS TO YOUR RIGHT

Crowd Control Basic Commands

Basic Command for Face Shields

Face Shields Down Usually given from Port Arms. Has movement during the preparatory command of **Face Shields,** with the right hand raised to the Face Shield. When the command of execution **Down** is given, face shield is lowered.

Face Shields Up Usually given from Port Arms. Has movement during the preparatory command of **Face Shields,** with the right hand raised to the Face Shield. When the command of execution **Up** is given, Face shield is raised.

Basic Commands for Riot Shields

Atten Tion Standard position of attention. Riot Shields in the down position on the left side of the body.

Riot Shields Up Riot Shields raise to the front with the top portion of the shield at eye level.

Riot Shields Down Riot Shields lowered to the left side of the body (*back to the standard position of attention).*

On Guard Done from a position of the Riot Shield Up. Left foot is forward, with a baton held in the right hand is place against the upper portion of the Riot Shield to reinforce it. The Riot Shield may rest on the left thigh with the upper portion slightly angled outward.
On the command of **"Forward on the On Guard - March",** Officers will strike the Riot Shields with their Baton as their left foot strikes the ground.

Riot Shields, Parade Rest Place the Riot Shield's base in front of the officer, on the ground. The Riot Shield should face the crowd with the officer securing the top half.

SPACING AND MOVEMENT IN FORMATION SHOULD BE UNIFORM.

Crowd Control Basic Commands

Basic Command for Squad Movement:

Forward March Starting with the left foot, march taking full steps (approx. 30 inches). Can be done when officers are in an On Guard or Safe Guard to gain territory and conserve energy.

Half Step March Starting with the left foot, march taking half steps.

Double Time March Starting with the left foot, moving at a slow jog.

Mark Time March Starting with the left foot, March in place.

Column Right March Command of execution is given when the right foot strikes the ground. On the next (*left*) step, the point officer of the column pivots on the left foot 90 degree to the right, the right foot takes a full step. Succeeding officers continues to march forward and turns 90 degree at the pivot point.

Column Left March Command of execution is given when the left foot strikes the ground. On the next (*right*) step, the point officer of the column pivots on the right foot 90 degree to the left, the left foot takes a full step. Succeeding officers continues to march forward and turns 90 degree at the pivot point.

Forward at the On Guard (*stomp and drag*) **March** Done when the officers are on the On Guard. On the command of execution, **March,** begin forward *Stomp and Drag* while maintaining an On Guard (*Baton remains static*).

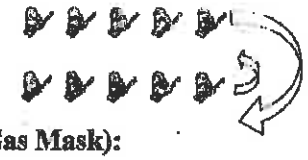
Forward at the Safe Guard (*stomp and drag*) **March** Done when the officers are on the Safe Guard. On the command of execution, **March,** begin forward *Stomp and Drag* while maintaining a Safe Guard. Baton is brought to chest level and thrust forward when the left foot strikes the ground. Baton is parallel to the ground.

Baton Push at a Half Step (*modified stomp and drag*) **March** On the command of execution, **March**, the baton is pushed forward at a 45-degree angle as the left foot strikes the ground and pulled back when the right foot goes forward.

Audible Options. (Commands given to squad/platoon during movement)

- **Address Crowd**-Officers give verbal command of ***MOVE*** when the left foot strikes the ground and ***BACK*** when the right foot is then moved forward next to the left foot.
- **Baton Cadence**- Officers will strike their baton against the shin guards or riot shields as their left foot strikes the ground.

Counter Column March Command of execution is given when the left foot strikes the ground. On the next (*left*) step, the point officer of the column on the right, will pivots 180-degree to his left and marches in between the Double Column. The point officer of the column on the left, will pivots 180-degree to his right and marches around the outside of the Double Column. Succeeding officers continues to march forward until they reach the pivot point set by their point officer and follow their column.



Commands for APR Deployment (Gas Mask):

Masking of APR (Air-Purifying Respirator) will be done as commanded by the Platoon or Squad Leader.

Prepare to Mask Move On the Preparatory Command of "Prepare for Masking", Squad Leader and/or Assistant Squad Leader will identify the even or odd officers to place their gas mask on. On the Command of Execution of "Move", the designated officers will step behind a cover officer and complete the task. When the officer has completed the masking, they will step back into the formation and the cover officer will mask.

Clockwise Line Relief Move May be deployed when a second line of officers (Close Support) are behind the front line. On the command, the second line of officers will mask up and prepare to provide cover the front line. On the Command of "Clockwise Line Relief - Move", the front line will face right and move behind the second line of officers to mask up. There is an option of returning the original line up front if needed.

Prepare for Gap Slide Move May be deployed when a second line of officers (Close Support) are behind the front line. On command, the second line of officers will mask up and prepare to provide cover the front line. On the Command of "Prepare for Gap Slide - Move", the second line will step forward through the gap and replace the front line allowing them to mask up.

MASK MASK MASK ***Emergency Masking:*** When it is necessary to mask up the entire Squad or Platoon for emergency deployment of "Riot Control Agents", the Preparatory Command and the Command of Execution is "***MASK MASK MASK***". Hand signal of tapping your both shoulders will be given at the same time. Officers should attempt to maintain visual contact with the crowd during "Emergency Masking".

ANY MOVEMENT OF PERSONNEL SHOULD BE DONE IN FORMATION.

Crowd Control Formations

Single Column Formation

Single Column Move Unit Leader points to the location where the Column is formed. Officers form a Column facing the direction indicated with officers facing the point person's back (*30" spacing between officers*).

Double Column Formation

Double Column Move Unit Leader points to the location where the Double Column is formed. Officers form a Double Column with the point person at the front and to the right (*Spacing should be 30" between column- 30" between officers in the column*).

Line Formation

Line Formation Move Unit Leader points to the location where the Line Formation is formed. The point person moves to the location indicated with the officers forming on each side of him (*Left column forms to the left of the point person, right column to the right side*).

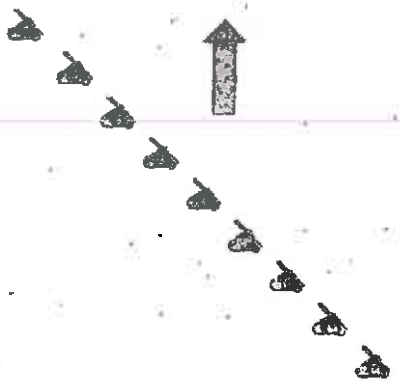
COMMANDS SHOULD BE BOTH VERBAL AND BY HAND SIGNS

Crowd Control Formations

Wedge Formation **Move** Unit Leader points to the location where the Wedge Formation is formed. The point person moves to the location indicated with officers angling back on both sides (*one step back and one step to the side).*

Diagonal RIGHT (or Left) Formation

Diagonal Right (or Left) **Move** Unit Leader points to the location where the Diagonal Formation is formed. The point person moves to the location indicated with officers angling 45 degree back to the right from the point person. Diagonal Right Formation is formed to move the crowd to the right(*Diagonal left is formed with the point person right front of the formation*).

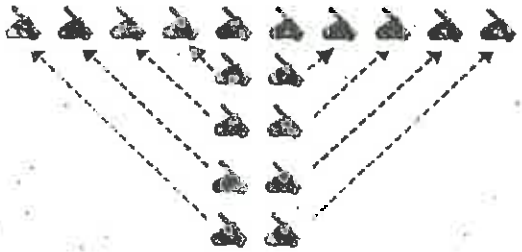


ALL MOVEMENT INTO FORMATIONS, DONE AT A DOUBLE TIME.

Crowd Control Formations

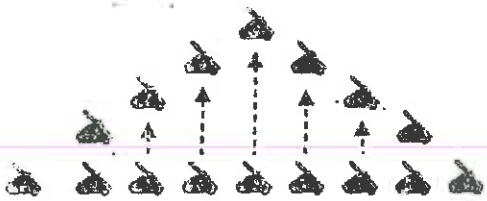
Double Column to Line

Line Formation Move Unit Leader points to location where the "Line Formation" is formed. Lead Officers in each column remains in position. The remaining officers move to the right (left) side of the Lead Officers.



Line Formation to Wedge

Wedge Formation Move Unit Leader points to the Officer who will be the point person. Point Officer marches forward, with remaining officers "Mark Time" marching until the officer to their right (left) is 45 degree ahead. The remaining officers will than fall into the "Wedge Formation".



Wedge to Line Formation

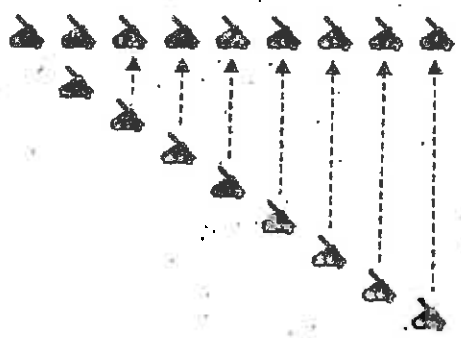
Line Formation Move Point Officer remains in position by "Mark Time" marching. Remaining Officers move forward until a "Line Formation" is achieved.

WHEN DEPLOYING MULTIPLE SQUADS, DRESS TO THE CENTER

Crowd Control Formations

Diagonal Right (left) to Line

Line Formation **Move** Leftmost Officer remains in position by "Mark Time" marching. Remaining Officers move forward until a "Line Formation" is achieved.



Crossbow Line Formation

The Crossbow is an aggressive maneuver used to penetrate a crowd to rescue a person, or perform an arrest. The squad is moved into the "Double Column" formation with a minimum of 8 officers to provide sufficient protection.

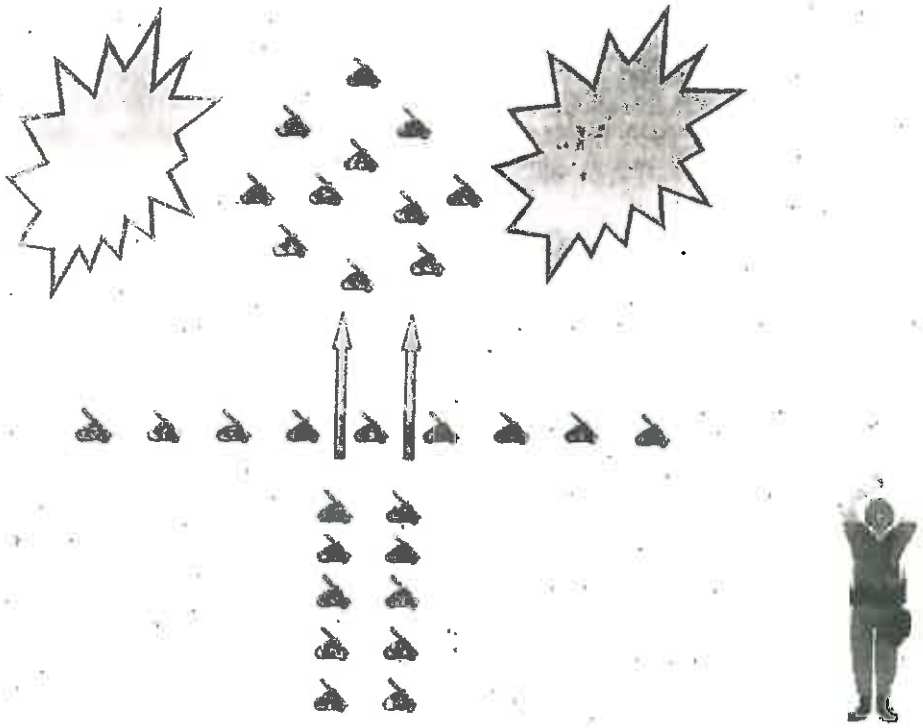
Crossbow, Arrest (Rescue) **Move** Squad Leader identifies the person to be arrested/rescued. The first 2 officers are the arrest/rescue team and the remaining squad is the protective guard.

Rescue. If the movement is a rescue, the team yells as they run toward the person they rescue.

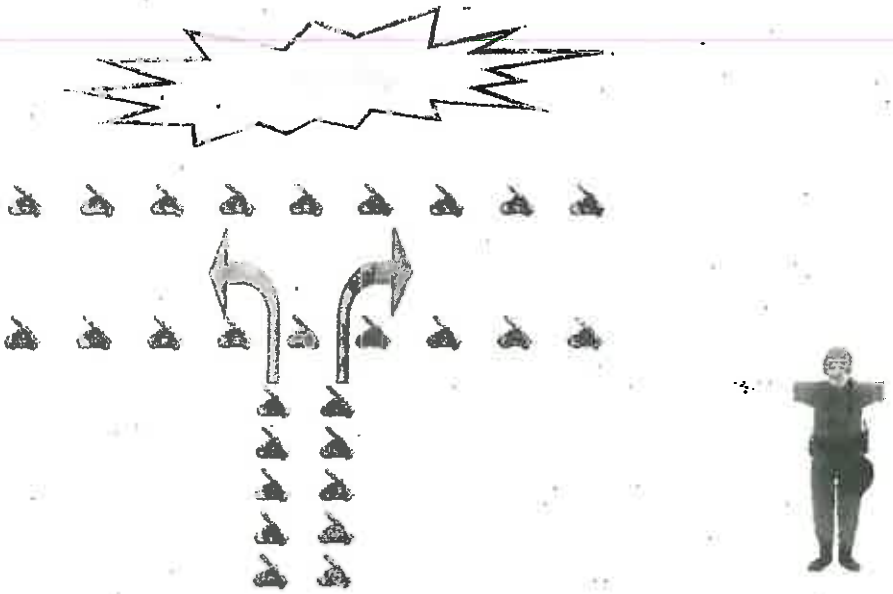
Arrest. If an arrest, arrest team may hand off their batons to the Squad Leader or place them on their belts and the movement is silent.
When the arrest/rescue team reaches the person, the remaining squad forms a protective circle. The Squad Leader controls the movement of the entire squad back to "friendly territory".

Crossbow into Line Formation
The "Crossbow" may also be used to move the crowd back with a "Line Formation". As in the arrest/rescue, the point person will determine the distance that they travel. Squad should be audible during deployment.

Crossbow into Arrest/Rescue Formation

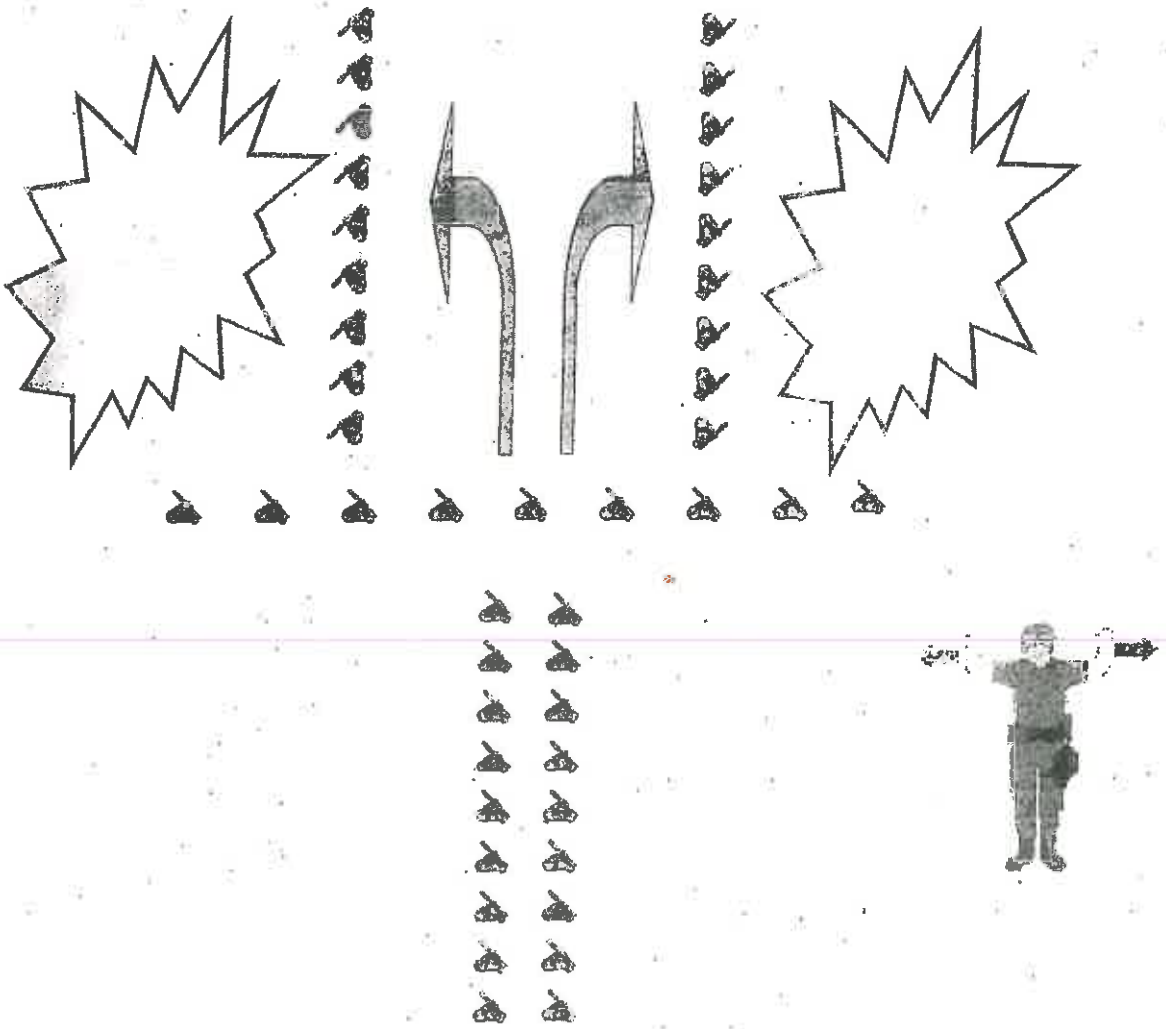


Crossbow into Line Formation



Crossbow Crowd Separation

Crossbow, Crowd Separation **Move** 2 Squads, by forming a Double Column (1 Squad in each Column), will penetrate the crowd and separate them by going the opposite direction. Communication is essential between the both squad leaders involved in this tactic. This maneuver may be used to separate 2 hostile groups or to clear an entryway into a building.

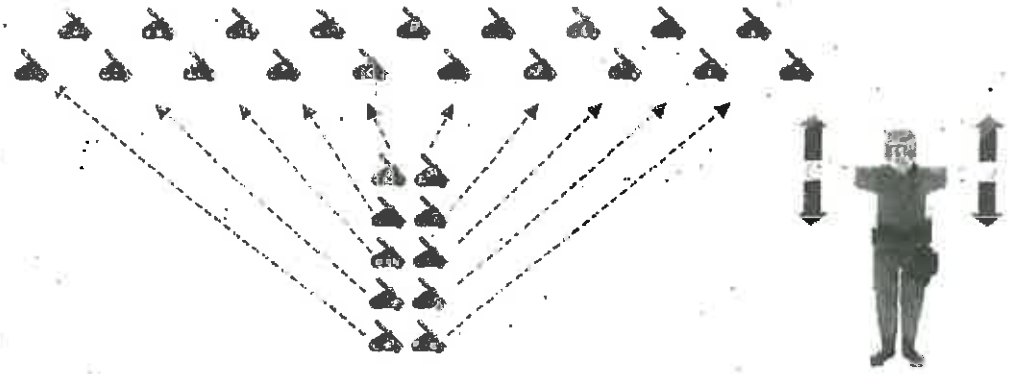


AFTER EVERY MOVEMENT, TAKE A HEAD COUNT

Line Formation-Close Support from a Crossbow (Double Column)

Although not a true Crossbow Tactic, Close Support may be used to support the existing Line Formation when they meet a large resistance. This tactic can also be used to relieve the existing formation without disrupting the line integrity.

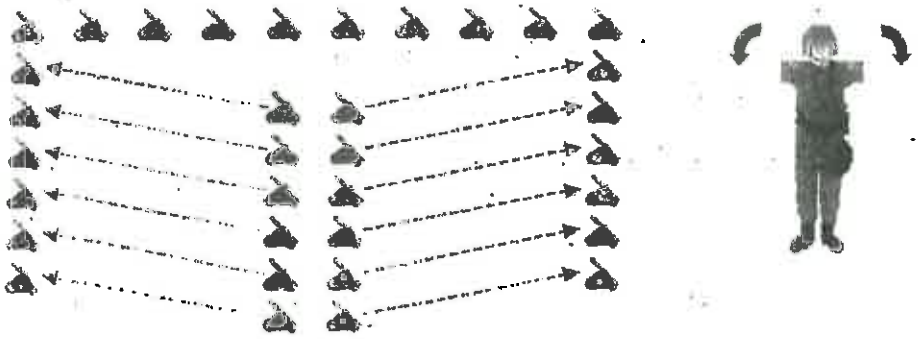
Line Formation-Close Support **Move** Unit Leader will approach the existing Line Formation and in a Double Column. The Unit Leader will direct their squad to provide ***"Close Support"*** it by moving arm up and down with a closed fist. The squad will fill in the gap of the existing Line Formation.



Lateral Support

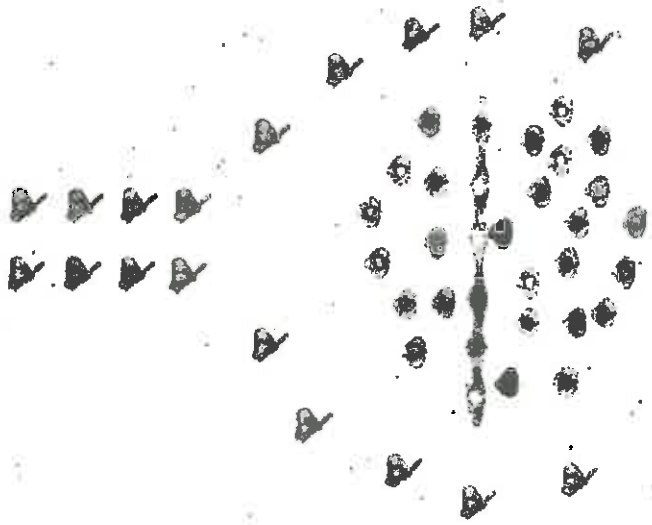
Lateral Support provides protection to the flank of an existing Line Formation. This tactic is ideal for entering a hostile intersection or assaults from the sides.

Lateral Support **Move** The supporting squad(s) is directed by slightly rising of the arm and pointing toward the direction that may need ***"Lateral Support"***. Support may be provided on one or both sides of the Line.



Encirclement (Arrest)

Encirclement Move 2 Squads in a Double Column (1 Squad in each Column), will approach and circle the crowd by going the around them in opposite direction. Once the officers surround the crowd, the squad leaders will determine if the officers will face the arrestees or if the environment is hostile every other or odd officer will face outbound.



Officers facing the arrestees or *Facing in and outbound due to threats . Odd number officers should take 2 steps outward toward the threat.*

POLICY
CICERO POLICE DEPARTMENT

No.	Subject	Effective Date	Revised Date	Total Pages
505	Traffic and Pedestrian Stop Statistical Study	October 5, 2020		5

References	Rescinds	Amends
Policy 107 – Bias Based Policing Policy 407 – Field Interviews 625 ILCS 5/11-212 P.A. 99-0352, Police and Community Relations Improvement Act	61-01-01-P Traffic Stop Statistical Study	

POLICY:

It is the policy of this Department to investigate suspicious persons, incidents and other activities that officers encounter on patrol. It is also the intent of the Department to respect and protect the constitutional rights of all individuals during law enforcement contacts and/or enforcement actions. In the absence of any specific report, the race, ethnic background, age, gender, sexual orientation, religion, economic status or cultural group of any person will not be the basis for the detention, interdiction or other disparate treatment of any individual by any member of the Cicero Police Department. (Reference Policy 107-Bias Based Policing)

I. **Definitions**

A. *Bias Based Profiling* is the detention, interdiction, or other disparate treatment of an individual on the basis of the race, ethnic background, age, gender, sexual orientation, religion, economic status or cultural group of such individual.

B. *Data Collection* is the gathering of information by a police officer on individuals subjected to traffic stops as a result of violations of the Illinois Vehicle Code or similar municipal ordinance.

C. *Census Benchmarking* is a process of establishing a reference point to serve as a basis for comparing or judging Traffic Stop Data.

II. **APPLICABILITY**

A. The Traffic Stop Statistical Study (TSSS) statistical information compiled under this directive, regarding traffic stop data, is only required to be collected when the initial traffic stop is for an alleged Illinois Vehicle Code, Town ordinance related to traffic, or compliance violation.

B. The TSSS information is not collected when citations are issued as a result of the following:

1. Criminal investigation/investigative stops
2. Traffic crash
3. Motorist Assist

C. During a roadside safety check or stationary seatbelt detail, if an officer determines there is probable cause to believe a violation of the IVC has occurred and directs the driver to a secondary location for further detention, the officer will complete a Traffic Stop Card (Mobile Data Terminal profile data entry).

D. One Traffic Stop Card will be completed per traffic stop.

E. The driver's information (enforcement action taken, race, name, DOB, Gender, and address) will be recorded, even if the probable cause for the stop was based on the passenger's actions.

F. Commercial Motor Vehicle

1. If the purpose of the stop was to conduct an inspection and no probable cause of a violation was observed before making the stop, a stop card will not be completed.

2. If the purpose of the stop was to conduct an inspection and the officer had probable cause to believe a violation had occurred before initiating a traffic stop (i.e., speeding, cell phone use, unsecured load) a stop card will be completed.

3. If the commercial motor vehicle contact is at a fixed or portable scale, officers will only complete a stop card if, after weighing the commercial vehicle, they take enforcement action based upon an observed violation of the Illinois Vehicle Code, such as overweight, inoperable lamp, registration violation, etc.

III. ADMINISTRATION

A. Department members will continue to follow the policies and procedures outlined in the Department General Orders and statute related to traffic stops/enforcement, as well as orders regarding discrimination/bias.

B. To comply with the Illinois Traffic Stop Statistical Study, the statistical data collected by the Department from all traffic stops initiated by a Department member will include:

1. The alleged Illinois Vehicle Code, Town ordinance, or compliance violation that led to the traffic stop.

2. Our agency code: 396

3. The name, address, gender, driver's year of birth, and the officer's subjective determination of the race of the driver of the vehicle. The driver's race will be categorized into one of the following classifications defined in 625 ILCS 5/11-212:

a) Black or African American - a person having origins in any of the black racial groups of Africa.

b) White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

c) Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

d) Asian - a person having origins in any of the original peoples of the Far-East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

e) American Indian or Alaska Native - a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

f) Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Note: Department members will indicate on the data-collection materials the member's subjective determination of the race of the driver upon initial contact and observation. Members will not ask the driver his or her race.

4. The make and year of the vehicle stopped.
5. The date, time, and location of the stop.
6. The duration of the stop (in minutes-the time the traffic stop ended, defined as when the driver is free to leave or taken into physical custody).
7. Whether consent to search was requested for the vehicle, driver, passenger, or passengers during the stop and if consent to search was given or denied.
8. Whether a search was conducted of the vehicle, driver, passenger, or passengers during the traffic stop and if the search was conducted by consent or other lawful means.
9. Whether a police canine unit was requested to detect the presence of contraband in the vehicle, if the canine alerted to the presence of contraband in the vehicle, and whether a search was conducted of the vehicle based on the canine alert.
10. Whether contraband was found subsequent to the search conducted during the traffic stop, and if contraband was found, where the contraband was found and the type and amount of contraband seized.
11. The member's name, star number, and beat location of the stop

C. Traffic Stop Study Statistical Data (TSSS) information for every "traffic stop" will be entered in the "profile' section of the Computer Information System (CIS)-Mobile Client system on their vehicles mobile data terminal (MDT).

D. Investigative Stops of a vehicle, which are very limited, do not require TSSS data entry.

E. Per the provisions of the Police Community Relations Improvement Act (PCRIA), any law enforcement officer who detains (i.e., frisks, searches, summons, or arrests) a pedestrian in a public place must also complete (but not give to the pedestrian) a more detailed "uniform pedestrian stop card." Certain exceptions (see 625 ILCS 5/11-212(b-5) and 725 ILCS 5/107-14(b) for additional information) apply, such as any searches or inspections for routine security screenings at facilities or events. (See Policy 407-Field Interviews for further information)

1. Whenever a police officer completes a stop of a pedestrian involving a frisk or a search without a resulting arrest, the police officer must provide the person (unless not possible) with a "stop receipt". The stop receipt will provide the reason for the stop and contain the police officer's name and badge number. (See Policy 407-Field Interviews for further information) The officer conducting the pedestrian stop will fill in the pedestrian stop section in the CIS/Mobile Client system.
2. The information collected pursuant to the state statute will be submitted to the Illinois Department of Transportation for independent analysis.

F. Any law enforcement officer's identification information or driver identification information that is compiled by any law enforcement agency or the Illinois Department of Transportation pursuant to the Traffic Stop Statistical Study shall be confidential and exempt from public inspection and copying, as provided under Section 7 of the Freedom of Information Act, and the information shall not be transmitted to anyone except as needed to comply with the Traffic Stop Statistical Study.

IV. PROCEDURES FOR DOCUMENTING STATISTICAL DATA

A. Department members initiating the stop will complete the "profile" section on the CIS/Mobile Client for every traffic stop initiated. If for any reason the officer does not have an MDT, they will request an MDT unit to the scene and complete the profile section. If this is impractical the officer will enter the information via a CIS enabled desktop computer before the end of their tour of duty. In any event, it will be the responsibility of the initiating officer to ensure the information is entered into the profile section.

B. REVIEW OF DATA COLLECTION - RESPONSIBILITIES

1. Department members will:

   a) Ensure they comply with the data entry requirements of this order.

   b) Review their own "crystal" report on the CIS system for "Traffic Stops Missing Profile Information" and making any corrections/additions needed to ensure that there are no open traffic stop profiles. Any discrepancies on profiles or stop dispositions, etc. will be addressed through the officer's immediate supervisor with the 911 center (who will need to reopen the call).

2. Platoon supervisors/Team supervisors will:

   a) Ensure all data-collection profile information is complete, including all missing profile information for each member of their platoon.

   b) Review the CIS "crystal" report available for Traffic Stops Missing Profile Information for each member of their platoon/team at least weekly and ensure there are no outstanding profiles for officers under their supervision. Any discrepancies on profiles or stop dispositions. etc. will be addressed by the officer and their immediate supervisor with the 911 center (who will need to reopen the call).

3. Watch Commanders/unit supervisors, or their designee, will:

   a) Review the Traffic Stop Data collection on the CIS system for officers assigned to their unit and ensure that all officers are in compliance. They will specifically review the "crystal" report available on the CIS system for Traffic Stops Missing Profile Information.

   b) At the end of the month, they will do a final review of all members in their unit to ensure compliance by all.

   c) In the event some officers are not in compliance, remedial training of that officer by the watch/unit "CIS superuser" will occur and be documented by the Watch Commander and placed in the officer's Department personnel file; repeated non-compliance by an officer will require the supervisor to take corrective disciplinary action.

4. All non-compliant profile information will be rectified by the 15th of the month following the end of the preceding month. (Ex: 15 March for February profile).

C. PROCESSING AND ROUTING OF THE COLLECTED STATISTICAL DATA

1. The Director of the Records Division or their designee will:

   a) Ensure the assigned Records Section clerk conducts a review on the 16th of the month (or the first working day after the 16th) of the CIS "crystal" report for Traffic Stops Missing Profile Information of the Department for all months prior.

   b) The list of any outstanding profiles will be forwarded to the Director of Records who will confer with the Assistant Deputy Superintendent (ADS) of Administration regarding further action to resolve the outstanding TSSS or Pedestrian Stop Card Profile information.

      (1) The ADS of Administration will notify the Deputy Superintendent or Unit Supervisor of any officer who has delinquent/non-compliant profiles and arrange for corrective action.

      (2) The Deputy Superintendent of Administration will also be notified of this information by the ADS of Administration.

   c) Maintain the records and documents based on record retention protocols established by statute and by Division protocols within the CIS system.

   d) The Deputy Superintendent will be responsible for the yearly review and comment period provided by IDOT before the release of the study. All responses will be coordinated through the Office of the Superintendent.

   e) Submit (electronically or by mail) the traffic stop and pedestrian stop statistical data to the Illinois Department of Transportation (IDOT) at www.idot.illinois.gov/, in compliance with the ILCS (Traffic Stop Statistical Study and the Police Community Relations Improvement Act).

2. The Records Division must ensure that all forwarded juvenile and adult data are filed separately and retained.

By Order of:

[redacted]

Jerry Quiada, Jr.
Superintendent of Police

POLICY
CICERO POLICE DEPARTMENT

No.
801

Subject	Effective Date	Revised Date	Total Pages
Field Radio Communications	February 1, 2013	May 1, 2020	2

Reference	Rescinds	Amends
Policy 305 – Patrol Functions Policy 800 – Communications Operations	41-02-01 Patrol Procedures	

POLICY:

It is the policy of the Cicero Police Department to maintain radio transmissions in a professional manner consistent with FCC Rules and Regulations.

It is the policy of this department to utilize Interoperable Portable Radios in the field, and in the Emergency Operations Center especially when responding to, or receiving assistance from outside agencies and jurisdictions.

I. EQUIPMENT

A. Officers are individually assigned radios for use while on duty. Officers are also assigned chargers to recharge the radio batteries while at home. Training on its use will be provided when issued. The employee must sign a receipt for the equipment and acknowledge the training. The Division of Administration will maintain an inventory and assignment listing.

B. Radios may be kept secured in the employee's locker or taken home. Each employee is responsible for maintaining their issued radio and keeping a charged battery.

C. When a portable radio fails, the officer is to:

1. Sign out a replacement radio from the Watch Commander and
2. Deliver the radio that does not work to the Commander of Administration/ Division of Administration with a memorandum detailing the problem

II. REQUIRED RADIO COMMUNICATIONS

A. Officer safety and operational efficiency require that officers communicate with the dispatch center during, at minimum, the following times:

1. When acknowledging an assignment
2. When arriving at an incident scene
3. When clearing an assignment **or changing locations during any assignment** (the dispatch center must be notified timely of changes in location).
4. Before initiating a traffic stop or field interview, when tactically feasible.
5. Before self-initiated investigations concerning suspicious persons and/or circumstances, when tactically feasible.
6. When going in and out of service including meal and break times.
7. Whenever exiting the police vehicle for enforcement actions.

B. First officer on the scene of any call will evaluate the situation to determine the need for other services, and if such services are needed, the officer will contact the communications center and request the services.

C. When involved in operational incidents, officers should, at a minimum, provide the following information as appropriate:

1. Call sign
2. Activity type
3. Location
4. Vehicle description/registration (if applicable)
5. Disposition

III. RADIO COMMUNICATIONS WITH INTERACTING AGENCIES

A. In the event officers from this department must communicate on radio frequencies for coordination with other agencies (i.e. ISPERN), officers will identify themselves by Town and radio call number and will use clear speech instead of ten codes.

B. Officers will be told by the dispatch center or a Department supervisor, as applicable, which zone and channel to switch their radio to when participating in mutual aid functions.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No. 902
Subject Patrol Division Productivity Standards	Effective Date April 11, 2016	Revised Date January 27, 2020	Total Pages 11
Reference Policy 900-Performance Evaluation System Policy 305-Patrol Functions	Rescinds 21-01-07 Patrol Division Productivity Standards- as part of the Department's Evaluation System	Amends	

POLICY:

The Cicero Police Department recognizes that effective job performance from all personnel is essential for achieving the department's goals and objectives. The objectives of Productivity Standards are to record and evaluate work performance of police officers assigned to field duties within the Patrol Division; giving recognition for good work and providing a guide for improvement when needed. Achievement of the Department's goals and objectives is in part dependent on satisfactory work performance from all employees. It is the overall goal of the enacting of Productivity Standards, as part of the Performance Evaluation System, to establish specific performance expectations for patrol officers as well as guidelines for supervisors to follow during performance evaluations, thus providing a more standardized approach in evaluating the performance of their officers.

The cornerstone of all activity related to these productivity standards described is ethical proactive policing and crime reduction, at all times. Nothing in this order is intended to be or should be construed as a "quota" system or a "daily" requirement.

Policy with regard to Probationary Police Officers and Field Training Officers while in training: The production standards in this policy do not apply to Probationary Police Officers (PPO's) while in their field training program and assigned to a Field Training Officer (FTO). Further, the production standards in this policy do not apply to FTOs for the police periods they are actively training a PPO in a phase of their field training. However, the production standards do apply to all Field Training Officers not involved in a training phase with a PPO. PPOs, after field training, will have a graduated escalating evaluation scale that allows for growth and knowledge building. Specifically, their meeting standards criteria will be the following:

- Post FTO training and up to first 12 Periods of employment= 2.0
- Periods 13-15 of employment= 2.5
- Periods 16-18 of employment= 3.0

Nothing contained in this Policy constitutes a waiver of the Town's right to terminate employment of a probationary employee at any time without cause. Also, this policy in no way prohibits the evaluation of probationary officers based upon other Department criteria, nor does this policy constitute a guarantee of employment.

I. DEFINITIONS

A. *Productivity Factor*: Certain patrol activity, as determined by the Superintendent and their command staff, considered when measuring overall activity/productivity. These productivity factors apply to police officers assigned to field duties within the Patrol Division. The Superintendent of Police, or his/her designee, may adjust the Productivity Factors measured, and/or their associated values, with a minimum of 30 days' notice prior to the affected police period.

B. *Quantity*: Amount of a specific activity conducted per period.

C. *Value*: Weight assigned value, as determined by the Department, for each Productivity Factor.

D. *Subtotal*: quantity of each Productivity Factor multiplied by the value of each Productivity Factor.

E. *Total Points*: the sum of the subtotals derived from each productivity factor.

F. *Days Worked*: tours of duty wherein the Officer is available to conduct patrol activities/field duties on his or her assigned Watch.

G. *Daily Average*: total points divided by the number of days worked.

H. *Period Productivity Rating*:

1. "Unacceptable"=Daily Average less than 2...00;
2. "Does Not Meet Expectations"=Daily Average of 2.00-2.99;
3. "Fully Meets Expectations"=Daily Average of 3.00- 3.99;
4. "Exceeds Expectations"=Daily Average of 4.00-4.99;
5. "Outstanding/Top Contributor"=Daily Average greater than 5.00

The Superintendent of Police, or his/her designee, may adjust the Period Productivity Rating measurements with a minimum of 30 days' notice prior to the affected police period.

I. *Performance Note:* a written notice initiated by the platoon Sergeant/supervisor, in cooperation with the Watch Commander or Watch Captain, and given to the officer who has not met Department standards that identifies specific productivity areas in need of improvement by the officer.

J. *Corrective Action Notice (CAN):* a disciplinary notice, related to an officer's failure to meet productivity standards, that documents a verbal reprimand or higher.

K. *Performance Improvement Plan (PIP):* a remedial process instituted by the platoon Sergeant/supervisor, in cooperation with the Watch Commander or Watch Captain, with the Officer to attempt to improve the performance/productivity of that officer who is not meeting Department expectations. While on a PIP, the officer will be removed from his/her ability to work secondary employment. The suspension of secondary employment will be noted in the PIP.

II. OBJECTIVE

A. The Cicero Police Department strongly encourages supervisors and police officers to formally and informally discuss job performance and goals on an on-going basis. Formal Performance Evaluations are to be conducted on a semi-annual basis to:

1. provide both supervisors and police officers the opportunity to discuss job tasks,
2. identify and correct weaknesses (accomplished through the production evaluation system and the counseling process),
3. encourage and recognize strengths, establish goals, and at the same time discuss positive, purposeful approaches to meeting these goals.

B. The nature and quality of our officer's performance has a direct bearing on their work life within the department, on the manner in which they accept supervision, on how they relate to management and on their assignments and self-initiated activity.

C. The review of productivity standards is an ongoing process and is reviewed by supervisors on a regular basis.

D. Proactive ethical policing is central to this Productivity Standards system.

E. All enforcement actions (tickets, AOs, arrests) should be based on probable cause and in compliance with the constitutions of the United States, the State of Illinois, and all applicable statutes of the State of Illinois and the United States.

III. RESPONSIBILITY

A. Supervisors are to evaluate the performance of their subordinates on an on-going basis as appropriate. This will include coaching, counseling, mentoring, and directing of subordinates.

B. Supervisors should perform the following critical tasks in order to evaluate job performance:

1. Ensure that subordinates are provided the training that they need to accomplish their job
2. Appraise subordinate performance on assignments on a continuous basis
3. Reinforce that satisfactory performance is the minimum and exceeding expectations is the goal in work performance
4. Correct performance that does not meet expectations and is unacceptable
5. Properly prepare the formal performance evaluations of an officer
6. Maintain documentation of all noteworthy informal and formal interaction with the officers within their span of control.

C. Officers responsibility for documentation of activity on Officer's Daily Activity Report:

1. It is the responsibility of the individual officer to completely and accurately document his/her activity on his/her Daily Activity Report.
2. The officer's Daily Activity Report will be submitted to their Platoon Sergeant/supervisor at the end of their tour of duty. In the event that their platoon supervisor is not available at the end of the tour of duty due to field activity or scheduling the officer will turn in their Daily report to the on duty Watch Commander, who will insure that the Daily is forwarded to the officer's platoon supervisor.

D. Field Training Officer (FTO) responsibilities:

1. FTOs assigned to field training duties (whether for the entire period or for a single day) will make sure that they stamp their Daily Activity Report (that is done jointly with their PPO) with the "Field Training Day" stamp and secure the signature of their platoon Sergeant or Watch Commanders.

2. The Department statistician, based on this stamp and signature, will adjust the number of days worked in the police period, for purposes of evaluating the officer's Period productivity rating, to account for officers who are assigned to FTO duties.

E. Platoon supervisors' responsibility for review of Officers Daily Activity Report:

1. Each platoon supervisor is responsible for the review of their officers Daily Activity Reports.

2. Part of that review will include verification, as necessary, of the accuracy of the information provided by the Officer on his/her Daily Activity Report. This review in no way alleviates or mitigates the responsibility of the Officer to report his/her activity accurately.

3. Platoon supervisors will regularly review the overall activity/production of their officers and address deficiencies and acknowledge noteworthy activity/work as appropriate.

4. Platoon supervisors will be responsible for the preparation of all counseling sessions, Performance Notes, CANs, PIPs, carried out but will be supported and assisted as outlined by the Watch Commander or Asst. Watch Commander (Captain)

IV. PROCEDURES

A. Certain patrol activities (hereafter referred to as "Productivity Factors") are tabulated for each patrol officer on a police period basis. Productivity Factors consist of both enforcement and non-enforcement related activities and may be self-initiated or assigned. Note: all enforcement action should be based on probable cause.

1. Each Productivity factor has a weighted value, as determined by the Superintendent and their command staff.

2. The quantity of each Productivity Factor is multiplied by its assigned value resulting in a subtotal for each Productivity Factor.

3. The subtotals are then added together resulting in the total points.

4. The total points are divided by the number of days worked for the officer during the Period resulting in the Daily Average.

B. The following scale illustrates the range of Daily Averages and the associated Period Productivity Ratings:

1. 5.00 or greater =Outstanding/Top Performer

2. 4.00-4.99 =Exceeds Expectations

3. 3.00-3.99 –Fully Meets Expectations

4. 2.00-2.99 =Does Not Meet Expectations

5. Below 2.00 =Unacceptable

C. An overall rating of 3.00, for the police period, is the minimum standard accepted by the Department. However, nothing in this order is to be construed as a daily standard/requirement but rather is tabulated on a Daily Average for the entire police period.

D. If an officer's Period Productivity Rating is in the "Fully Meets Expectations" range, no single Productivity Factor may account for more than 50% of the total points***. Should this occur, the quantity of that Productivity Factor will be adjusted to make its subtotal 50% of the total points. The Daily Average is then recalculated to determine the Period Productivity Rating. If the adjusted Period Productivity Rating remains in the "Fully Meets Expectations" range, the original unadjusted numbers will be used. Once it reaches the 50% mark no further credit for that productivity effect will be given. ***This 50% rule does not apply to arrests made in the (non-traffic) misdemeanor and felony arrest categories. NOTE: This 50% rule IS NOT tabulated on a daily basis but rather is tabulated on a period basis.

E. Watch Commanders and Assistant Watch Commanders shall insure that officers assigned to their watch are rotated through various assignments (traffic car, transportation, special enforcement details, hospital details, court officer details, others, etc.) to allow officers equitable enforcement and community policing opportunities.

F. Nothing in this order establishes a "daily" requirement for productivity; the order is based on an average over the full police period under review.

G. Productivity factors- Defined

1. Calls for Service- Defined as incidents, tasks or assignments that generate a "Call for Service (CFS) number from the 911 Center/Dispatch. "Calls For Service" do not include Roll Call, Lunch, Personals, Vehicle Inspections, or any calls that are adjudicated (cancelled) prior to the officer's arrival. Further, the on view issuance of parking citations do not qualify as a call for service; however dispatched parking problems that result in citations being issued do count as a call for service. Acting as back up on assignments and traffic stops is greatly encouraged.

2. IVC Misdemeanor Arrests*- Incidents involving the "Custodial Arrest" of a subject for a violation of 625 ILCS 5/ Illinois Vehicle Code and that is classified as a misdemeanor, where the arrestee is formally processed.

3. Misdemeanor Arrests/Felony Arrests - are criminal offenses that are classified as misdemeanor or felony offenses in the Illinois Compiled Statutes (ILCS), with the exception of IVC related misdemeanor offenses (IVC related misdemeanors are defined above)

4. Quasi Arrests- Arrests for Quasi violations of a Town Ordinance that involves a custodial arrest, long form complaint(s) and processing.

5. Warrant Arrest- an arrest of a subject on an active arrest warrant issued by a criminal court regardless of classification (misdemeanor and felony) of offense.

6. Warrant Packet- the creation of documents commonly referred to within the department that composes a packet seeking a warrant for an individual based on probable cause for arrest of that individual. When a warrant packet is completed and approved by the watch commander, it will be listed in the arrest section of the officer's daily report and "warrant packet" entered in the booking number box. The box for warrant packets, in this section, will then be marked. Only fully completed and approved warrant packets will be entered in this section.

7. Personal Issue Traffic Citations ("Y- Tickets")*- Any violation written on a "Personal Issue Traffic Citation" form for a violation of 625 ILCS 5/ Illinois Vehicle Code. Only the individual officer issuing the citation receives credit for the citation on their daily activity report.

8. Street Stops with Field Contact Cards or Pedestrian Stop Cards- Stops of individuals who are pedestrians or vehicle occupants (driver & passengers) for investigative purposes that result in the completion and submission of a Field Contact Card or Pedestrian Stop Card (to include gang members, prostitutes, shop lifters, persons of interest, out of town sex offenders).

9. Recovered Firearms- Recovery /Seizure of any firearm, shotgun, rifle or weapon designed to discharge projectiles or other material as described in 720 ILCS 5/24-1 Unlawful Use of a Weapon offense. NOTE: Only the officer actually recovering the firearm will take credit for the recovery and not all officers involved in the incident; if in a multi-officer car all officers on that car will take credit for the recovery due to the combined daily activity sheet filed.

10. Reports: GRF's Supplement/Crash- Reports generated for the purpose of reporting Traffic Crashes, Criminal Offenses, Warrant/Domestic packets or reports for other service provided to citizens.

    a) This category does not include (for tabulation) the original GRF done by the arresting officer for arrest incidents, other documents such as complaints forms, Miranda forms, felony 101 sheets, domestic related forms, lock up sheets, Daily Activity reports, and other documents that are completed in the course of an incident or tour of duty; it will only relate to (for tabulation purposes) GRFs, Supplement reports, Crash reports, etc.

    b) Further, this category does not include reports generated for internal purposes such as Use of Force Reports, To-From reports, Memos, Medical Slips, Time-Off Requests, Training Applications, or any other administrative reports with exception of DORs done by FTOs as noted above.

    c) If assigned to a multi-officer car, all officers in the car will take credit for an incident's initial GRF. If for any reason an individual officer has to generate other individual supplemental reports, for the same incident the initial GRF was done, the officer making the report will get credit for the supplemental report and not all officers on the car.

11. A/O and Parking Citations- a violation of Town ordinance violation notice written on a Town of Cicero Administrative Ordinance (AO) citation or Town of Cicero Parking citation. Only individual officer issuing the citation received credit for the citation on their daily activity report.

12. Details- when you are assigned to a fixed detail (i.e.: Prisoner watch details, major incident support details, crime scene details, DCFS incidents [an incident involving waiting for DCFS and no arrest is made] or similar type of detail) for one (1) hour or more at that fixed detail. (Note: an officer will receive credit (.5 points) for each hour they are detailed to an incident and they are not the arresting officer. They will note on their activity sheet the number of one (1) hour segments they are assigned to the detail, rounded to the nearest hour (Ex: 1 hour=1 detail and .5 points; 2.hrs = 2 details/1 point, 3 hrs. = 3 details/1.5 points etc. Partial hours are rounded to the nearest hour). All details require approval of/or assignment by a Sergeant (or higher) before being tabulated

13. Park Checks and Walk and Talks- to qualify for tabulation, a "Walk and Talk" includes exiting the patrol vehicle at a park, special event, neighborhood street, etc. and walking the area looking for opportunities to engage the public in non-enforcement related community policing efforts or as a crime prevention foot patrol. (Note: If grounds for a "terry stop' develop proper police investigative action should be initiated). There is a limit, for tabulation purposes, of two (2) Walk and Talks and/or School Check/Business Check (see below description) per car per tour of duty UNLESS the officers are assigned to a specific mission that would involve extensive walk and talks.

14. School Check/Business Check- to qualify for tabulation, a school/business check includes exiting the patrol vehicle at a school/business for the purpose of visiting with the owner, operator, or other employee or with office personnel and staff at schools in an attempt to gather law enforcement intelligence, as well as initiating community policing efforts within the school/business community. Therefore, a school/business check should last several minutes, particularly in schools. District cars shall visit schools within their Districts on an ongoing basis during the school year. Further, a business check is not stopping at a business for the purpose of a break, a meal, a refreshment etc. There is a limit, for tabulation purposes, of two (2) Walk and Talks (as outlined above) and/or School Check/Business Check per car per tour of duty UNLESS the officers are assigned to a specific mission that would involve extensive school checks/business checks (i.e.: Robbery Detail, School car or similar).

15. Vehicle impounds- Vehicles that are towed and held for pre-determined impound days based on Town ordinance. Towed vehicles in of themselves are not impounds.

16. Sick days- If a full-time officer has no medical days taken during the police period under review, they will receive (1) point credit in the productivity factor associated with sick days. (If a sick day is taken during the period the full-time officer will not receive the bonus point). This section (receiving credit for not using sick days) only applies to full time officers; part time officers are not included in this category due to the number of days worked and that they do not accrue nor use sick days (for tabulation purposes the PT Officer will always be marked as 1 in this category, by the Department statistician, to reflect not receiving the bonus point).

17. Non-evaluation day: Categories

    a) FTO: If an officer is assigned as an FTO it will be considered a non-evaluation day, for productivity purposes, for FTO. The daily for the FTO/PPO will be so stamped to identify it as a non-evaluation day.

    b) Activity Based- done on a case by case basis.

        (1) If in the opinion of his/her watch commander an officer(s) was assigned an inordinate number of calls for service (15 or more CFS) for the day or was involved in an assignment that required their full attention for the day the watch commander may request, in writing, that the day be noted as a non-evaluation day.

        (2) This initial request for a non-evaluation day will be requested by the officer to their supervisor and is at the option of the officer. In other words, they are not required to request the day as a non-evaluation day

        (3) If the day is requested for review as a non-evaluation day, it will be forwarded to the ADS of Patrol for further evaluation and potential approval by the Deputy Superintendent-Patrol Division, or his/her designee.

        (4) If approved the Deputy Supt of Patrol or his/her designee will designate on the officers daily that it is a non-evaluation day and affix his/her signature next to that designation, as well as the date it was signed. After signature by the Deputy Supt of Patrol (or designee) the form will be forwarded to the records Division for record keeping purposes.

        (5) If the day is determined to be a non-evaluation day, the officer's productivity will not be added to the period's productivity data, nor will it be considered a "work" day for productivity standard tabulation purposes.

        (6) However, their productivity will be counted (added to) for their ongoing activity for the year by the Department's Statistician.

c) Operational need- initiated by watch commander

(1) If, in the opinion of the on-duty watch commander, a major incident has occurred and depleted his/her resources for the majority of the day or a major weather event has impacted patrol operations to the extent productivity standards would negatively impact public safety or would not be reasonably achievable they will so declare the day as a non-evaluation day and note this on their watch commander daily report.

(2) After review by the platoon Sergeant, all dailies for that day and watch will be collected by the watch commander and packaged for the Deputy Superintendent of Patrol. The Watch Commander will attach, to the packet, a cover memo requesting a non-evaluation day for the entire watch and the reasons for such request.

(3) If approved the Deputy Supt of Patrol or his/her designee will designate, on all the officer's daily's that it is a non-evaluation day and affix his/her signature next to that designation, as well as the date it was signed. After signature by the Deputy Supt of Patrol (or designee) the form will be forwarded to the records Division for record purposes

H. *SPECIAL NOTES REGARDING TABULATION of ARREST(S) AND MISC. OTHER DATA BY THE OFFICER:

1. Whenever an individual is charged with multiple offenses (any combination of a traffic arrest, quasi charge, a misdemeanor charge, and/or a felony charges) the officer will record on his/her daily activity the highest charge and will NOT take credit for all charges as separate arrests. (In short, when tabulating the number of arrests made each individual arrested will count for only one arrest per incident and it will be for the most serious charge).

   Example- an offender is arrested for a suspended driver's license and placed in custody (traffic arrest). A search incident to arrest reveals a quantity of heroin on his/her person as well as a pellet gun. The officer would take credit for only the highest (by class of charge) arrest in his/her daily arrest total, which in this example is a self-initiated felony (PCS).

2. On the occasion an officer is assigned to a multi-person car for the tour of duty arrest(s) and /or recoveries made by the team of officers in the car will count for each officer, in that they submit a combined daily activity sheet. Further, Field Contact cards will be credited to all officers on the car. However, personal citations (Y tickets, P tickets, AO's) will be credited to only the officer issuing the citation. They will be separately noted by officer on the Daily Activity sheet of the team.

3. Arrests made, and then turned over to the Detective Division (i.e.: burglary, armed robbery, homicide, etc.), by a patrol officer, for further investigation and pending charges, will be credited as an arrest and the category credited will be based on the final charges placed by the Detective Division. That information will be placed on the officer's daily on the date the charges are approved (or the first day back to duty, if the officer is on RDO or other time off) and not necessarily the date the subject was taken into custody. It is the responsibility of the patrol officer to follow up on the charges with the Detective Division for proper entry on their Daily Activity Report.

4. Arrests made of a juvenile wherein a patrol division juvenile officer is required to assist in the processing/charging of the offender. The officer making the arrest and the juvenile officer processing the arrest will get credit for the arrest and note the arrest on their respective daily activity sheets.

V. PRODUCTIVITY REVIEW

A. The productivity of each officer deployed to field activity will be reviewed by his/her platoon supervisor on a regular basis, using the prescribed productivity standards. At the end of each police period, the department statistician will enter the data into the productivity tables for each officer on the designated Department computer drive.

1. The Watch Commander and Platoon Sergeant will review the productivity of each officer under their command.

2. The Platoon Sergeant will review the period's final productivity statistics, for conformity to Department standards, with each officer under their command within one (1) week of their entry by the Department statistician, unless vacations or other off duty time creates impossibility. In this case the review will be done as soon as the employee returns.

3. The Watch Commander will conduct quality and accuracy checks of the statistical self-reporting (officers) and approval process (Platoon Sergeant's) to insure accuracy.

4. The Assistant Deputy Supt of Patrol will perform independent and separate periodic quality and accuracy checks of the statistical self-reporting (officers) and approval process (Platoon Sergeant's and Watch Commanders) to insure overall accuracy of the Division's statistics and performance ratings.

B. Outstanding performance and performance in excess of expectations should be acknowledged and celebrated. A review of exemplary performance should be made to determine if an act or acts was/were worthy of Department recognition.

C. The Watch Commander/Watch Captain and Platoon supervisor will confer and review the performance of each officer assigned to them at the conclusion of each police period, at minimum. They will in turn address any substandard performance immediately and develop associated corrective action plans, as warranted.

D. Watch Commanders and Platoon supervisors will be mindful that the performance of each officer can vary for a multitude of reasons. However, they will also be equally mindful of patterns of sub-standard performance and the need for all applicable employees to meet Department Performance Standards.

E. In the event an officer assigned to field duties fails to meet standards (an Officer's Period Productivity Rating falls below "Fully Meets Expectations") the following apply:

1. Counseling with the platoon Sergeant and Watch Commander

2. A continuing and/or continuous pattern of failing to meet Patrol Division productivity standards by an officer will result in:

   a) Being placed on a performance improvement plan (PIP) and revocation of secondary employment privileges, specialty assignments (FTO, special enforcement details, etc.) and/or

   b) Discipline up to and including termination of employment.

3. Probationary Police Officers who fail to meet standards, as outlined in the policy section of this order may have their probation extended or in some cases they may be separated from the Department during their probationary period.

4. Nothing contained in this policy constitutes a waiver of the Town's right to terminate employment of a probationary employee at any time without cause. Also, this policy in no way prohibits the evaluation of probationary officers based upon other Department criteria, nor does this policy constitute a guarantee of employment.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.

Police Superintendent

POLICY
CICERO POLICE DEPARTMENT

No.
912

Subject	Effective Date	Revised Date	Total Pages
Grievance Procedures	April 1, 2019	May 1, 2020	1

Reference	Rescinds	Amends
	25-01-01 Grievance Procedures	

POLICY:

The Cicero Police Department will give individual employees an opportunity to discuss their grievances with their supervisors in order to find mutually satisfactory solutions as rapidly as possible. The filing of a grievance will not result in any restraint, interference, discrimination, or reprisal.

I. DEFINITIONS

A. *Grievance:* A grievance is any dispute or difference of opinion raised by an officer/ supervisor or group of officers/supervisors (with respect to a single common issue) against the Town, involving the meaning, interpretation, or application of the provisions of their respective collective bargaining agreements. Any time period provided for under the steps of the grievance procedure may be mutually extended or contracted. By mutual agreement, the Town and the labor council involved may by-pass any step in the procedure and proceed to the next step.

II. PROCEDURES

A. Grievance procedures are detailed in the collective bargaining agreements for employees in collective bargaining units.

B. For other employees, the procedure established by the Town of Cicero for non-collective bargaining unit employees will be followed. Questions regarding this procedure may be directed to the employee's supervisor or the Human Resources Director for the Town of Cicero.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY CICERO POLICE DEPARTMENT			No. 914
Subject Peer Support Program	Effective Date January 1, 2019	Revised Date May 1, 2020	Total Pages 6
Reference 430 ILCS 65/8	Rescinds 26-01-13 Peer Support Program	Amends	

POLICY:

It is the policy of the Cicero Police Department to make appropriate support systems available to all department personnel. Peer Support is a voluntary program staffed by trained Cicero Police Department Peer Supporters who provide direct assistance and referrals.

The Cicero Police Department is actively seeking to provide the appropriate assistance and support systems for all department personnel and their immediate family through Peer Support. The Peer Support Program is meant to be proactive and is designed to reach out to department personnel and their families in times of need to offer support, guidance, referral, and any other appropriate assistance while maintaining confidentiality; this is the primary responsibility of the program.

I. MISSION STATEMENT

The Cicero Police Department will provide all department personnel and their immediate family members the opportunity to receive quality, confidential peer support through times of personal or professional difficulties and to help anticipate and address potential adverse effects of personal and professional lives.

II. DEFINITIONS:

A. *Confidentiality* – The professional and ethical duty for the Peer Supporter is to refrain from disclosing information from or about a recipient of peer support services, barring any exceptions that must be disclosed at the outset to the recipient.

B. *Immediate Family Member* – A spouse, partner, child (including step, foster, and adopted), or parent, as well as any other person with the approval of the Peer Support Coordinator in consultation with the Superintendent of Police.

C. *Peer Support Program* – The network of Peer Supporters within the Department which is available to provide confidential support and assistance to department personnel who express a need for assistance due to personal or professional difficulties. The Peer Support Program can augment outreach programs such as employee assistance programs (EAP), and others.

D. *Peer Support Clinician* – A licensed Mental Health Professional who provides clinical oversight of the Peer Supporters and also provides short-term, confidential counseling services.

E. *Peer Support Program Coordinator* – A Cicero Police Department sworn employee designated to direct and coordinate the purpose and activities of the Peer Support Program. The Peer Support Program may have more than one Program Coordinator, and if so, each shall be referred to as a Co-Coordinator. This is a collateral position within the Department.

F. *Peer Supporter* – A Peer Supporter is a non-probationary department member who volunteers for this program, is in good standing with the department, and has completed the 40-hour Peer Support Training.

G. *Peer Support Command Staff Liaison* – A member of the Command Staff who acts as the conduit of non-confidential information between the Peer Support Coordinator and the Superintendent of Police.

H. *Privacy* – The expectation of an individual that disclosure of personal information is intended for the Peer Supporter only.

III. ROLES & RESPONSIBILITIES

A. Peer Supporters – Peer Supporters are voluntary non-probationary department personnel who are currently in good standing with the Department and received the 40-hour Peer Support Training. Their responsibilities include, but are not limited to:

1. Maintaining a high level of professionalism and discretion at all times.
2. Helping department personnel and their immediate family through a temporary or ongoing crisis.
3. Promoting an atmosphere of support and trust among department personnel.
4. Promoting an awareness of the resources available to department personnel.
5. Providing trained personnel who can intervene before a point of crisis is reached.
6. Developing a readily accessible network of department personnel trained to be of service to their fellow department personnel.

B. Peer Support Coordinator – Responsibilities include:

1. Monitor the program
2. Schedule regular meetings
3. Work with Command Staff Liaison to schedule continuing education classes for Peer Supporters
4. Work with Command Staff Liaison to select new Peer Supporters and schedule their training
5. Coordinate with Command Staff Liaison to address any emerging needs or concerns
6. Report quarterly Team Contact totals to Command Staff Liaison and Superintendent of Police
7. Report end of year Team Contact totals to Command Staff Liaison and Superintendent of Police

C. Peer Support Clinician – Provide confidential, supportive assistance, including individual counseling, couples and family counseling, and appropriate referral services.

D. Supervisors (non-peer support) –

1. Promote an atmosphere of support and trust.
2. Promote awareness of available resources.

3. Grant dedicated space and time for Peer Support consultation when operationally appropriate.

E. Command Staff –

1. Promote an atmosphere of support and trust.
2. Promote awareness of available resources.
3. (Command Staff Liaison) Act as the conduit of non-confidential information for administrative purposes between the Peer Support Coordinator and the Superintendent of Police.
4. Meet regularly with the Peer Support Coordinator.

IV. PROCEDURES

A. Member Selection

1. Considerations for selection of Peer Supporter candidates include, but are not limited to, previous education and training; previous traumatic experiences; and desirable personal qualities such as maturity, judgment, personal and professional ethics, and credibility.
2. Each candidate will be interviewed by Peer Supporters before selection. The Peer Supporters may utilize outside mental health professionals to assist in the interview process. Recommendations and feedback by fellow department personnel and supervisors will be considered in the process.

B. Peer Supporter Conduct

1. The Peer Support Coordinator, in consultation with the Superintendent of Police is authorized to remove a Peer Supporter from the program if necessary. Peer Supporters shall be removed from participation in the program for a minimum of three years under the following criteria, including but not limited to:
   a) Breach of confidentiality (may also be subject to disciplinary action).
   b) Conduct inconsistent with program objectives.
   c) Failure to attend training.
   d) Numerous unexcused absences from mandatory meetings.
   e) Repeated non-participation in functions when called upon.
   f) Sexual conduct, a personal relationship, or a financial relationship between the Peer Supporter and the person being assisted (during the time the assistance is being provided).
   g) Loss of the Supporter's good standing with the Department at the discretion of the Superintendent of Police, or any documented discipline of three suspension days or more.
2. A Peer Supporter will not be exempt from federal, state, and local laws, or policies of the department.
3. Peer Supporters need to be aware of their limitations. They should seek advice and counsel in determining when to remove themselves from working with problems that are beyond the scope of their training or beyond their objectivity.

4. A Peer Supporter will have the option to take a leave of absence from the program and will be encouraged to exercise this option when personal issues or obligations require it.

5. Peer Supporters may voluntarily withdraw from participation in the program at any time with notification in writing to the Program Coordinator(s).

C. Activation Protocol

1. A Peer Support Team is available 24 hours a day, 7 days a week to all department personnel and their immediate family. Supporters will be available via a phone call or in person and may be contacted directly. This request can be made on or off-duty.

2. Peer Supporters will be identified by Department-issued Peer Support pins which will be worn at all times when at work or when involved in work-related business, and will be affixed to their uniform shirt or outer vest carrier. Additionally, when responding to incidents, Peer Supporters shall wear Department-issued Peer Support jackets.

3. There are Peer Support brochures (Peer Support Form #1) available at several locations in the department, including, but not limited to the squad room, roll call room, investigations, and gangs. The brochures shall indicate the names of the Peer Supporters who will be available.

4. Peer Supporters are authorized to use department facilities to meet with department personnel. If such facilities are not available or conducive to the meeting, the Peer Supporter is authorized to use other facilities where privacy can be assured.

5. Peer Supporters may consult with department personnel while on-duty with the approval of the Peer Supporter's immediate supervisor. Supervisors should grant such requests unless they adversely affect operational needs.

6. Fellow department personnel and supervisors are encouraged to support their co-workers in accessing peer support. If an employee wants to refer another to the Peer Support Program, the employee should speak with that individual directly and suggest that s/he seek out peer support assistance. This does not preclude Peer Supporters from self-initiation due to personal observation.

7. Peer Supporters shall limit their interactions with the same employee to three interactions based on the original request for peer support, or as determined by the program coordinator. Exceptions to the number of interactions will be considered on a case-by-case basis. Additional requests for interventions should be referred to a mental health professional.

8. Peer Supporters may use available department or personal vehicles to travel to and from peer support-related meetings with other employees. The Department will reimburse travel expenses if an emergency situation warrants an off-duty response.

9. The Peer Supporter Coordinator may schedule critical incident stress debriefs as needed.

10. Peer support is not intended to supplant existing programs. Department personnel have the option of contacting the Employee Assistance Program or outside mental health professionals.

11. A Peer Supporter shall not keep records of supportive contacts other than non-identifying records that help document the general productivity of the program. The Peer Supporter shall provide the Program Coordinator with non-identifying information after each contact, using the Peer Support Team Contacts Summary (*Peer Support Form #2*).

V. CONFIDENTIALITY

A. Peer Supporters must respect the confidentiality of their contacts, must provide them a confidentiality warning (*Peer Support Form #3*), must be fully familiar with the limits of confidentiality, and must communicate those limits to their contacts at the beginning of support.

B. Any active or retired Department member (sworn or civilian), and their immediate family members may access Peer Support services. The services provided by Peer Support are covered by the confidentiality policy unless exceptions are imposed by law or by ethical restraints mandated in the regulations of professional counseling organizations. The four exceptions to confidentiality are:

1. Threats of physical harm – If any individual in counseling threatens to harm another person, the counselor is required by law and professional regulation to notify the person threatened and the local police department.

2. Suicide – Any counselor who reasonably believes that a client is seriously contemplating suicide is required by law and professional regulation to do everything possible to prevent such an attempt, including making whatever notifications necessary to stop the attempted suicide.

3. Child abuse – If a client discloses participation in abusing a child, the therapist must notify the appropriate agency of such abuse.

4. Malpractice – A therapist may use counseling material in defense of malpractice allegations.

C. House Bill HB5231, 430 ILCS 65/8 The Law Enforcement Support Program Confidentiality Act provides that information, omissions, confessions, or other communication obtained by a participant in a peer support program involving a peer support counselor from a law enforcement officer, public safety employee, peace officer, firefighter, or emergency services personnel shall be considered confidential information and shall not be released to any person or entity, including, but not limited to, a court, administrative agency or tribunal, or public officer or employer, unless:

1. To the extent it appears necessary to prevent the commission of an act that is likely to result in clear imminent risk of serious physical injury or death of a person or persons.

2. When required by court order.

3. When, after full disclosure has been provided, the person who made the confession, admission, or other communication has given specific written consent.

D. House Bill HB5231 Amends the Firearm Owner's Identification Card Act. Provides that a provision permitting the Department of State Police to deny an application for or to revoke and seize a Firearm Owner's Identification Card of a person who has been a patient of a mental health facility within the past 5 years is not applicable to an active law enforcement officer employed by a unit of government, unless the Department receives an affirmative statement by a treating clinical psychologist or physician that the law enforcement officer is a threat to himself or herself, another person, or the public.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

POLICY
CICERO POLICE DEPARTMENT

No.
923

Subject	Effective Date	Revised Date	Total Pages
Communicable Diseases / Bloodborne Pathogens	June 1, 2013	March 19, 2020	15

Reference	Rescinds	Amends
OSHA Standard 1910.1030 410 ILCS 305/7(c) Policy 925 - Respirator Protection Program	22-03-02 Blood Borne Pathogens	

POLICY:

The Cicero Police Department will take all reasonable measures to allow its employees to perform their duties in a safe and effective manner. Communicable Diseases / Bloodborne Pathogens threaten the safe performance of the daily operations of the Department. It is the policy of the Cicero Police Department to continuously provide employees with up-to-date education, safety equipment, and procedures that minimize risks of exposure, as well as provide post-exposure reporting and treatment for exposed employees

a Any information obtained on an incident regarding this order, will be held in the strictest confidence, by all employees.

I. DEFINITIONS

A. *Acquired Immune Deficiency Syndrome (AIDS)* – A disease of the immune system characterized by increased susceptibility to opportunistic infections; caused by a retrovirus (HIV) and transmitted chiefly through blood or blood products that enter the body's bloodstream.

B. *Airborne Pathogens* – Pathogenic microorganisms that are carried through the air and can cause disease in humans.

C. *Blood*: Human blood, human blood components and products made from human blood.

D. *Blood-borne Pathogens*: Pathogenic microorganisms present in human blood that can cause disease in humans. These pathogens include (but are not limited to) Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

E. *Body Substance Isolation (BSI)*- all exposures to body fluids, under any circumstances, are potentially infectious and personnel must sue caution to isolate the body from the potentially infectious substance through any available method, including the use of personal protective equipment (PPE).

F. *Communicable Disease:* A disease that can be transmitted from one person to another. Also known as a contagious disease.

G. *Contaminated*: Presence or reasonably anticipated presence of blood or other potentially infectious materials.

H. *Contaminated Laundry*: Laundry soiled with blood or other potentially infectious materials or that may contain sharps.

I. *Decontamination*: Using physical and/or chemical means to remove, inactivate or destroy blood-borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

J. *Ebola*: A rare and deadly disease caused by infection with one of the Ebola virus strains of the family Filoviridae.

K. *Engineering Controls*: Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

L. *Exposure Incident*: A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from an employee's duties.

M. *Hand-washing Facilities*: A facility providing an adequate supply of running potable water, soap and single-use towels or hot air drying machines.

N. *Hepatitis B*: A viral infection caused by hepatitis B virus (HBV) that causes death in one to two percent of the patients who become infected.

1. Most people with hepatitis B recover completely, but approximately five to ten percent become chronic carriers of the virus. Most of the chronic carriers have no symptoms but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis.
2. HBV also appears to be a causative factor in the development of liver cancer.
3. Immunization against hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

O. *HIV*: Human Immunodeficiency Virus. A retrovirus that causes AIDS.

P. *Infectious Disease:* An illness or disease resulting from the invasion of a host by disease-producing organisms such as bacteria, viruses, fungi or parasites.

Q. *Occupational Exposure*: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

R. *OPIM:* Other Potentially Infectious Material:

1. Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva and any bodily fluid contaminated with blood; all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead):
3. HIV-containing cell or tissue cultures, organ cultures and HIV- or HBV-containing culture medium or other solutions, and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

S. *Pandemic* – a disease that is prevalent throughout an entire country, continent, or the whole world; epidemic over a large area. The Centers for Disease Control and Prevention (CDC) characterizes a flu pandemic as the emergence of a virus for which most people have little or no immunity, causes serious illness, and then spreads easily person-to-person worldwide.

T. *Parenteral:* Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

U. *Personal Protective Equipment (PPE):* Specialized clothing or equipment such as rubber gloves or goggles worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

V. *Regulated Waste*: Liquid or semi-liquid blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps, and pathological and microbiological wastes containing blood or other potentially infectious materials.

W. *Sharp:* Any object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

X. *Source Individual:* Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to a member.

Y. *Sterilize*: The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Z. *Tuberculosis (TB)*: A disease caused by infection with the bacteria Mycobacterium tuberculosis. The disease is characterized by clinical symptoms such as fever, fatigue, weight loss, and night sweats. The disease is spread through the air when persons with an active TB infection cough, sneeze, or otherwise transmit saliva through the air.

AA. *Universal Precautions*: The approach to infection control that treats all human blood and certain human body fluids as if known to be infectious.

BB. *Vaccine*: The RECOMBIVAX HB (Hepatitis B Vaccine Recombinant, Merck & Co., Inc.) is a noninfectious sub-unit viral vaccine derived from hepatitis B surface antigen (HbsAg) produced in yeast cells.

1. A portion of the hepatitis B virus is produced from cultures of this recombinant yeast strain according to methods developed by Merck & Co., Research and Development Division.

2. The HBsAg protein is released from the yeast cell-by-cell disruption and purified by a series of physical and chemical methods.

3. The vaccine contains no detectable yeast, but may contain up to four percent yeast protein. The vaccine thus prepared from recombinant yeast cultures, is free of association with human blood or blood products.

4. RECOMBIVAX HB is indicated for immunization of persons at risk of infection from Hepatitis B virus including all known subtypes. The incidence of side effects is relatively low.

a) Injection site soreness is the most common adverse reaction.

b) Less common local reactions are erythema, swelling, warmth or indurations that usually subsides within 48 hours.

c) Low-grade fever (less than 101 F) occurs occasionally and is usually confined to the 48-hour period following vaccination.

d) Systemic complaints including malaise, fatigue, headache, nausea, dizziness, myalgia and arthralgia are infrequent and have been limited to the first few days following vaccination.

CC. *Work Practice Controls*: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

II. AWARENESS PROCEDURES

A. All job classifications/employees of the Cicero Police Department can reasonably anticipate being involved inoccupational exposure to blood or other infectious material, including:

1. Sworn police officers, including part time.
2. Non-sworn personnel, including volunteers and auxiliaries.

B. All employees of the department will receive an initial familiarization-training program, including such topics as awareness, prevention, universal precautions, exposure incident reporting and the use of personal protective equipment. In accordance with federal requirements, at least annually, refresher training will be presented to all employees, which will include any new information, procedures, universal precautions, exposure incident reporting, and personal protective equipment. Refresher training may be combined with other training, such as first aid, use of force or CPR certification.

C. A record of all such training including dates, attendees, program content and instructors shall be maintained. All personnel will also be given updated communicable disease annual training. Training records will be kept on file for three (3) years from the date of the training.

III. UNIVERSAL PRECAUTIONS SHALL BE FOLLOWED BY ALL EMPLOYEES

A. Universal precautions as defined under section 29 CFR 1910, 1930 (b), Occupational Safety Health and Health Act (OSHA), will be taken by all employees of the department to prevent contact with blood or other potentially infectious materials.

B. Department employees will treat all bodily fluids and other potentially infectious materials as defined in the Environmental Protection Agency (EPA) and OSHA regulations as potentially infectious, and follow all precautionary measures outlined in this document at all times.

C. All personnel are required to report any exposure incident immediately and before handling another assignment.

D. Whenever any employee's skin comes in contact with blood or other potentially infectious materials, the employee will immediately, or as soon as possible, wash their hands and any other skin with soap and warm water, or flush mucous membranes with water following the contact.

E. Employees exposed to bodily fluids or other potentially infectious materials, who are in the field and not in the police facility, will use antiseptic hand cleaners or towelettes, when washing facilities are not available. When antiseptic hand cleaners or towelettes are used, the exposed areas will be washed with soap and warm running water as soon as possible.

F. Employees wearing protective gloves or other personal equipment, as soon as possible after their removal, will wash their hands immediately or as soon as possible, using soap and water.

G. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in areas where there is possible exposure to regulated waste. Food and drinks will not be kept in areas where there is regulated waste, such as refrigerators, cabinets, counter or benchtops.

H. Crime/Crash Scene Clean-Up: To protect the public from possible exposure, when quantities of blood/body fluids are present at a crime or crash scene located in a public location (such as, but not limited to, streets, alleys, sidewalks and parking lots), the Cicero Fire Department will be requested to assist in cleaning up/hosing down the area upon completion of investigative activities.

IV. PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. The department will provide PPE in each department vehicle and in the lock-up, booking area, evidence processing area, evidence storage and at any off-site location, for the purpose of shielding the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or mucous membranes, under normal conditions when the personal protective equipment is worn.

B. PPE supplies will be maintained and issued by the Division of Administration.

C. The watchwatch commander,who will maintain a supply of PPE at the front desk, will issue PPE's as needed. He/She will replenish PPE's from the Division of Administration , as needed.

D. Any employee who has used PPE will advise the watch commander so replacement equipment can be issued.

E. The watch commanders, as required by the Division of Administration, will maintain records on PPE issuance.

F. Department PPE will consist of the following contents:

1. Disposable gown.
2. Pair latex gloves.
3. Eye shield/mask.
4. Veridical towelettes.
5. Shoe covers.

G. PPE will be worn by employees as follows:

1. Disposable gloves will be worn whenever an employee can be reasonably expected to have contact with blood, OPIM, mucous membranes, and non-intact skin, and also whenever an employee handles or touches contaminated items or surfaces.

2. Employees will wear face shields, masks and gowns whenever splashes, spray, spatter or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably expected.

3. Surgical caps or hoods and/or shoe covers will be worn in instances where gross contamination can reasonably be expected. (Example: autopsy)

H. Supervisors will ensure subordinates use appropriate PPE as required in this order.

I. When, under rare and extraordinary circumstances, it is the employee's professional judgment that in the specific instance the use of PPE would prevent the delivery of health care or public safety services or would have posed an increased hazard to the safety of the employee or another employee, the employee will report to his/her supervisor the circumstances under which PPE was not used. The circumstances will be investigated and documented by the supervisor to determine whether changes can be instituted to prevent such occurrences in the future.

J. PPE's will be:

1. A disposable type, and not laundered or re-used.

2. Will be removed by the employees prior to leaving the location of the incident where the protective equipment was necessary.

3. Disposed of by the employee who used the equipment, in the following manner:

a) Placed in the biohazard labeled bag

b) The biohazard labeled bag will be placed in the biohazard marked disposal container located in the Cicero Police Department.

K. Biohazard labels will conform to the requirements of the OSHA.

V. PANDEMIC CONSIDERATIONS

A. Preparing the department

1. Most critical incidents only affect a limited geographical area and do not last long. Volunteers are generally able to provide adequate support to victims and responders, and mutual aid agreements can bolster the law enforcement response. However, an influenza pandemic will not follow the usual pattern for critical incidents: it will affect multiple regions simultaneously throughout the world; depending on its severity, "business as usual" will be nearly impossible.

2. Preparing for the loss of human resources is central to effective planning for a public health emergency. Law enforcement must be aware of the effect that a large-scale public health incident could have on department personnel and, therefore, on the ability of the department to operate effectively.

3. A pandemic flu outbreak will affect how local law enforcement agencies operate. Most importantly, departments will lose staff members. Some experts predict that the percentage of employees affected in some way (e.g., exposed, infected, or unable to work because of sick loved ones) will range from 10 to 40 percent.

4. An internal emergency operations plan should be activated, watching resources to the most critical duties. Calls for service will likely increase dramatically; however, with fewer officers available to work, response time will suffer and services will be reduced.

5. Outbreaks often circle the globe in waves, so these issues will likely hit departments several times over the course of the pandemic.

6. In planning for staff reductions, the department will have to reconsider the types of calls that usually require dispatching officers, identifying which responsibilities and functions receive priority, and how other, lower priority tasks will be handled. For example, the department may consider taking reports of property destruction or other property crimes over the phone or through the Internet, or employees in quarantine may be able to work from home, taking incident reports over the telephone.

B. Protecting the employees

1. The diseases that should most concern law enforcement are those that are spread by casual contact between individuals. If a respiratory disease, such as influenza or measles, is spreading throughout the community, officers will be exposed repeatedly. As the incidence of a disease increases in the community, it also will increase among law enforcement officers, unless specific measures are taken to prevent infection.

2. In the simple act of stopping and speaking with someone, an officer may inhale pathogens or handle an infected item (e.g., a car registration). Physical contact and altercations dramatically increase the risk of infection. In addition, officers will face work-specific risks, such as controlling crowds at large events, transporting prisoners to jails (where respiratory diseases spread quickly), and working closely with health care workers who are also at heightened risk for exposure, such as ambulance personnel.

3. In some situations, public health officials may ask law enforcement personnel to locate an infected person who is either knowingly or unknowingly spreading a disease.

4. Diseases that spread rapidly by direct respiratory contact or other means and cause death or severe aftereffects may compel restricted movement of individuals. If left unchecked, such high-mortality diseases can lead to pandemics, social disorder, and the need for major assistance from law enforcement. If not segregated, a single individual could infect and cause the death of thousands. In these circumstances, the designated officials would decide whether quarantine or isolation is needed. Law enforcement and public health officials will need to work closely together to decide when to move from voluntary to mandatory orders, how quarantine and isolation orders will be enforced, and, if necessary, maintained by legitimate instruments of force.

C. Protecting the community - Law Enforcement's Role During Voluntary Restrictions

1. Social distancing is the process of limiting contacts between individuals to reduce the chance of spreading a disease. Community social distancing can include banning public gatherings, closing public places such as malls and movie theaters, canceling sporting and entertainment events, and closing nonessential workplaces. To be effective, as many locations as possible need to be closed to keep people at home, or at least out of contact in as many group settings as public officials can affect.

2. Personal social distancing means eliminating handshaking, increasing the physical separation of persons at work, eliminating nonessential meetings, using telecommunications for as many business or personal interactions as feasible, and other measures to limit personal contact with individuals outside the immediate family. Social distancing relies heavily on voluntary compliance and can slow the spread of disease if the population is compliant.

3. The biggest challenge for law enforcement in trying to enforce social distancing and voluntary quarantine will be keeping people in their neighborhoods. Because people will still need to shop for food and obtain medical care, it may be difficult to enforce social distancing unless the public has been educated about how social distancing protects their health and safety.

D. Law Enforcement's Role in Involuntary Restrictions, Including Quarantine

1. In disaster management and disease control, the legal authority to act expands with the threat. Judges will not stop the enforcement of quarantine or the detention of individuals if they believe it is necessary for public safety. The U.S. Supreme Court has steadfastly upheld the broad powers of the state to protect its citizens from threats to public health. (Jacobson v. Massachusetts, 197 U.S. 11, 25 S.Ct. 358) Further, the Court has never questioned law enforcement authority to enforce quarantines and other public health measures.

2. Quarantine mandates will be publicly disseminated by federal and state health officials first. If education is not sufficient to maintain voluntary quarantine, and public decisionmakers believe that quarantine must be enforced, law enforcement leaders will have to determine the rules of engagement and whether ad hoc rules have to be adopted. Some considerations for enforcing quarantine include use of force, and arrest process. These issues will be determined on a case by case basis by command personnel.

VI. CONTAMINATED CLOTHING AND EQUIPMENT

A. A company specifically designated to handle such material will collect biohazard material.

B. Employees will ensure all work site areas where they are assigned are maintained in clean and sanitary conditions.

1. Employees will notify their supervisor when an area needs to be cleaned/disinfected.

2. The supervisor will notify department maintenance personnel to have the area cleaned/disinfected.

C. Maintenance personnel will clean and decontaminate all such working surfaces with an appropriate disinfectant as soon as possible after coming into contact with blood or OPIM. Disinfectants will be of a tuberculocidal type.

D. Surfaces (i.e., the inside of police vehicles) where blood or OPIM are overtly contaminated, or after any spill of blood or OPIM has occurred will, whenever possible be cleaned and decontaminated immediately after the spill or overt contamination incident.

E. Contaminated needles and sharps will be disposed of without shearing or breaking. These items will be disposed of in a puncture-resistant, biohazard labeled container, having leak proof sides and bottoms.

F. Receptacles used for disposing of blood or OPIM will be inspected for contamination daily, and cleaned and decontaminated immediately or a soon as possible once visibly contaminated. These containers, in addition to bearing the required bio-hazard labels will:

1. Be constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping.

2. Be closed before removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping.

3. Be placed inside a second biohazard receptacle (meeting the standards in (a) and (b) above) when the outside of the first container is contaminated.

G. Disposal of all such regulated waste will be in accordance with applicable regulations of the United States, state of Illinois, and any other county or municipal regulations.

H. Laundry: Contaminated laundry will include, but not necessarily be limited to the following:

1. Employee uniforms and clothing items worn on duty, including undergarments, socks, shoes and outerwear, whether supplied by the department or personally owned, which have been exposed to blood or OPIM while an employee was performing his/her official duties.

2. All non-disposable blankets, bedding materials, prisoner clothing supplied by the department, and wiping cloths of a non-disposable nature, used in the lock-up facility, regardless of whether the aforementioned items were exposed to blood or other potentially infectious material or not.

3. Contaminated laundry will be contained in the location where used, and handled as little as possible, with a minimum of agitation, and bagged or containerized at the location where it was used, and not sorted or rinsed in the location of use.

4. Containers and bags used for storing contaminated laundry will be constructed of materials that prevent soaking through or leakage of fluids to the exterior.

5. Any employee handling contaminated laundry will wear disposable protective gloves. When circumstances indicate the possibility of splashing or spillage of blood or OPIM on or from laundry, whether contained or not, the appropriate additional PPE will be worn by an employee handling said laundry.

6. In the case of employee's uniforms or clothing items being exposed to blood or OPIM, the employee will exchange clothes as soon as possible after the exposure incident occurs. In such cases, the additional procedures apply:

7. Contaminated uniform items, such as shirts, trousers, jackets, etc. (excluding leather goods), will be cleaned and decontaminated by the department at the department's expense. The department will designate an authorized cleaner for this purpose.

8. Contaminated uniform items will be bagged in a biohazard bag and containerized in the large red receptacle marked "Uniforms Only," located in the security cage in the police garage. This is the only container in the police facility for the depositing of contaminated uniform items.

9. In no case will an employee launder in their home, in a commercial Laundromat or cleaners, or at the police department any clothing items, including uniform items, exposed to blood or OPIM.

10. Upon receipt of a notification that a uniform item needs to be cleaned due to possible exposure to blood or OPIM, the department will arrange for the cleaning and decontamination of such items

11. Employees will be notified by memo when items that have been decontaminated are ready to pick up. The employee will pick up such items.

12. Contaminated leather items such as jackets, belts, and shoes must be cleaned by the employee with a tuberculocidal disinfectant. Employees cleaning such items must wear PPE during the cleaning process.

    a) Disinfectant materials are located both in the lockup area and the garage area.

    b) Any disposable wiping cloths or personal protective equipment used for disinfecting leather items will be disposed of by the employee in the bio-hazard disposal receptacle located in the cage area of the police garage.

I. All personnel at risk will store a complete uniform in their departmental locker to change into should their duty uniform become contaminated.

J. Whenever a vehicle becomes contaminated, it is to be sprayed with the "Heptagon Spray". If the contamination is minimal, the vehicle can be wiped clean after ten minutes. If there is a large amount of contamination, the vehicle will be taken to the Department's designated car washing facility for cleaning after being sprayed. If the vehicle requires extensive clean up, the Watch Supervisor may authorize calling out the Department's contracted decontamination service.

VII. REPORTING REQUIREMENTS

A. Employees who have an exposure incident will immediately notify their supervisor and seek treatment for occupational health injury at a department-approved medical facility.

B. Any employee involved in an exposure incident will first receive first aid for the injury. Then he/she along with their supervisor will fully document, in a general report format, the first injury report, an incident evaluation explaining the routes of exposure, circumstances surrounding the exposure and the description of the protective gear used if applicable.

1. The report will be forwarded through the chain of command to the superintendent, with a copy to the deputy superintendent of administration.
2. The report will then be processed through the county Health Department.

C. All billings will be processed through the town insurance department, but no evaluation reports are to be sent to the insurance department or placed in the employee's personnel file on any employee injuries pertaining to his order.

D. All positive infectious TB incidents shall be reported to either the County Health Department and/or State of Illinois Department of Public Health as required for both employees and those individuals that are encountered during the fulfillment of such assigned duties arising out of the course of employment.

E. The Human Resources Manager, Field Supervisor , Watch Commander, the appropriate Division Deputy Superintendent, and the Police Superintendent should be the only individuals within the organization to have knowledge of the occurrence and are obligated to maintain strict confidentiality.

F. As required by Occupational Safety and Health Administration (OSHA) regulation, medical records on all HBV and/or HIV, immune evaluations, TB, and exposure records shall be maintained. These records will be maintained for 30 years after the employee leaves the employment of the Town of Cicero.

G. Exposure records shall include documentation of route of exposure, circumstances of exposure, identification and documentation of source individual, if feasible, and medical monitoring of the exposed employee.

H. The Human Resources Manager shall keep and maintain all such records in a strictly confidential manner.

I. Any Illinois Department of Labor or OSHA Inspector requesting it shall receive a copy of this policy.

VIII. POST-EXPOSURE EVALUATION AND FOLLOW-UP

A. WITHIN TWO (2) HOURS OF EXPOSURE the affected employee will respond to the nearest hospital Emergency Room for evaluation.

1. The source individual will be transported to the hospital for blood sampling and testing. Per 410 ILCS 305/7(c) "Written informed consent is not required for a health care provider or health facility to perform a test when a law enforcement officer is involved in the line of duty in a direct skin or mucous membrane contact with the blood or bodily fluids of an individual which is of a nature that may transmit HIV, as determined by a physician in his medical judgment."
2. The source individual will be tested for HIV and Hepatitis. Treatment will be based on the result of these tests.
3. If the source individual is not immediately available, an assumption will be made that the individual was infected.
4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's knows HBV or HIV status need not be repeated.

5. If the exposure is the result of a needle stick or other instance where there is no source individual, the instrument of contamination will be taken to the hospital for evaluation.

6. There is a two (2) hour window in which an exposed person must begin treatment with anti-viral medications to minimize the possibility of contracting HIV. It is essential the exposed employee be sent IMMEDIATELY to the nearest hospital Emergency Room.

7. Treatment for Hepatitis does not need to begin immediately, the Emergency Room physician will decide if an "immune globulin" is necessary based on the results of the source individual's test or the possibility of a high-risk exposure.

B. If an employee has an exposure incident, the department will make immediately available to the employee a confidential medical evaluation and follow-up to include at least the following elements:

1. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.

2. Identification and documentation of the source individual, unless the department can establish that identification is infeasible or prohibited by state or local law.

3. Results of the source individual's testing will be made available to the exposed department employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

C. Collection of blood from department employees, who may have been exposed to HBV or HIV, will follow state and federal regulations pertaining to it.

D. Post-exposure prophylaxis, counseling and an evaluation of reported illness may also be recommended by the treating health care professional for any department employee.

1. The department may indicate which facility to use for such care.

2. If the employee desires to make personal arrangements for treatment, the employee will have to get permission from the first deputy superintendent of police.

3. Follow up to the initial treatment will be based on the stage of infection of the source. The Emergency Room treating physician will refer the exposed employee to an Infectious Disease Specialist. A three (3) day follow up regimen of anti-viral medications will be supplied to the patient for HIV treatment. An appointment must be made with the Infectious Disease Specialist for possible continuing treatment within these three days. Follow up treatment for Hepatitis will be determined by the Infectious Disease Specialist.

E. The department will ensure the treating health care professional is given a copy of OSHA standards on bloodborne pathogens in all cases where the health care professional is evaluating an employee after an exposure incident.

F. Additionally, the health care professional will receive the following:

1. A description of the exposed officer's duties as they relate to the exposure incident.
2. Documentation on the route(s) of exposure and circumstances under which exposure occurred.
3. Results of the source individual's blood testing, if available.
4. All medical records relevant to the appropriate treatment of the employee, including vaccination status, which the department is responsible for maintaining.

G. The department will obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

H. The health care professional's written opinion for hepatitis B vaccination will be limited to whether hepatitis B vaccination is indicated for an employee and if the employee has received such vaccination. This paragraph only applies in cases where an employee, by himself or herself, was vaccinated for hepatitis B before the implementation of this procedure, or in the event any employee at any time elects to be vaccinated other than as provided by the department.

I. In the case of a post-exposure incident, the following information will be provided by the health care professional to the department:

1. If the employee has been informed of the results of the evaluation; and
2. If the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

J. All other findings or diagnoses will remain confidential and will not be included in the written report.

IX. HEPATITIS B VACCINATION (HBV) REGIMEN

A. Each new employee shall be offered the HBV within the first ten (10) working days of initial assignment. Such vaccination shall be at no cost to the employee and shall be administered by the municipal designated medical facility.

B. Employees desiring anti-body testing shall have that opportunity prior to vaccination and every four years thereafter. If testing reveals the employee is immune or the vaccine is contraindicated for medical reasons, or the new employee has previously received the complete HBV series, then vaccination is not required.

C. The decision to receive the hepatitis B vaccine is strictly voluntary. Any at-risk personnel who initially declined the HBV may, at a later date, request and receive the HBV at no cost to the employee.

D. The regimen consists of three doses of vaccine given intramuscularly into the deltoid muscle.

1. First dose at an elected date.
2. Second dose one month later.
3. Third dose six months from the first dose.

E. The hepatitis B vaccine is available at the Health Department located in the Cicero Town Hall.

F. Wednesday between the hours of 8:30 a.m. and 4:00 p.m. has been established as the time to receive this vaccine from the health department.

G. Employees will receive the vaccine on their own time unless their work schedule has them on duty during the vaccination times.

X. TUBERCULOSIS (TB) PRECAUTIONS

A. Tuberculosis, commonly known as TB, is a bacterial infection that can spread through the lymph nodes and bloodstream to any organ in the body, and most often is found in the lungs. Most people who are exposed to TB never develop symptoms, since the bacteria can live in an inactive form in the body. But if the immune system weakens, such as in people with HIV or elderly adults, TB bacteria can become active. In their active state, TB bacteria cause death of tissue in the organs they infect. Active TB disease can be fatal if left untreated. Because the bacteria that cause tuberculosis are transmitted through the air, the disease can be quite contagious.

1. All applicable personnel are informed to take necessary precautions against exposure to TB. In addition, all outside contractors or personnel from other departments that may perform duties within the facility will also be informed of the potential TB hazard and are required to take necessary precautions in order to minimize such exposure potential.

2. All Department personnel are responsible for the screening of all arrestees, detainees, and/or other individuals where direct contact is necessary for TB symptoms. These symptoms are a persistent cough lasting 3 or more weeks with 2 or more signs and symptoms of active infectious TB, e.g. bloody sputum, night sweats, weight loss, fever, anorexia, or has had a positive acid-fast bacilli (AFB) smear completed. An attempt should be made to complete this screening process as soon as it is feasible depending on various circumstances, e.g. combative suspect, intoxication, unconscious, etc.; at which times it would be difficult or even impossible. Should the individual exhibit any of these symptoms, identify oneself as being infectious TB, or such condition verified via local or State health department, this person should be isolated as soon as feasible in order to prevent oneself and others from potential exposure. The individual should be placed in an isolation room or, if one is not available, segregated from other individuals and personnel. Department personnel shall don their assigned N-95 respirator as soon as possible prior to transport either by ambulance or squad car. The suspect or alleged infectious TB individual could also be masked so long as not to jeopardize either treatment or medical conditions that may exist. A surgical mask, O2 mask, and/or tissue may be used so long as no respiratory distress results in this individual.

3. During isolation or transport, a minimal number of personnel should come in contact with this individual in order to prevent further potential TB exposure. Again, all access points leading to the isolation area shall be labeled, placarded, and/or marked as described previously in Section IV. These individuals should be transported and/or relocated to more suitable facilities that are equipped to handle such situations as soon as feasible.

4. Signs shall be posted at rooms or areas used to isolate an individual with suspected or confirmed infectious TB or areas where procedures or services are being performed on an individual with suspected/confirmed infectious TB. Signs shall be posted at all entrances in order to inform both personnel and other individuals that a potential TB risk exists. Signs shall include a single word, e.g. STOP, HALT, or NO ADMITTANCE; or hazard symbol, and/or a descriptive message, e.g. Respiratory Isolation, No Admittance without Wearing a Type N-95 or more protective Respirator, or see a specific person or position as identified.

B. Dispatchers will screen potentially credible contagious disease incidents and will dispatch as Category 1 (police routine or no response), Category 2 (police alert response), or Category 3 (police hazmat response). When responding with the fire department for a Category 2 or Category 3 incident, which include Ebola virus-related incidents, the following procedure will be used:

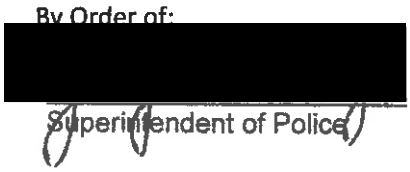
1. When arriving before the ambulance or fire suppression crew, stage away from the address until the ambulance or other fire department unit arrives to reduce the chances of exposure.

2. Report to the Fire Department command officer for Unified Command Post operations to coordinate all emergency medical efforts.

3. Provide support/protection as needed in the "cold" zone.

4. If police intervention is needed in the "warm or hot" zones, the fire department will provide and suit up the police officers with PPE as needed with the exception of a CBRN/APR respirator face mask/gas mask.

By Order of:



Superintendent of Police

Jerry Chlada, Jr.

Police Superintendent

POLICY CICERO POLICE DEPARTMENT			No. 931
Subject Supplemental Employment	Effective Date August 1, 2013	Revised Date September 18, 2020	Total Pages 4
Reference Policy 934 – Uniform Regulations	Rescinds 22-03-03 Supplemental Employment 22-03-03-A Supplemental Employment Form	Amends	

POLICY:

The Cicero Police Department will establish a standard operating procedure for requesting approval for supplemental employment. Cicero Police Officers working supplemental employment should be aware that anytime they take "police action" under the authority of the Cicero Police Department they are subject to the rules and regulations of the Department with regard to the exercise of such authority. If this police action is taken within the corporate limits of the Town of Cicero they will also be accountable for reporting requirements with regard to any use of force while taking "police action."

I. DEFINITION

A. *Supplemental Employment*: Any employment entered into by an employee separate from their job duties for the Cicero Police Department.

B. *Police Action*: any enforcement of police powers while acting in the capacity of a Cicero Police Officer and for purposes of this order outside the scope of the off-duty officers' supplemental employment.

II. APPROVAL OF SUPPLEMENTAL EMPLOYMENT

A. Employees desiring to engage in supplemental employment must obtain approval prior to engaging in supplemental employment.

B. Employees will complete a supplemental employment form (*Addendum A*) requesting approval for supplemental employment.

1. The form will be submitted through the chain of command to the Deputy Superintendent of the employee's division.

2. Each level in the chain of command will review the request and recommend approval or disapproval.

3. The request for approval will be forwarded to the Superintendent of Police who has final authority to approve or disapprove the request.

4. The Superintendent, or his designee, will notify the requesting employee if an application is denied.

5. The Superintendent will forward all documents to the Deputy Superintendent of Administration who is responsible for supervising the process.

6. Copies of the completed supplemental employment form will be disseminated in the following manner:

   a) The original to the employee's personnel file.

   b) A copy to the appropriate Deputy Superintendent.

   c) A copy to the requesting officer.

C. Unacceptable requests for supplemental employment: No request for supplemental employment will be approved when the following conditions exist:

1. Alcohol sales and/or consumption are the primary function of the supplemental work environment (banquet halls, dance clubs, liquor establishments).

2. Cannabis sales, cultivation and/or consumption are the function of the supplemental work environment (cannabis retail shops, cannabis cultivation operations, cannabis dispensaries, etc.). This prohibition also includes security-related work at or by such establishments

3. Restaurants serving "after-hour" alcohol as a primary function of business (working off-duty inside a restaurant that turns into an after-hour entertainment club serving and/or selling alcoholic beverages)

4. Business entities commonly known as "Strip Clubs" or "Gentleman's Clubs", where employees remove clothing.

5. Working out of the State of Illinois.

6. Wearing department uniforms:

   a) During supplemental employment, officers will not utilize Cicero Police Department uniforms, weapons, or equipment during such employment unless authorized by the Superintendent of Police.

   b) When officers are authorized to wear a Cicero Police Department uniform during supplemental employment, they must be aware that they are additionally representing the Cicero Police Department. They are subject to all rules and regulations of the Department and when taking police action are acting under that authority, with all rights and responsibilities.

   c) Further, while working secondary employment in a Cicero Police uniform, officers are subject to reporting requirements regarding the Use of Force and/or other events if they exercise their police powers.

7. Exceptions shall be granted through written approval by the Superintendent of Police.

8. Working more than an aggregate of twenty (20) hours per week in supplemental employment hours.

9. Any other employment that would otherwise bring about a negative image or damaging reputation onto the Cicero Police Department.

III. ANNUAL REVIEW AND RENEWAL

A. In January of each year, all officers working previously approved supplemental employment must re-submit a request for supplemental employment form for approval.

B. This process should be completed by January 30th of each year.

C. The Deputy Superintendent of Administration will maintain a file and/or a database of all submitted supplemental employment forms.

D. Officers seeking to continue with previously approved supplemental employment must re-submit a supplemental employment request form each January.

E. Approval or non-approval will follow the procedures outlined above

IV. RESTRICTIONS

A. An employee is not permitted to work secondary/supplemental employment :

1. During the same time period/shift that sick leave was taken.
2. During a period of extended medical leave.
3. During a period they are on light duty or in an Injury On Duty (IOD) status.
4. During their probationary period.

[redacted]

Jerry Chlada, Jr.
Superintendent of Police

Addendum A – Supplemental Employment Form

REFERENCE ONLY – PLEASE COMPLETE THE ONLINE FILL-IN FORM

CICERO POLICE DEPARTMENT
Supplemental Employment Form
Effective 01-10-2020

Officer/Star: _____

Supplemental Employer: _____

Address: _____

Type of Employment: _____

Summary of Duties: _____

_____

Telephone #: _____ *Hours per week:* _____ *(not to exceed 20 hrs)*

Self-Employed: ☐ *YES* ☐ *NO* *Date of Employment:* _____

Will Cicero Police Uniform be worn? ☐ *YES* ☐ *NO*

Will weapon be carried? ☐ *YES* ☐ *NO*

RENEWAL DATE: January of EACH year

Change of Employer or condition of employment requires a NEW form

I am aware of and agree to the Town Ordinance, Department General Order and section of the Collective Bargaining agreement pertaining to supplemental employment.

_____
(Officer Signature)

Sergeant Recommendation: ☐ YES ☐ NO Date _____

If No, Reason: _____ Sgt's Signature _____

Commander Recommendation ☐ YES ☐ NO Date: _____

If No Reason: _____ Cmdr's Signature _____

Dep Supt Recommendation: ☐ YES ☐ NO Date: _____

If No, Reason: _____ Dep Supt's Signature _____

1st Dep Supt Recommendation ☐ YES ☐ NO Date: _____

If No, Reason: _____ 1st Dep Supt's Signature _____

Superintendant's Approval ☐ YES ☐ NO Date: _____

If No, Reason: _____ Supt's Signature _____

Revised 01/10/20 Clear Form CPD/PAT081

POLICY
CICERO POLICE DEPARTMENT

No.			
1107			
Subject	Effective Date	Revised Date	Total Pages
In-Car Video/Audio	November 16, 2020		8
Reference	Rescinds	Amends	
28 CFR 115	41-03-08 In-Car Video Recording Equipment		

POLICY

It is the policy of the Cicero Police Department to use in-car mobile recording equipment to assist in documenting traffic enforcement and other law enforcement activities. The use of such equipment shall be in accordance with applicable laws. Proper use and maintenance of the equipment is essential to ensure operational readiness and proper functioning of the equipment.

I. DEFINITIONS

A. *Activate:* Any process that causes the In-Car Camera system to transmit or store video or audio data.

B. *Audio Recording:* The electronic recording of conversation, spoken words, or other sounds.

C. *Case or Folder:* The placement of related recording(s) into a single "folder" or "case" file.

D. *Case Number:* Cicero Police Department incident number associated with the event that was recorded using an In-Car Camera.

E. *Continuous Recording:* The constant streaming of live video to the In-Car Camera's internal buffer. This buffer is not retained until an event trigger has activated, causing the previous 30 seconds of the buffer to be retained and made a part of the active recording.

F. *Emergency Driving:* Driving during the use of emergency warning devices or in accordance with 625 ILCS 5/11-205.

G. *Enforcement Stop:* As defined in 720 ILCS 5/14-3(h), an action by a law enforcement officer in relation to enforcement and investigation duties including, but not limited to traffic stops, pedestrian stops, abandoned vehicle contacts, motorist assists, commercial motor vehicle stops, roadside safety checks, requests for identification, or responses to requests for emergency assistance.

H. *Presence of a Uniformed Officer:* A uniformed officer that is in sufficiently close proximity that the person speaking would know or reasonably believe that the uniformed officer could hear what is being said by the person speaking.

I. *Trigger:* An action that causes the In-Car Camera to begin saving video/audio recordings. Actions that trigger In-Car Camera recordings include activation of the following: emergency lights, vehicle collision sensor, body microphone switch, or the monitor's record button.

J. *Tag:* A Digital Evidence System function, which, when selected, extends the online life of a recording beyond the defaulted retention period and causes the system to archive this recording for later retrieval.

II. EQUIPMENT MAINTENANCE

A. The Assistant Deputy Superintendent (ADS) of Police for the Division of Administration is responsible for the coordination of maintenance for all in-car digital recording equipment.

B. Personnel shall report equipment issues immediately, utilizing the Departments inter-office memorandum system AND email system to notify the ADS of Administration.

C. The ADS of Patrol is the designated overall liaison between the Patrol Division and the ADS of Administration to coordinate the resolution of in-car camera issues.

D. Officers shall not handle any aspects of the digital recording or storage equipment except for controls used during normal operations as described during training.

III. TRAINING

A. All officers shall receive training on in-car mobile recording equipment as prescribed by the manufacturer/vendor.

IV. OPERATIONS

A. In-car Video sign-in:

1. AXON View XL Overview and Sign In

a) The Axon View XL application is used to control and support Axon Fleet cameras. It is designed for use with a mobile data terminal (MDT) or mobile digital computer (MDC) within our police patrol vehicles.

b) Axon View XL lets users start and stop camera recording, play recorded videos, and add metadata to videos. Additionally, Axon View XL also supports user sign-in and wireless offloading of Axon Fleet camera videos.

c) Axon View XL supports the ability for two officers to be signed into the same View XL session. Video evidence that is recorded when two officers are signed in will have dual-ownership when uploaded to Axon Evidence. This allows both officers to access evidence that was created while both were signed into View XL

2. First User Sign In To View XL

a) Open Axon View XL.

*(Note: If this is the first time you are signing in to Axon View XL, you will be asked to enter your agency's Evidence.com URL and tap **Continue**).*

b) Enter your Evidence.com Username and Password and then tap **Sign in**.

c) Enter the Vehicle ID and tap **Continue**.

Axon View XL connects with Evidence.com and retrieves the information associated with the vehicle, in order to connect to the vehicle cameras, Axon Signal Vehicle, and wireless network. The Camera status is shown after a successful sign in.

3. Second User Sign In - A second user can sign into Axon View XL from the Control tab or the Settings tab.

   a) Open the second user sign in using one of the following methods:

- From the Control tab, tap + adjacent to the first user's name

- From the Settings tab, tap **Add Officer**.

The sign-in panel opens on the left side of Axon View XL.

   b) Enter your Axon Evidence Username and Password and then tap **Sign In**.

B. Vehicle in-car camera sign-in procedures will be conducted at the beginning of the tour as part of the pre-tour inspection process and will be done prior to leaving the parking areas of the station.

C. In-car video recording equipment automatically begins recording upon engaging emergency lights (as well as other triggers-including certain speed markers) and shall remain activated while responding to an emergency. Officers shall not stop the video recording unless they receive authorization from a supervisor or cease the emergency response. Officers may manually activate the recording as well.

D. Officers shall ensure that the In-Car Camera system is activated in the following situations, even when emergency lights are not activated for a need to conceal the presence of law enforcement:

1. All field contacts involving law enforcement activity within video or audio range, including, but not limited to:

   a) Emergency responses;

   b) Arrests;

   c) Suspicious vehicles;

   d) Terry Stops/Pedestrian stops;

   e) Victim and witness interviews, including, but not limited to, missing persons and child welfare;

   f) All Traffic and investigative stops (to include, but not limited to, traffic violations, stranded motorist assistance, suspicious vehicles, commercial motor vehicle stops, and all crime interdiction stops);

   g) Vehicle pursuits, including when the Cicero Police Department is supporting another agency's pursuit;

   h) Vehicle searches (includes requests for consent and deployment of drug-detection canines);

i) DUI investigations including field sobriety tests;

j) Roadside Safety Checks

k) In vehicles equipped with an in-car video system, Officers will video and audio record activities inside the vehicle when transporting an arrestee or when an officer believes recording may assist with prosecution, enhance safety, or for any other lawful purpose.

l) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording, when possible; and

m) Anticipated physical or verbal confrontations or use of force in view of the in-car camera.

E. Officers shall, when possible, reposition their camera angle or vehicle or call for a backup vehicle with in-car mobile video recording equipment to capture field sobriety tests that are not performed in front of the patrol vehicle.

F. Officers not wearing a uniform will video record every enforcement stop as defined in paragraph 3.D. Officers will identify their office (i.e.: Police) and will not audio record these incidents without first obtaining consent from the person to be audio recorded. This includes criminal violations discovered as a result of the stop

G. Pre-Event Buffering Mode—Device feature in which the camera continuously records and holds the most recent 30 seconds of video prior to record activation. With this feature, the initial event that causes the officer to activate recording is likely to be captured automatically, thereby increasing the capability of recording the entire activity.

H. Cessation of Recording- Once the In-Car Camera system is activated, it shall remain on and shall not be turned off until the event has concluded. The recording can be ceased by double-tapping the screen. For purposes of this Policy, the conclusion of an event has occurred when all arrests have been made and arrestees have been transported, or the officer has cleared the scene of a reported incident.

1. In any instance in which cessation of the recording prior to the conclusion of the event may be required, the officer shall seek and obtain supervisory approval prior to deactivating the In-Car Camera.

2. If supervisory approval cannot be reasonably obtained, officers must document on the In-Car Camera system the reason for termination of the recording prior to deactivation of the In-Car Camera and efforts made to obtain supervisory approval.

I. Officers shall manually stop the recording once the event ends. When reports are written involving incidents where mobile video recording equipment is used, the use shall be documented including the squad number. If a recording is stopped manually, accidentally, or due to equipment failure, an explanation shall be documented in the report.

J. Once the recording is complete, officers may make notes on the event prior to it being automatically tagged and uploaded to our cloud storage provider (Evidence.com) for additional documentation. The type of event, officer's information, and case number are automatically uploaded/integrated from information on the RMS/MDT system when the officer/supervisor notifies the 911 center of their response.

Note: There is a delay in this auto upload to allow an officer time (approx. 2 hrs.) to add notes.

K. The recordings are uploaded on a cyclical basis (at a determinate time period) and not directly after each event.

L. An officer does not need to manually enter call number or call type/tag etc. This is automatically done through the RMS and Evidence.com interface. If an officer manually enters information in these areas, it will override the automatic information uploading; therefore, do not manually enter the information.

M. All Officers and Supervisors, operating vehicles equipped with in-car cameras, will notify the 911 Center of any assignments they are responding to so that they may be added to the call for service (Also see Department General Order on Rules of Conduct)

N. The detail supervisor will ensure all roadside safety checks are recorded on video.

1. The recording equipment will be positioned to capture, identify, and record all vehicles passing through the safety check.

2. Multiple units may be employed to ensure full video recording of the safety checks and vehicles passing through.

O. Officers are encouraged to activate the camera anytime it would be beneficial, such as observed suspicious activity, traffic, or crowd problems.

P. Officers are encouraged to inform their supervisor of any video recording with incidents that may have value for training purposes. Once reviewed, the supervisor will forward the recording to the Superintendent or designee and the Training Division within 15 working days.

Q. Officers will video and audio record activities inside the vehicle when transporting an arrestee or when an officer believes recording may assist with prosecution, enhance safety, or for any other lawful purpose. When recoding activities inside the vehicle, split-screen recording (if available) shall be used to ensure video capture both inside and outside the vehicle.

V. DIGITAL TRANSFER AND USAGE

A. The in-car video recording system is set to automatically download recordings to the system's cloud-based storage. Supervisors, through periodic inspection, shall ensure the system is downloading the recordings.

B. Requests for video files shall be submitted through their Division's chain of command to the Director of the Records Division at least 3 working days in advance.

C. If an officer is involved in an incident in which the recording will be useful to document the case, a written request shall be sent to the Records Division requesting that the recording be saved. Digital video files shall only be released pursuant to a subpoena, where applicable law requires the release, supervisory request, or to other law enforcement agencies using the video to assist in a criminal investigation. All requests for video files shall be documented by Records Division personnel.

D. Digital video files will be automatically purged 90 days after their creation unless the recordings are made as part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding. In such cases, any video recordings shall only be purged or otherwise destroyed upon a final disposition and an order from the court. Under no circumstances shall any recording be altered or erased before the expiration of the designated storage period.

E. Digital video recordings shall only be used for official police purposes. There will be no secondary recording of Department video recordings (ex: using a phone or other recording device to capture video footage from the ICC or the cloud storage).

VI. OWNERSHIP OF IN-CAR CAMERA RECORDINGS

A. All recording media, recorded images, and audio records are the property of the Cicero Police and stored on the designated cloud-based storage, evidence.com (provided by AXON under contract) and will not be duplicated outside the parameters of this order, without the authorization of the Superintendent of Police, or his designee.

B. There is no expectation of privacy for Officers/Supervisors related to incidents recorded with in-car cameras. Supervisors and members of the Office of Professional Standards (OPS) may request to review the digitally recorded data from the in-car camera system. Any digitally recorded data created by the in-car camera system may be used without a Department member's permission for any official Departmental purpose and are the property of the Department.

C. The Division of Administration's Records Section will be the Department's custodians of the digitally recorded data and will be responsible for the duplication and redaction procedures of the in-car video recordings for FOIA requests, subpoenas, and other official requests. The ADS of Administration, along with the Records Section Director, will establish viewing and duplication procedures that provide for control and security of the digitally recorded data and authorized duplications in addition to security features already in place within "evidence.com" as necessary.

D. All digitally recorded data created by the in-car video systems will be retained on Evidence.com and retained for a minimum of 90 days. Digitally recorded data that is marked and held as having evidentiary or training value will be retained as prescribed by law and Department policy.

VII. OFFICER RESPONSIBILITIES

A. At the start of each shift, officers using a Cicero Police Department vehicle equipped with an In-Car Camera shall properly equip him/herself with the vehicles assigned body microphone/battery to record audio and video in the field (the microphone/battery is synced/paired and assigned to a specific vehicle and should not be "mixed and matched"). The officer shall verify that the body microphone/battery is charged, powered, and synced with the vehicle being used. The body microphone shall be worn and remain active during the officer's tour of duty.

B. Officers, while conducting the pre-tour inspection of their vehicles, must sign into the In-Car Camera system and test for proper functioning. In the event there is any issue with signing in to the system or an issue with the operation of the in-car system, the officer shall contact his/her supervisor.

C. <u>Officers shall document the use of the In-Car Camera system on their daily activity report and in any written reports including electronic police reports and use of force reports</u>.

D. The officer(s) will have their microphone active at all times during their tour of duty, regardless of whether the in-car camera is recording, to ensure there is not an error in turning on the microphone.

E. It is the responsibility of the officer to ensure the In-Car Camera is working properly throughout the entire shift. Officers shall immediately report malfunctioning, missing, or damaged In-Car Camera equipment to his/her supervisors.

F. When a Department member believes a recorded event may lead to a citizen complaint, he/she shall bring the recording to the attention of his/her immediate supervisor as soon as possible, The supervisor will review the footage, determine what action, if any, should be taken based on Department policies, and if applicable utilize of the notes section on the video file.

G. Officers shall immediately report when any event required to be recorded by this Policy is not recorded or when an accidental recording takes place to his/her supervisor.

H. In-Car video/audio recording is retained via cloud storage (Evidence.com) and uploading of ICC video is automated through an established provider (AXON) process.

I. Officers are responsible for returning the body microphone/battery to its charging cradle, in the vehicle, at the end of each tour to ensure proper charging.

J. Officers are responsible for signing out of the system at the end of each tour of duty.

K. The In-car camera (ICC) systems should be left powered on at all times and generally should not be turned off. This includes at the end of the tour.

L. Officers will not disconnect, alter, modify, remove, un-plug, or otherwise alter or enter any element of the in-car camera. If at any time service is needed for the equipment, officers will notify their supervisor and request service in writing to the Division of Administration.

VIII. VIDEO REVIEW

A. To ensure officers are adhering to department policies and procedures, supervisory personnel shall conduct documented random reviews of video files of personnel under their command.

1. Each platoon Sergeant should randomly conduct in-car camera (ICC) video reviews of officers in their platoon each police period. Video reviews should include at least 20 minutes (total) of each officer's actions and should include at least two videos *(ex: Sergeant has 8 Officers in their platoon would warrant a minimum of 16 videos reviewed for a minimum total viewing time of 160 minutes during the police period*). The review is for:

   a) Assessing officer performance, professionalism, and safety

   b) Determining if the mobile video equipment is functioning and being properly used

   c) Identifying any material that may be appropriate for training

2. The Watch Commander or Watch Captain should review at least one ICC video, on average, each workday, for a minimum of at least 16 per police period. This total can be divided between the Commander and Captain. At least five of these reviews should be of their subordinate Sergeants' interaction with persons other than Officers. The other reviews should be of videos already reviewed by the platoon Sergeants of officers' activities.

3. Generally, minor infractions and minor deviations from Department policy observed through the review of digitally recorded data will not be subject to discipline and will be treated as a training opportunity.

4. Each reviewing supervisor should make notes of any noteworthy observations such as training issues, outstanding performance, life savings incidents, areas in need of correction, etc., and follow-up accordingly.

B. Video files may be reviewed by supervisory personnel conducting internal investigations.

C. Video files may be used for training purposes.

1. Video files of probationary police officers may be duplicated by the Field Training Officer or FTO Coordinator for training or other documentation purposes and may become a permanent part of the probationary police officer's training file.

2. In general video files of any incident may be duplicated and used for training purposes as noted by the reviewing supervisor.

D. Officers may review video files of events they were involved in based on their system permissions

IX. RECORDS DIVISION/SYSTEM ADMINISTRATION

A. The Cicero Police Department's Records Division Director, or their designee, shall coordinate access requests to the recorded events for officers and investigators for legitimate law enforcement purposes or as directed by the Superintendent of Police or his/her designee. In addition, the Director shall be responsible for the management of requests for duplication of ICC recorded media.

B. The Records Division Director, or their designee, shall also be responsible for the following:

1. Ensuring Long-term storage of media deemed to be of evidentiary value consistent with the Cicero Police Department's storage protocols and retention schedule on the cloud-based storage provider (Evidence.com);

2. Creating Cases or Editing Cases for units where there are mechanical or technical malfunctions;

3. Providing recordings to the Accident Review Board;

4. Assigning and tracking inventory of equipment through the ADS of the Division of Administration;

5. Periodic (Monthly) Quality checks of video and sound quality;

6. Coordinating with the ADS of the Division of Administration.

7. Providing data pursuant to a court order and other authorized release or distribution.

8. Managing the redaction process, using provider (AXON/Evidence.com) supplied technology for this function, in accordance with established statute and Department policy.

By Order of:

[redacted]

Superintendent of Police

Jerry Chlada, Jr.
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 03-01-01

EFFECTIVE DATE: **April 1, 2019**
(re-issued without changes)

SUBJECT: **CONTRACTUAL AGREEMENTS**

1. POLICY

The Cicero Police Department will establish guidelines to govern law enforcement services provided to, or received from, other entities.

2. PROCEDURES

a) Written Agreements

When a contract for law enforcement services is enacted between the Cicero Police Department and another entity, the following items must be included in the agreement:

1) A statement of the specific services to be provided;
2) Specific language dealing with financial agreements between the parties.
3) Specification of the records to be maintained concerning the performance of services by the provider agency.
4) Language dealing with the duration, modification, and termination of the contract.
5) Specific language dealing with legal contingencies;
6) Stipulation that the provider agency maintains control over its personnel;
7) Specific arrangements for the use of equipment and facilities.
8) A procedure for review and revision, if needed, of the agreement.

b) Employee rights

1) Cicero Police Department personnel who participate in a contracted law enforcement service arrangement will not have their employment rights altered or abridged due to their participation in fulfilling the contract.

By Order of:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 01-01-01-A

EFFECTIVE DATE: **August 1, 2018**

SUBJECT: **Initial Oath of Office**

Initial Oath of Office

I,_____, do solemnly swear to uphold
(state your name)

the Constitution of the United States, the Constitution of the State of Illinois, the ordinances of the County of Cook and the Town of Cicero, and to fulfill the duties of_____of the Town of Cicero, so help me God.

_____ _____
Probationary Police Officer Date

_____ _____
Superintendent of Police Date

By Order of:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 01-01-01

EFFECTIVE DATE **August 1, 2018 (Revised)**

SUBJECT: **OATH OF OFFICE**

A. POLICY

All newly hired probationary police officers will be administered the Oath of Office as a sign of sworn status and allegiance to the department and the standards expressed in the oath.

B. PROCEDURES

1. The oath will be administered to the individual, but the Department will limit certain authority as a police officer until after certification by the Illinois Law Enforcement Training and Standards Board.

2. The Superintendent of Police, or the Superintendent's designee, will administer an initial oath of Office to the newly employed individuals, prior to the officer attending the academy.

    1. After reciting the oath, the newly sworn employee and the Superintendent of Police (or designee) will sign their names, and the officer's identification number, on a dated copy of the oath.
    2. A copy of the signed and dated oath will be filed in the personnel folder of the newly sworn employee.
    3. The newly sworn employee will receive a copy of the signed oath.

3. Failure to abide by the oath

    Failure to abide by the conditions and standards set forth in this oath will be considered a violation of the Rules of Conduct and may result in disciplinary action up to and including termination.

By Order of

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 01-01-01

EFFECTIVE DATE **January 1st, 2013**

REVIEW DATE **Januray 1st, 2015**

SUBJECT: **OATH OF OFFICE**

A. POLICY

The Town of Cicero will administer an oath of office to probationary police officers as a sign of sworn status and allegiance to the department and the standards expressed in the oath.

B. PROCEDURES

1. The oath will be administered to the individual, but the Department will limit certain authority as a police officer until after certification by the Illinois Law Enforcement Training and Standards Board.

2. The Cicero Town President, or the President's designee, will administer an initial oath to the newly employed individuals, prior to the officer attending the academy.

    1. After reciting the oath, the newly sworn employee and the Town President (or designee) will sign their names, and the officer's identification number, on a dated copy of the oath.
    2. A copy of the signed and dated oath will be filed in the personnel folder of the newly sworn employee.
    3. The newly sworn employee will receive a copy of the signed oath.

3. Failure to abide by the oath

    Failure to abide by the conditions and standards set forth in this oath will be considered a violation of the Rules of Conduct and may result in disciplinary action up to and including termination.

By Order of:

_____

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 01-01-01-A

EFFECTIVE DATE: **January 1st, 2013**

REVIEW DATE: **January 1st, 2015**

SUBJECT: **Oath of Office**

Oath of a Cicero Police Officer

I, _____ , do solemnly swear to uphold
(state your name)

the Constitution of the United States, the Constitution of the State of Illinois, the ordinances of the County of Cook and the Town of Cicero, and to fulfill the duties of _____ of the Town of Cicero, so help me God.

_____ _____
Signature of new hire Date

_____ _____
Signature of Town President Date

By Order of:

_____
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 02-01-01

EFFECTIVE DATE: **January 1st, 2013**

REVIEW DATE: **January 1st, 2015**

SUBJECT: **AGENCY JURISDICTION AND MUTUAL AID**

1. POLICY

The Cicero Police Department will establish guidelines for providing or requesting mutual aid assistance to/from other law enforcement agencies and define the concurrent jurisdictional authority and jurisdictional boundaries of the department and define the concurrent jurisdictional authority and jurisdictional boundaries of the department.

2. DEFINITIONS

A. *Concurrent jurisdiction* - Concurrent Jurisdiction is the sharing of, or having equal authority within, the same jurisdictional boundaries by two or more governmental entities.

B. *Law enforcement emergency* - A law enforcement emergency is any situation, which exceeds the capability of the local agency to counteract effectively.

C. *Mutual aid* - Mutual aid is an agreement by which a law enforcement agency may render assistance to, or request assistance from, another agency in a law enforcement emergency. NOTE: ROUTINE REQUESTS FOR PATROL OR INVESTIGATIVE ASSISTANCE, AND SITUATIONS REQUIRING HOT PURSUIT, WHICH REQUIRE AN OFFICER TO ENTER ANOTHER JURISDICTION, AND WHICH DO NOT REQUIRE A SUBSTANTIAL COMMITMENT OF PERSONNEL OR EQUIPMENT RESOURCES, MAY BE ACCOMPLISHED WITHOUT THE NEED FOR SUPERVISORY APPROVAL.

3. PROCEDURES

A. Town geographic boundaries

1. Employees of the Cicero Police Department will familiarize themselves with the geographic boundaries of the town of Cicero.
2. The official town boundary records are maintained in the office of the Town Clerk.
3. Current detailed official town maps, which include the boundaries of the town, are available from the deputy superintendent of patrol.

B. Concurrent jurisdiction

1. The Cicero Police Department has the exclusive authority to enforce the ordinances of the town.
2. The Department will enforce the laws of the State of Illinois and carry out all other duties, responsibilities and directives.
3. Within Cicero, the police department has concurrent jurisdiction with the Cook County Sheriff's Office and Hawthorne Park District Police Department.
4. Concurrent jurisdiction exists with state and federal law enforcement agencies.
5. There is other federal, state, county and local agencies that may, on occasion, perform a police function within the town. The origin of their office, federal, state, etc., defines the scope of their authority.
6. Since all of these organizations are autonomous, they may from time to time request assistance from the Cicero Police Department.
7. When no written agreement exists between an agency and the Cicero Police, assistance will be rendered in accordance with state statute (65 ILCS 5/1-4-8 and 65 ILCS 5/11 1-2.1).
8. In any situation where a question arises concerning jurisdiction with another agency, the responding Cicero officer will make every effort to resolve the matter in the most professional manner possible. If the responding officer cannot resolve this matter, he will notify his immediate supervisor.

C. Interagency cooperation:

1. If a 911 call is received at the Cicero Communications Center for another jurisdiction:

   a. The call will immediately be transferred to the appropriate agency's communications center via either telephone or radio.
   b. If the call is transferred by telephone, the Cicero Communications Center will stay on the line after the call is transferred until the conversation is established with the caller by the other agency.

2. If a Cicero Unit responds to a 911 call on or near the boundary line, the Cicero unit will continue to answer the call and disregard the jurisdictional boundaries.

   a. The Cicero unit will not be recalled based solely on the basis of jurisdictional boundaries.
   b. As soon as the Cicero unit determines that it is answering a call outside of Cicero, it will notify the appropriate agency by the fastest means possible.
   c. If the appropriate agency requests assistance from Cicero, the Cicero unit will continue its response and disregard jurisdictional boundaries.
   d. If the Cicero unit arrives first, aid will be rendered as is necessary to protect life and property.
   e. When the appropriate agency arrives, the Cicero unit will be relieved of any further responsibility.

3. In all other cases

a. A supervisor must approve a request to send assistance outside of the town before personnel are dispatched.
b. An estimated time of arrival should be established by the requesting agency and/or officers from the requesting agency should be on the scene.

4. Mutual aid agreements

a. Mutual aid, which requires a substantial commitment of personnel or equipment resources, may be provided to another law enforcement agency by the Cicero Police Department.
b. When no written agreement exists between an agency and the Cicero Police Department, assistance will be rendered in accordance with state statute (65 ILCS 5/1-4-8 and 65 ILCS 5/11 1-2.1).
c. Any employee, sworn or civilian, upon receipt of a request for mutual aid, will immediately determine:

    1) The name and rank/position of the person requesting such mutual aid.
    2) Telephone number of the requesting agency official,
    3) Nature of emergency.
    4) Location.
    5) Personnel
    6) Other equipment needed.
    7) Staging area, if applicable.

d. Immediate notification of the on-duty watch commander will be made regarding the request for mutual aid.

    1) Upon receipt of a request for mutual aid, the watch commander will immediately determine whether the Cicero Police Department has the available personnel and equipment necessary to respond to the request.
    2) If the necessary personnel and equipment are available, the Watch Commander is authorized to release personnel and equipment to the requesting agency.

e. Notification to the Deputy Superintendent of patrol will be made of any significant release of personnel and/or equipment, as deemed necessary by the Watch Commander. This notification will be made by immediate telephone contact, depending on the urgency and nature of the situation.
f. Upon notification of a mutual aid request from another agency that is of such a nature and significance that make it impractical for the Watch Commander to respond with available manpower and equipment, the Deputy Superintendent of patrol will be immediately contacted.

1) The Deputy Superintendent will then determine the method of personnel and equipment response to be made in response to the request.
2) The Deputy Superintendent will make immediate arrangements for such a response, taking into consideration:

   a) The number of on and off duty civilian, sworn personnel and the amount of equipment available.
   b) Depending on the expected length of the emergency, provisions for the relief of personnel assigned both to the town of Cicero for regular police duties and personnel assigned to the requesting agency.

g. Cicero police officers responding to a request for mutual aid from another municipality will be responsible for compliance subject to the following provisions:

1) Officers responding to another community on a mutual aid request will respond safely and quickly, reporting immediately upon arrival to the designated officer-in-charge and will place themselves under his/her direct command. The line of command designated by the department in need will be followed under all circumstances without regard to individual rank of the responding officers.
2) At the scene of a disturbance, it is expected that all arrests, if possible, will be affected by the officers of the community having jurisdiction, and that mutual aid officers will be used essentially for the transportation and control of prisoners, mass processing of arrestees, and operation of temporary detention facilities.
3) It is expected that mutual aid requests will be initiated only when the needs exceed the resources of the local department. When officers from other communities are called in to assist on a mutual aid basis, it is expected that they will be released and returned to duty in their own community as soon as the situation is restored to the point which permits the local community to satisfactorily handle it with its own resources, or, per the agreement, when the assisting agency so desires.

h. Mutual aid may be requested by the Cicero Police Department pursuant to the following guidelines:

1) Depending on the circumstance, the request for mutual aid may be made by radio communication, telephone or through LEADS.
2) The watch commander is hereby authorized to request limited mutual aid responses from appropriate agencies.
3) The Deputy Superintendent of patrol will authorize large scale or significant requests for aid and the Superintendent of police will be notified.

4) When the watch commander decides that an incident is beyond this department's ability to deal with effectively, without assistance from outside, he/she will;
   a) Notify the communications center that he/she is instituting a mutual aid plan.
   b) Determine the number of officers and/or units needed.
   c) Detail any special equipment that could be used.
   d) State to whom and where responding units will report.

i. Requesting federal law enforcement assistance:

1) There are times when it is necessary to request assistance from a federal law enforcement agency.
2) The determination to request federal law enforcement assistance will normally be made by the watch commander.
3) The appropriate deputy superintendent will be notified of all requests for federal law enforcement assistance.

j. National Guard assistance in emergency situations
   1) In an emergency requiring the assistance of the National Guard, follow procedures set forth in the Town of Cicero Emergency Management Plan.

By Order of:

_____
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 03-01-01

EFFECTIVE DATE: **January 1st, 2013**

REVIEW DATE: **January 1st, 2015**

SUBJECT: **CONTRACTUAL AGREEMENTS**

1. POLICY

The Cicero Police Department will establish guidelines to govern law enforcement services provided to, or received from, other entities.

2. PROCEDURES

a) Written Agreements

When a contract for law enforcement services is enacted between the Cicero Police Department and another entity, the following items must be included in the agreement:

1) A statement of the specific services to be provided;
2) Specific language dealing with financial agreements between the parties.
3) Specification of the records to be maintained concerning the performance of services by the provider agency.
4) Language dealing with the duration, modification, and termination of the contract.
5) Specific language dealing with legal contingencies;
6) Stipulation that the provider agency maintains control over its personnel;
7) Specific arrangements for the use of equipment and facilities.
8) A procedure for review and revision, if needed, of the agreement.

b) Employee rights

1) Cicero Police Department personnel who participate in a contracted law enforcement service arrangement will not have their employment rights altered or abridged due to their participation in fulfilling the contract.

By Order of:

_____

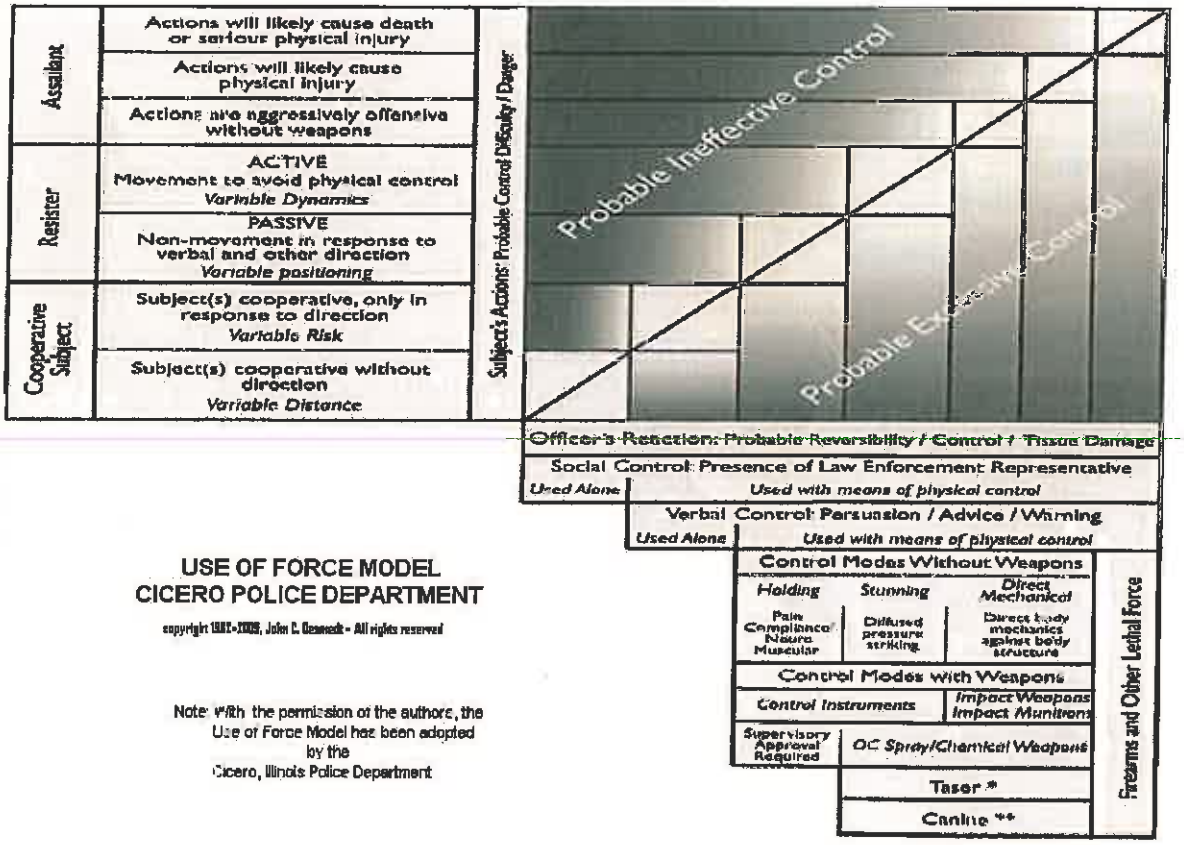
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER 01-03-01-Addendum A

EFFECTIVE DATE: **January 1st, 2013**

REVIEW PERIOD: **January 1st, 2015**

SUBJECT: **USE OF FORCE MODEL Addendum A**



USE OF FORCE MODEL
CICERO POLICE DEPARTMENT

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Note: With the permission of the author, the Use of Force Model has been adopted by the Cicero, Illinois Police Department

USE OF FORCE REPORT
Cicero Police Department

Date of Incident _____ Time of Incident: _____ Case Number: _____

Location of Incident: _____ Officer Preparing Report: _____

Signature of Officer Preparing Report: _____ Star #: _____ Date: _____

Nature of Initial Contact: [ ] Traffic Stop [ ] Street Stop [ ] Search Warrant [ ] Call for Service

[ ] Other (Specify): _____

Officer(s) Involved:

NAME	ID#	Force Used	Witness Only
Officer #1: _____	_____	Yes [ ] No [ ]	[ ]
Officer #2: _____	_____	Yes [ ] No [ ]	[ ]
Officer #3: _____	_____	Yes [ ] No [ ]	[ ]
Officer #4: _____	_____	Yes [ ] No [ ]	[ ]
Officer #5: _____	_____	Yes [ ] No [ ]	[ ]
Officer #6: _____	_____	Yes [ ] No [ ]	[ ]

Force Used by Officer(s): Indicate by #, which officer used what type of force

Lethal Force _____ Handgun _____ Rifle _____ Shotgun _____ Knife _____ Other (specify): _____

Non-Lethal Force _____ Come-Along _____ Pressure Point(s) _____ ASP _____ EMD _____ O/C Spray

_____ Other (specify): _____

Was Medical Attention Provided? [ ] Yes [ ] No

Injury to Officer(s): Indicate by #, which officer used what type of force

_____ Death _____ Serious Injury _____ Minor Injury

_____ Complaint of Injury/None Observed _____ No Complaint of Injury/None Observed

Treatment: _____ Admitted to Hospital _____ Treated and Released _____ No Treatment

Hospital Transported To: _____

Injury Photographed: [ ] Yes [ ] No Photographer's Name/ID Number: _____

Offender(s) Involved:

Offender #1: _____ DOB: _____ Charges: _____

Offender #2: _____ DOB: _____ Charges: _____

Offender #3: _____ DOB: _____ Charges: _____

Offender #4: _____ DOB: _____ Charges: _____

Offender #5: _____ DOB: _____ Charges: _____

Offender #6: _____ DOB: _____ Charges: _____

Force Used Against Officer(s): Indicate by #, which officer used what type of force

Lethal Force _____ Handgun _____ Rifle _____ Shotgun _____ Knife _____ Other (specify): _____

Non-Lethal Force _____ Fist _____ Feet _____ Teeth _____ Other (specify): _____

Injury to Offender(s): Indicate by #, which officer used what type of force

_____ Death _____ Serious Injury _____ Minor Injury

_____ Complaint of Injury/None Observed _____ No Complaint of Injury/None Observed Treatment:

_____ Admitted to Hospital _____ Treated and Released _____ No Treatment

Hospital Transported To: _____

Injury Photographed: [ ] Yes [ ] No Photographer's Name/ID Number: _____

Form Reviewed By:

Supervisor: _____ Date: _____

Division Commander: _____ Date: _____

Deputy Superintendent: _____ Date: _____

Notifications:

[ ] Watch Commander

[ ] Affected Officers Deputy Superintendent

[ ] First Deputy Superintendent

[ ] Superintendent

CICERO POLICE DEPARTMENT
GENERAL ORDER: 01-03-02

EFFECTIVE DATE: **November 1, 2017 (revises order dated 3/1/17)**

REVIEW DATE:

SUBJECT: **FIREARMS AND FIREARM PROCEDURE**

1. POLICY

The Cicero Police Department will provide regulations for personnel who are authorized to carry firearms in regard to the type of weapons, ammunition and accessories that are allowed on and off duty, as well as the requirements for the qualification, inspection and security of all weapons.

2. DEFINITIONS

A. *Service Weapon* (*Primary Weapon*): The firearm approved by the department for an officer to carry on duty as his primary sidearm with, which the officer is required to qualify and demonstrate proficiency on an annual basis.

B. *Secondary Weapon* (*Covert/Off-duty Weapon*): The firearm approved by the department for an officer to carry as a secondary handgun while on duty, as a primary weapon while assigned covert duty, or as an off-duty weapon. The officer will qualify and demonstrate proficiency with this weapon on an annual basis.

3. PROCEDURES

A. Authorized firearms:

1. Officers are required to purchase their own firearms.
2. The Range Master and Firearms Instructor must approve service and secondary weapons.
3. Officers carrying firearms that have been approved may continue to do so until the Range Master or Firearms Instructor judges the weapon no longer safe.
4. The firearm is to be of the semi-automatic or revolver type.
5. All modifications made to any firearm that alters the manufacturer's original design must be approved by the Range Master, prior to the requested modifications being made.
6. All weapons must be carried in an approved holster deemed to be safe for that weapon, by the Range Master or Firearms Instructor.

B. Service Firearms (Primary)

1. Semi-Automatic type:
   a. The approved semi-automatic firearm manufactures are ***Beretta, Colt, Glock, Heckler & Koch, Para Ordinance, Sig Sauer, Smith & Wesson, Springfield, Sturm Ruger, Taurus and Walther.*** Only those models that meet the following specifications are approved for use:

1) 9mm parabellum,.40 caliber and .45 caliber ACP;
2) Double action or "safe action" design;
3) The magazine must be standard law enforcement issue for the weapon;
4) Matte Black, Blue or Stainless Steel finish;
5) Handgrips must be made of wood, rubber or plastic without ornamentation;
6) Barrel length of 3.5" - 6;
7) Fixed, adjustable, laser or night sights; and
8) Tactical lighting systems with required holster;

2. Revolvers:

a. **Only officers hired before July 01, 2004 are allowed to carry revolvers, as primary weapons, while on duty and in uniform.** The approved revolver firearm manufactures are ***Colt, Smith & Wesson, Sturm Ruger and Taurus.*** Only those models that meet the following specifications are approved for use:
1) .38 special, .357 Magnum;
2) (6) rounds minimum capacity;
3) Matte Black, Blue or Stainless Steel finish;
4) Handgrips must be made of wood, rubber or plastic without ornamentation;
5) Barrel length of 4 inches;
6) Fixed, adjustable, laser or night sights; and
7) Double action / Single action capability.

C. Secondary Firearms: (Covert/Off Duty)

1. Semi-Automatic type:

a. The approved semi-automatic firearms are ***Beretta, Colt, Glock, Heckler & Koch, Para Ordinance, Sig Sauer, Smith & Wesson, Sturm Ruger, Springfield, Taurus and Walther.*** Only those models that meet the following specifications are approved for use:
1) 380 caliber 9mm parabellum, 357 Sig Sauer, .40 caliber and .45 caliber ACP;
2) ~~Double action or "safe action" design;~~
3) Matte Black, Blue, Nickel or Stainless Steel finish;
4) The magazine must be standard law enforcement issue for the weapon;
5) Handgrips must be made of wood, rubber or plastic without ornamentation;
6) Barrel length of standard factory issue;
7) Fixed, adjustable, laser or night sights; and
8) Tactical lighting systems with required holster.

2. Revolvers:

a. The approved revolver firearm manufactures are ***Colt, Smith & Wesson, Sturm Ruger and Taurus.*** Only those models that meet the following specifications are approved for use:
1) .38 special, .357 Magnum;
2) (5) round minimum capacity;
3) Matte Black, Blue, Nickel or Stainless Steel finish;
4) Handgrips must be made of wood, rubber or plastic without ornamentation;
5) Barrel length of 2 to 4 inches; and
6) Fixed, adjustable, laser or night sights.

D. Shotguns:
   1. The Range Master or Firearms Instructor will maintain responsibility of ALL department shotguns and shotgun ammunition.
   2. Officers will be issued a shotgun and shotgun ammunition by the on duty patrol supervisor or his designee when required for special assignments or emergency situations when applicable and in compliance with required training.
   3. Officers will be required to qualify with the shotgun on an annual basis.
   4. Range Masters and Firearm Instructors are responsible for the maintenance and repair of the shotguns.
   5. Only hollow point rifled slug ammunition will be used.

E. Tactical Assault Rifles may be issued by the Department or individually owned by police personnel.
   1. The only approved Tactical Assault Rifles are the M-16 and AR-15 style .223 caliber manufactured by ***Armalite, Bravo Company Manufacturing(BCM), Bushmaster, Colt, Daniel Defense, Heckler & Koch (H&K), Knights Armament Corp. (KAC) Larue Tactical, Lewis Machine & Tool (LMT), Noveske, Palmetto State Armory (PSA), Rock River Arms, Ruger, Smith and Wesson, and Wilson Combat/Recon.***
   2. Designated personnel may be issued a Tactical Assault Rifle and .223 ammunition after successful completion of an approved certified training course.
   3. All Tactical Assault Rifles will be kept in a secure storage gun safe in a limited access area of the police department. Only designated personnel who are issued a Tactical Assault Rifle along with the Range Master, Firearms Instructor and Training Coordinator will be provided with this lock combination to the gun safe. Those who receive this combination shall be required to keep the combination confidential. No unauthorized access is allowed to the gun safe under any circumstances.
   4. Designated personnel will remove their Tactical Assault Rifles from the gun safe at the beginning of each watch they are scheduled to work and return them to the gun safe at the end of the watch. NO tactical Assault Rifle will be removed at any other time unless for training, maintenance or qualification purposes.
   5. Certain designated personnel, who have issued department vehicles, may maintain their issued tactical assault rifle in a secured locking mechanism with such vehicle without the need to store said weapon in the storage gun safe (see #3 above).
   6. All Tactical Assault Rifles will meet the following specifications:
      a. Must be installed in a Department installed locking weapon rack in the vehicle;
      b. Barrel length of 16" to 20";
      c. Barrel Twist rate of 1/7, 1/8 or 1/9 only;
      d. The butt stock may be either fixed or collapsible;
      e. Primary Magazines will be 20 round magazines loaded with 18 rounds or 30 round magazines loaded with 28 rounds;
      f. Semi-automatic only;
      g. Equipped with a sling system suitable for tactical deployment where the weapon may be retained "hands free" yet ready for immediate use; and
      h. Iron sights.

   7. No modifications, other than the following will be permitted without prior approval of the Superintendent of Police;
      a. Front Night Sight;
      b. SureFire or Streamlight Dedicated Weapons Light Systems;
      c. Redi-Mag;
      d. Tactical Flash Hiders, (No competition style Muzzle Breaks Allowed);

e. Ambidextrous Safety;
f. Replacement Pistol Grip; and
g. Extractor defender D-ring and Bravo Co. Extractor Upgrade kit.

8. Only Supplemental / Optical Sighting Systems from the following manufacturers are approved for carry:
   a. Aimpoint;
   b. Eotech; and
   c. Trijicon

   (All devices must be suitable for tactical, close-quarter engagement and allow immediate access to the iron sights should the system fail.)

9. Deployment Policy:
   a. Tactical Assault Rifle / Carbines will be deployed consistent with the Department's Use of Force Model.
   b. Personnel deploying the Tactical Assault Rifle / Carbine will maintain control of the firearm at all times or ensure that the weapon is secured by another Officer.
   c. Tactical Assault Rifle / Carbines deployment is allowed when the following conditions are identified:
      i. Any potentially dangerous / deadly force situation where the officer has reason to believe that deployment of the Rifle / Carbine will contribute to the safe resolution of the incident or diminish the risk to the Officer or the public; or
      ii. The Officer is assigned as a member of a Rapid Deployment Team; or
      iii. The Officer is assigned as a cover Officer on perimeter security or a containment team member during a Tactical Operation; or
      iv. The Officer has cause to believe that an armed offender is wearing body armor or is shielded by an intervening barrier; or
      v. The Officer has cause to believe that an offender may be engaged at an extended distance.

F. Ammunition:
1. Ammunition for authorized primary firearms and Tactical Assault Rifles will be furnished by the Cicero Police Department.
2. Anytime an officer resigns, retires, or is discharged the ammunition furnished will be returned to the Range Master or Firearms Instructor.
3. The type and quantity of ammunition issued for primary weapons will be factory-loaded cartridges approved by the Superintendent of Police based upon an annual written recommendation by the Training Coordinator, Range Master and Firearms Instructor.
4. The type and quantity of ammunition issued for shotguns and rifles will be factory-loaded ammunition approved by the Superintendent of Police based upon an annual written recommendation by the Training Coordinator, Range Master and Firearms Instructor.
5. The Deputy Superintendent of Administrations will establish an inventory control system for ammunition, including ammunition purchased, distributed and accounting for returned ammunition.

G. Officers in Uniform or Civilian Clothes:
1. Officers in uniform or civilian clothes are required to carry their authorized firearm while on duty except when:
   a. Processing a prisoner, or

b. The presence of the firearm might jeopardize the outcome of a covert operation/investigation, or
c. Other special circumstances prevail which in the onion of the Superintendent of Police, or a Deputy Superintendent, or a Unit exempt member, render execution of this requirement impractical or undesirable.

2. Officers not in uniform, while on duty, will not carry their firearm in any manner that exposes the weapon to the public view without displaying their badge.
3. The secondary (covert/off duty) firearm must meet departmental criteria for approval
   a. Secondary firearms will not be carried in such a manner as to distract from the professional appearance of the officer.
   b. No secondary device or holster, which will jeopardize the safety of the officer, other employee or the public, will be used.
4. Officers are responsible for the security and safe storage of their firearms at all times.

H. Care and maintenance of firearms:
1. Officers will inspect all firearms assigned to or carried by them for residue, corrosion or deterioration on a weekly basis. Officer will keep them clean and in operating condition al all times.
2. Shotguns will be inspected for safety by a supervisor when issued, returned and at such times as may be appropriate.
3. Officers will maintain their primary and secondary firearms in a clean and serviceable condition at all times.
4. Officers will refrain from displaying a firearm to anyone except upon demand of a supervisor or inspection officer in the performance of his or her official duties.
5. The Range Master or Firearms Instructor will inspect all weapons during qualification.

I. Qualification:
1. All officers of the Cicero Police Department will qualify annually with their primary firearm, assault rifle, shotgun and any secondary firearm.
2. Any officer not appearing for a scheduled qualification will be in direct violation of this order and are subject to departmental disciplinary action.
3. The Range Master and/or Firearms Instructor will update records reflecting the current firearms qualification status of all officers. All records will be forwarded and maintained by the department training coordinator.
4. All designated personnel who are certified to carry a Tactical Assault Rifle will qualify with their weapon on an annual basis.

By Order of:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 01-03-01

EFFECTIVE DATE: **January 1, 2016**

REVIEW DATE: **January 1, 2018**

SUBJECT: **USE OF FORCE**

1. POLICY

a. The Cicero Police Department recognizes and respects the value and special integrity of human life. In vesting members with the lawful authority to use force to protect the public welfare, a careful balancing of all human interest is required. Therefore, it is the policy of the Cicero Police Department that a member will use only the force reasonably necessary to effectively bring an incident under control, while protecting the lives of the employee and other persons.

2. DEFINITION

a. *Lethal Force:* Any use of force that is likely to cause death or great bodily harm.
b. *Non-Lethal Force:* Any use of force that is not likely to cause death or great bodily harm.
c. *Use-of-Force Continuum*: The continuum is a conceptual model that depicts the dynamic relationship between a suspect's level of resistance and apprehension and the member's level of force used to overcome such resistance.

3. PROCEDURE

a. The Department's Use-of-Force Continuum is structured as follows:
   1) Officer presence
   2) Voice request/command
   3) Bare hand control/force
   4) Electro-Muscular Disruption Device (EMD) (*Advanced Taser)*
   5) Pepper spray
   6) Physical strikes and/or baton or other impact weapons
   7) Lethal force

NOTE: OFFICERS SHOULD USE THE RESPONSE APPROPRIATE TO THE RESISTANCE OFFERED. THEY DO NOT NEED TO PROGRESS STEP BY STEP THROUGH THE CONTINUUM.

b. Member's use of force must be aligned with the concepts and principles of the department's. The "reasonableness' of a particular use of force must be judged from the perspective of a reasonable police officer on the scene, rather than with 20/20 vision in hindsight.
c. Guidelines for non-lethal force
   1) A member will evaluate the situation to determine which available non-lethal force technique or issued equipment will be used to control the situation without compromising the safety of themselves, a fellow member, or innocent citizen.
   2) Chokeholds (as defined in the ILCS**-see below) are prohibited unless lethal force is justified.

d. Guidelines for Deadly/Lethal Force
   1) Officers are authorized to use lethal force in order to:
      a) Protect themselves or others from what is reasonably believed to be an imminent threat of death or serious bodily harm.
      b) To prevent the escape of a person:
         1. From the vicinity of a violent crime or confrontation during which that person is reasonably believed to have caused or attempted to cause death or serious bodily harm to the officer(s) or other persons, or
         2. Is reasonably believed to be armed and to have committed a forcible felony to another person, or
         3. May otherwise endanger life or inflict other serious physical injury unless arrested

Chokeholds (as defined in the ILCS-see below citation) are allowed only when lethal force is justified.**

> ***Chokeholds:*
> *(720 ILCS 5/7-5.5)*
> *Sec. 7-5.5. Prohibited use of force by a peace officer.*
> *(a) A peace officer shall not use a chokehold in the performance of his or her duties, unless deadly force is justified under Article 7 of this Code.*
> *(b) A peace officer shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion.*
> *(c) As used in this Section, "chokehold" means applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. "Chokehold" does not include any holding involving contact with the neck that is not intended to reduce the intake of air.*
> *(Source: P.A. 99-352, eff. 1-1-16.)*
> *1) A police officer may not use a chokehold or lesser contact to the throat to prevent someone from destroying evidence by eating the evidence.*

WARNING SHOTS ARE NOT PERMITTED- FIREARMS MAY ONLY BE DISCHARGED WHEN THE USE OF LEATHAL/DEADLY FORCE IS JUSTIFIED.

e. The Electro-Muscular Disruption Device will be used when it is obvious that the first steps in the force continuum are, or will be, ineffective.
   1) ~~Users of the EMD must first be properly trained and certified:~~
   2) Policy and procedure on the EMD shall be outlined under Department General Order 01-03-01-A (See Addendum)

f. Pepper spray will be used when it is obvious that the first steps in the force continuum are, or will be, ineffective.
   1) The department will issue and train officers in the use of the three ounce ten percent aerosol pepper spray.
   2) The pepper spray will not be used unless the officer has received training in its use.
   3) Pepper spray may be used if a suspect under the control of a Cicero Police Officer escalates resistance to the point that the suspect physically resists the officer's attempt to control the suspect.
   4) This resistance may include, but is not limited to, the suspect grabbing, pushing, punching, kicking, biting, throwing objects at or spitting on the police officer. Pepper spray may be used when the suspect is attempting to, or has already committed a battery on the officer.
   5) When spray is used on a subject, the officer who has control of the subject will check regularly to assure that the subject does not stop breathing.
   6) Normal decontamination procedures will be followed.
   7) Immediate medical attention will be provided if necessary or if requested by an individual.

g. Expandable Baton
   1) The department will issue the 21-inch expandable (tactical) baton.
   2) The baton may be used as a control weapon, in conjunction with weaponless non-impact control techniques, to apply steady pressure-to-pressure sensitive areas,

thereby effecting control.

3) The baton may be used as a defensive impact/striking weapon.

h. Flashlight

1) Officers trained in the use of impact weapons may substitute use of the flashlight for the baton.

i. Death or great bodily harm attributed to an officer in the performance of police duty

1) The Investigation Division will initiate an investigation of the facts and circumstances immediately. Where a death is involved, the Public Integrity Unit will immediately be requested to participate in the investigation. The Cook County States Attorney's Office will also be notified of the incident.

2) The member responsible for the death or serious injury:

a) May be assigned, as deemed appropriate by the Superintendent, to administrative duty or paid leave.

b) Will provide any weapon used in the incident to a supervisor or investigating officer.

c) Will be available for official interviews and statements regarding the case, and will be subject to recall to duty, as determined by the superintendent.

d) Will not discuss the case with anyone except the prosecuting attorney and department personnel. This does not prohibit the officer from discussing the case with his attorney(s).

j. The communications section, the on-duty watch commander, and a field supervisor will be notified when:

1) An officer requires medical attention as a result of a suspect using force. *(see note)

2) An officer uses an impact weapon, an Electro Muscular Disruption Device (EMD), Pepper Spray, or a firearm. *(see note)

3) An officer uses lethal force.** (see note)

4) A suspect requires or requests medical treatment as the result of an officer using force.* (see note)

Note:* **If practical, an on scene investigation/inquiry by the field supervisor will be conducted**
****Requires an on-scene response and inquiry by the field supervisor and on-duty watch commander**

k. The communications section, a field supervisor, the on-duty watch commander, the Deputy Superintendents of Police, and the Superintendent of Police will be notified when:

1) An officer uses lethal force.

2) An officer sustains serious injury as a result of a suspect using force.

3) A suspect is seriously injured as the result of an officer using force.

l. Post Shooting Stress/Fatigue

1) A psychological debriefing will be mandatory for any member who in the line of duty:

a) Discharges a firearm at another person, injuring or killing the person.

b) Is seriously injured as a result of an assault with a firearm.

c) Is referred to the department psychologist by a supervisor following a shooting incident.

2) A psychologist will be made available, at no cost to the member, and at the member's request, for any member who in the line of duty:

a) Has been involved in a shooting incident.

b) Is the victim of an assault.

c) Has been a witness to a shooting incident.

3) The affected member's deputy superintendent or his designee will ensure scheduling of the psychological debriefing.

4) A member who discharges a firearm injuring another person may be excused, with pay, from duty for the remainder of their tour of duty and their next scheduled work day. The excused absence may be extended by the Deputy Superintendent to include additional scheduled workdays.

m. Use of Force Report, Form 246. P.D.

1) The Form 246 P.D. will be completed by an officer, when they use:

a) Lethal force against a person.

b) A non-lethal weapon (i.e. pepper spray, baton) on a person.

c) Force that result in death or injury.

2) The Form 246 P.D. will be completed by the victim officer when a subject:
   a) Uses lethal force against an officer.
   b) Uses a non-lethal weapon against an officer.
   c) Uses force that result in death or injury to an officer.
   d) Forcibly obstructs or resists arrest, however slight.
3) Should a member not be able to complete the Form 246 P.D. due to death or injury, the immediate supervisor will ensure the form is completed.
4) In incidents requiring a field supervisor's response to the scene, the responding supervisor will document, on the Use of Force/Supervisor's Preliminary Investigation Report (form 246a PD), their initial review of the incident. A Supplement Report may be included, if necessary, to allow for proper documentation of the supervisor's inquiry/investigation of the incident.
5) One Form 246 P.D. will be completed for each incident, and copies of all relevant reports, complaints, and narratives or case numbers in the absence of reports will be attached to the From 246 P.D.
6) A case report number will not be used for the Form 246 P.D., but the case report number of any other report taken in regards to the incident will be included in the appropriate space on the Form 246 P.D.
   Forms 246 P.D. and 246a PD (when applicable) will be forwarded through the chain of command to the appropriate Deputy Superintendent of Police, who will in turn forward the form directly to the Commander of The Training Unit. A copy of the Use of Force Report and, when applicable, the Supervisor's Preliminary Investigation Report (with accompanying documents) will be forwarded to the Superintendent of Police by the approving Deputy Superintendent.
   Forms 246 P.D. and 246a PD will not be sent to the Support Services Unit through distribution.

n. The Training Unit is responsible for filing the reports and collecting the statistical information.
o. Any information contained on the Form 246 P.D. will not be released to persons or agencies outside the department without prior approval from the superintendent of police.

4. DEPARTMENT STANDARD

THIS DIRECTIVE IS INTENDED FOR DEPARTMENT USE ONLY. VIOLATIONS SHOULD SERVE ONLY AS BASIS FOR DEPARTMENT ADMINISTRATIVE SANCTIONS. VIOLATIONS OF LAW SHALL FORM THE BASIS FOR CIVIL AND CRIMINAL SANCTIONS IN A RECOGNIZED JUDICIAL SETTING.

AS A GENERAL STANDARD THE CICERO POLICE DEPARMENT AND ITS SWORN MEMBERS ARE BOUND BY THE US SUPREME COURT'S DECISION IN GRAHAM V. CONNOR (490 US 386) AN OFFICERS ACTIONS WILL BE JUDGED ON:

- **THE SERIOUSNESS OF THE OFFENSE AND/OR THREAT (TO THE OFFICER AND THE PUBLIC).**
- **THE OBJECTIVE REASONABLENESS OF THE OFFICERS USE OF FORCE.**
- **THE TOTALITY OF THE CIRCUMSTANCES AS PRECEIVED BY THE OFFICER AT THE TIME AND PLACE THAT THE FORCE WAS USED**

By Order of:

_____

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 01-03-04

EFFECTIVE DATE: **November 2014**

REVIEW DATE: **November 2016**

SUBJECT: **AUTHORIZED PATROL RIFLE/CARBINE**

I. PURPOSE:

The purpose of this order is to establish departmental guidelines for the acquisition and deployment of the patrol rifle/carbine.

A. The authorized patrol rifle/carbine may be provided by the Police Department or individually officer owned.

B. The rifle/carbine is **NOT** intended to replace the officer's service pistol but should be considered a supplementary firearm for use as a particular situation dictates.

II. SPECIFICATIONS:

A. All authorized patrol rifles/carbines must meet the following specifications. The Superintendent of Police or his designee shall approve any variation in type or caliber of the patrol rifle/carbine.

B. All patrol rifles/carbines:

1. The primary patrol rifle / carbine shall be an AR-15/CAR-15 type secured in a weapon rack or locked in the car trunk.
2. The only approved Tactical Assault Rifles are the M-16 and AR-15 style Rifle manufactured by Armalite, Bravo Company Manufacturing (BCM), Bushmaster, Colt, Daniel Defense, Knights Armament Corp. (KAC) Larue Tactical, Lewis Machine & Tool (LMT), Noveske, Rock River Arms and Smith and Wesson.
3. Chambered for 5.56mm rifle ammunition.
4. A barrel length of 16 to 20 inches.
5. Semi-automatic only.
6. Iron sights.
7. The butt stock may be either fixed or collapsible.
8. Primary magazines are 20 round magazines loaded with 18 rounds or 30 round magazine loaded with 28 rounds.
9. Ammunition shall be of a type approved by the Superintendent of Police or his designee. (.223 or 5.56, 55 grain -64 grain soft point factory loaded round)
10. Equipped with a sling system suitable for tactical deployment where the weapon may be retained "hands free" yet ready for immediate use.

C. Ammunition-All Patrol rifles/carbines will be chambered with Department authorized ammunition, as determined by the Superintendent of Police in consultation with the Department Range Master.

1. Each Officer will initially be issued ___18_____rounds of ammunition.
2. Each Officer wishing to purchase additional rounds may do so. However those rounds will be of the same manufacturer and specifications as those issued by the Department.
3. Additional Rounds purchased are done so at the personal expense of the officer making the purchase; No Reimbursement will be made.

III. MODIFICATIONS

A. No modifications, other than the following list, will be permitted without prior approval of the Superintendent of Police or his designee.

B. Requests for any other modifications must be submitted in writing through the Range Officer and Training Commander, with recommendations, to the Superintendent of Police or his designee.

C. Generally Approved Options:

1. Front Night Sight
2. Sure-Fire Weapons light attachment
3. Redi-Mag
4. Vortex Flash Hider
5. Ambidextrous Safety
6. Replacement Pistol Grip
7. Extractor Defender D-Ring
8. Supplemental/Optical Sighting System
9. Magwell Grip
10. Verticle Fore-End Grip

D. Only Supplemental/Optical Sighting Systems from the following manufacturers are approved for carry:

1. Aimpoint;
2. Eotech; and
3. Trijicon
4. Others, as determined by the Superintendent of Police or designee. (All devices must be suitable for tactical, close-quarter engagement and allow immediate access to the iron sights should the system fail.)

E. Magnification devices must be approved by the Superintendent of Police

IV. TRAINING AND QUALIFICATION:

A. Officers must successfully complete a department approved patrol rifle/carbine training course to be eligible for field deployment of the patrol rifle/carbine.

B. Officers must successfully complete all required department training and qualification course-of-fire to remain eligible with their specific authorized patrol rifle/carbine for field deployment.

C. The Department will provide necessary training for all officers issued a carbine.

D. Proficiency in marksmanship with the rifle/carbine must be acquired for eligibility of field deployment.

E. Each officer wishing to carry a personally owned rifle/carbine while on duty must submit, through the Chain of Command, a REQUEST TO CARRY PERSONALLY OWNED RIFLE/CARBINE" (Addendum "A" of this order) FORM, prior to field deployment.

V. DEPLOYMENT POLICY:

A. Patrol rifles/carbines will be deployed consistent with the Departmental Use-of-Force Policy (CPD General Order # 01-03-01).
B. Officers deploying the patrol rifle/carbine will maintain control of the firearm at all times or insure that the weapon is secured by another police officer.
C. At no time will a round be chambered when the rifle/carbine is not in use.
D. When not in use, the safety on all rifle/carbine will be kept in the on position at all times.
E. An orange "Chamber Safe" blocking device will be installed into the chamber of the rifle/carbine anytime the weapon is not deployed and is in storage.
F. Patrol rifle/carbine deployment is recommended when the following conditions are identified;
    1. Any potentially dangerous/deadly force situation where the officer has reason to believe that deployment of the patrol rifle/carbine will contribute to the safe resolution of the incident or diminish risk to the officer or the public.
    2. The officer is assigned as a member of a Rapid Deployment Team.
    3. The officer is assigned as a cover officer on perimeter security or a containment team member during a tactical operation.
    4. The officer has cause to believe that an armed offender is wearing body armor or is shielded by an intervening barrier.
    5. The officer has cause to believe that an offender may be engaged at an extended distance.

VI. UNLOADING RIFLE/CARBINE:

A. At the termination of any situation which required loading a round into the chamber, the officer will unload the weapon in the following manner:
    1. Point the weapon in a safe direction
    2. Engage the safety
    3. Remove the magazine
    4. Cant the rifle/carbine to the right
    5. Pull the charging handle to the rear from the chamber
    6. Visually inspect the chamber to ensure the weapon is empty
    7. Re-insert the orange "Chamber Safe" blocking device
    8. Release the charging handle closing the bolt.

VII. Storage and Maintenance of Patrol Rifle/Carbine

A. The rifle/carbine during transport shall not be exposed or displayed in public, it must be fully encased in the appropriately designed case for that specific weapon.
B. The officer is responsible for ensuring proper storage of the rifle/carbine.
C. The officer will refrain from displaying a rifle/carbine to anyone except upon demand of a superior or inspecting officer or in the performance of their duties.

VIII. CARE AND MAINTENANCE OF FIREARMS:

A. Officers will inspect the rifle/carbine that is assigned to them for residue, corrosion, or deterioration on a weekly basis, and will keep the rifle/carbine clean and in good

operating condition at all times.

B. Officers will clean the rifle/carbine as soon as possible after it has been fired.
C. Officers are personally responsible for the rifle/carbine while in their custody and control. Any obvious misuse or carelessness attributed to the care, maintenance, or use of the firearm may subject the officer to disciplinary action.
D. At the time of qualification or at the discretion of the Director of Training or his designee, inspections of patrol rifles/carbines for mechanical defects will be conducted.
E. If it is determined that a department owned/issued rifle/carbine needs repair or replacement due to negligence by the officer, the officer may be held responsible for payment to the Town of Cicero for the cost of repairing or replacing the rifle/carbine. In addition, the officer may be subject to disciplinary action due to their negligence.

By:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 01-03-01

EFFECTIVE DATE: **January 1, 2016**

REVIEW DATE: **January 1, 2018**

SUBJECT: **USE OF FORCE**

1. POLICY

a. The Cicero Police Department recognizes and respects the value and special integrity of human life. In vesting members with the lawful authority to use force to protect the public welfare, a careful balancing of all human interest is required. Therefore, it is the policy of the Cicero Police Department that a member will use only the force reasonably necessary to effectively bring an incident under control, while protecting the lives of the employee and other persons.

2. DEFINITION

a. *Lethal Force:* Any use of force that is likely to cause death or great bodily harm.
b. *Non-Lethal Force*: Any use of force that is not likely to cause death or great bodily harm.
c. *Use-of-Force Continuum*: The continuum is a conceptual model that depicts the dynamic relationship between a suspect's level of resistance and apprehension and the member's level of force used to overcome such resistance.

3. PROCEDURE

a. The Department's Use-of-Force Continuum is structured as follows:
   1) Officer presence
   2) Voice request/command
   3) Bare hand control/force
   4) Electro-Muscular Disruption Device (EMD) (*Advanced Taser)*
   5) Pepper spray
   6) Physical strikes and/or baton or other impact weapons
   7) Lethal force

NOTE: OFFICERS SHOULD USE THE RESPONSE APPROPRIATE TO THE RESISTANCE OFFERED. THEY DO NOT NEED TO PROGRESS STEP BY STEP THROUGH THE CONTINUUM.

b. Member's use of force must be aligned with the concepts and principles of the department's. The "reasonableness' of a particular use of force must be judged from the perspective of a reasonable police officer on the scene, rather than with 20/20 vision in hindsight.
c. Guidelines for non-lethal force
   1) A member will evaluate the situation to determine which available non-lethal force technique or issued equipment will be used to control the situation without compromising the safety of themselves, a fellow member, or innocent citizen.
   2) Chokeholds (as defined in the ILCS**-see below) are prohibited unless lethal force is justified.

d. Guidelines for Deadly/Lethal Force
   1) Officers are authorized to use lethal force in order to:
      a) Protect themselves or others from what is reasonably believed to be an imminent threat of death or serious bodily harm.
      b) To prevent the escape of a person:
         1. From the vicinity of a violent crime or confrontation during which that person is reasonably believed to have caused or attempted to cause death or serious bodily harm to the officer(s) or other persons, or
         2. Is reasonably believed to be armed and to have committed a forcible felony to another person, or
         3. May otherwise endanger life or inflict other serious physical injury unless arrested

Chokeholds (as defined in the ILCS-see below citation) are allowed only when lethal force is justified.**

> ***Chokeholds:*
> *(720 ILCS 5/7-5.5)*
> *Sec. 7-5.5. Prohibited use of force by a peace officer.*
> *(a) A peace officer shall not use a chokehold in the performance of his or her duties, unless deadly force is justified under Article 7 of this Code.*
> *(b) A peace officer shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion.*
> *(c) As used in this Section, "chokehold" means applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. "Chokehold" does not include any holding involving contact with the neck that is not intended to reduce the intake of air.*
> *(Source: P.A. 99-352, eff. 1-1-16.)*
> *1) A police officer may not use a chokehold or lesser contact to the throat to prevent someone from destroying evidence by eating the evidence.*

WARNING SHOTS ARE NOT PERMITTED- FIREARMS MAY ONLY BE DISCHARGED WHEN THE USE OF LEATHAL/DEADLY FORCE IS JUSTIFIED.

e. The Electro-Muscular Disruption Device will be used when it is obvious that the first steps in the force continuum are, or will be, ineffective.
   1) ~~Users of the EMD must first be properly trained and certified:~~
   2) Policy and procedure on the EMD shall be outlined under Department General Order 01-03-01-A (See Addendum)

f. Pepper spray will be used when it is obvious that the first steps in the force continuum are, or will be, ineffective.
   1) The department will issue and train officers in the use of the three ounce ten percent aerosol pepper spray.
   2) The pepper spray will not be used unless the officer has received training in its use.
   3) Pepper spray may be used if a suspect under the control of a Cicero Police Officer escalates resistance to the point that the suspect physically resists the officer's attempt to control the suspect.
   4) This resistance may include, but is not limited to, the suspect grabbing, pushing, punching, kicking, biting, throwing objects at or spitting on the police officer. Pepper spray may be used when the suspect is attempting to, or has already committed a battery on the officer.
   5) When spray is used on a subject, the officer who has control of the subject will check regularly to assure that the subject does not stop breathing.
   6) Normal decontamination procedures will be followed.
   7) Immediate medical attention will be provided if necessary or if requested by an individual.

g. Expandable Baton
   1) The department will issue the 21-inch expandable (tactical) baton.
   2) The baton may be used as a control weapon, in conjunction with weaponless non-impact control techniques, to apply steady pressure-to-pressure sensitive areas,

thereby effecting control.

3) The baton may be used as a defensive impact/striking weapon.

h. Flashlight

1) Officers trained in the use of impact weapons may substitute use of the flashlight for the baton.

i. Death or great bodily harm attributed to an officer in the performance of police duty

1) The Investigation Division will initiate an investigation of the facts and circumstances immediately. Where a death is involved, the Public Integrity Unit will immediately be requested to participate in the investigation. The Cook County States Attorney's Office will also be notified of the incident.

2) The member responsible for the death or serious injury:

a) May be assigned, as deemed appropriate by the Superintendent, to administrative duty or paid leave.

b) Will provide any weapon used in the incident to a supervisor or investigating officer.

c) Will be available for official interviews and statements regarding the case, and will be subject to recall to duty, as determined by the superintendent.

d) Will not discuss the case with anyone except the prosecuting attorney and department personnel. This does not prohibit the officer from discussing the case with his attorney(s).

j. The communications section, the on-duty watch commander, and a field supervisor will be notified when:

1) An officer requires medical attention as a result of a suspect using force. *(see note)

2) An officer uses an impact weapon, an Electro Muscular Disruption Device (EMD), Pepper Spray, or a firearm. *(see note)

3) An officer uses lethal force.** (see note)

4) A suspect requires or requests medical treatment as the result of an officer using force.* (see note)

Note:* **If practical, an on scene investigation/inquiry by the field supervisor will be conducted**
****Requires an on-scene response and inquiry by the field supervisor and on-duty watch commander**

k. The communications section, a field supervisor, the on-duty watch commander, the Deputy Superintendents of Police, and the Superintendent of Police will be notified when:

1) An officer uses lethal force.

2) An officer sustains serious injury as a result of a suspect using force.

3) A suspect is seriously injured as the result of an officer using force.

l. Post Shooting Stress/Fatigue

1) A psychological debriefing will be mandatory for any member who in the line of duty:

a) Discharges a firearm at another person, injuring or killing the person.

b) Is seriously injured as a result of an assault with a firearm.

c) Is referred to the department psychologist by a supervisor following a shooting incident.

2) A psychologist will be made available, at no cost to the member, and at the member's request, for any member who in the line of duty:

a) Has been involved in a shooting incident.

b) Is the victim of an assault.

c) Has been a witness to a shooting incident.

3) The affected member's deputy superintendent or his designee will ensure scheduling of the psychological debriefing.

4) A member who discharges a firearm injuring another person may be excused, with pay, from duty for the remainder of their tour of duty and their next scheduled work day. The excused absence may be extended by the Deputy Superintendent to include additional scheduled workdays.

m. Use of Force Report, Form 246. P.D.

1) The Form 246 P.D. will be completed by an officer, when they use:

a) Lethal force against a person.

b) A non-lethal weapon (i.e. pepper spray, baton) on a person.

c) Force that result in death or injury.

2) The Form 246 P.D. will be completed by the victim officer when a subject:
   a) Uses lethal force against an officer.
   b) Uses a non-lethal weapon against an officer.
   c) Uses force that result in death or injury to an officer.
   d) Forcibly obstructs or resists arrest, however slight.
3) Should a member not be able to complete the Form 246 P.D. due to death or injury, the immediate supervisor will ensure the form is completed.
4) In incidents requiring a field supervisor's response to the scene, the responding supervisor will document, on the Use of Force/Supervisor's Preliminary Investigation Report (form 246a PD), their initial review of the incident. A Supplement Report may be included, if necessary, to allow for proper documentation of the supervisor's inquiry/investigation of the incident.
5) One Form 246 P.D. will be completed for each incident, and copies of all relevant reports, complaints, and narratives or case numbers in the absence of reports will be attached to the From 246 P.D.
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   Forms 246 P.D. and 246a PD (when applicable) will be forwarded through the chain of command to the appropriate Deputy Superintendent of Police, who will in turn forward the form directly to the Commander of The Training Unit. A copy of the Use of Force Report and, when applicable, the Supervisor's Preliminary Investigation Report (with accompanying documents) will be forwarded to the Superintendent of Police by the approving Deputy Superintendent.
   Forms 246 P.D. and 246a PD will not be sent to the Support Services Unit through distribution.

n. The Training Unit is responsible for filing the reports and collecting the statistical information.
o. Any information contained on the Form 246 P.D. will not be released to persons or agencies outside the department without prior approval from the superintendent of police.

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- **THE TOTALITY OF THE CIRCUMSTANCES AS PRECEIVED BY THE OFFICER AT THE TIME AND PLACE THAT THE FORCE WAS USED**

By Order of:

_____

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 01-01-02

EFFECTIVE DATE: **January 1st, 2013**

REVIEW DATE: **Januray 1st, 2015**

SUBJECT: **OFFICIAL CREDENTIALS: ISSUING AND LOST OR STOLEN**

1. POLICY

The Cicero Police Department will:

a. Issue stars and hat shields to sworn officers identifying the bearer as a peace officer;
b. Issue badges to civilian employees identifying them as department employees. These badges will be significantly different in style from the stars issued to sworn officers.
c. Issue identification cards (ID) to sworn and civilian employees verifying the personal identity of the bearers and their relationship to the Cicero Police Department;
d. Stars, hat shields, civilian badges, and identification cards will be issued by the Office of the Superintendent, who will maintain a ledger of assigned credentials, indicating date issued, person issued to, person authorizing issue, date returned, and date replaced, if applicable. An inspection and inventory of the stars and badges in inventory will be conducted by the Superintendent's office, at least annually.
e. Require employees, to whom such symbols of authority are issued, to make every reasonable effort to ensure the security and safekeeping of stars, hat shields, civilian badges and ID cards at all times; and
f. Impose sanctions for the failure to safeguard credentials.

2. PROCEDURES

a. Each person issued a department star, hat shield, or civilian badge and/or ID card will make every reasonable effort at all times to prevent the theft or loss of such items.
b. When acting in an official capacity, the employee will produce the star, badge and/or ID card for any member of the public requesting to see the credentials as a means of identifying the employee. Conforming to such a request is not required if the situation is such that conforming would endanger either the officer, another Cicero Police Department employee or the general public.
c. Missing star, hat shield, badge and/or ID card
   i. Immediately upon determining a star, badge or ID card is missing, the employee will report the theft or loss to the immediate supervisor, if available, or to the on-duty shift commander if the supervisor is not available.
   ii. The employee will follow the verbal notification by completing a General Report Form, detailing the circumstances surrounding the missing items.
   iii. If the loss occurred outside the corporate limits of the Town of Cicero a police report will be filed with the appropriate police department of that jurisdiction. A copy of that report will be acquired by the department member and presented to his immediate supervisor immediately upon the members return to duty.
   iv. The supervisor to whom the disappearance is reported will ensure the loss or theft is entered immediately into LEADS.
   v. The commanding officer of the unit to which the employee is assigned will take appropriate action to verify the facts surrounding the loss and follow-up reporting, and will submit a written report and accompanying documentation through the chain of command, to the appropriate deputy superintendent within five working days from the date of notification. The written report will include:
      1. The supervisor's assessment of whether or not the loss was avoidable, and
      2. An assessment of the employee's negligence, if any.

vi. The employee's Deputy Superintendent will determine whether or not the loss of the star, hat shield, badge or ID card was avoidable. The employee will receive notification of the finding and its factual basis.

vii. If the finding is:
   1. **Unavoidable**, a replacement badge and/or ID card will be issued to the employee at no cost.
   2. **Avoidable, but not as a result of gross negligence**, the penalty will be determined by the superintendent (see GO 26-01-01, "Disciplinary Procedures"), and the employee will be required to pay replacement cost.
   3. **Avoidable and was a repeat offense or resulted from gross negligence**, the penalty will be determined by the superintendent, and the employee will be required to pay the replacement cost.
   4. **Avoidable and associated with other violations**, the loss of the star, badge and/or ID card may be included in determining the appropriate penalty for the misconduct.
   5. **Either unavoidable or avoidable, and the employee failed to promptly report the loss,** as required, the penalty will be determined by the Superintendent.

By Order of:

_____
Superintendent of Police

Cicero Police Department
Exit Interview
General Order 01-01-03 A

Name: _____ **Rank:** _____

Division: _____ **Date of separation:** _____

Reason for separation:

- ☐ **Discharge**
- ☐ **Voluntary Resignation**
- ☐ **Termination**
- ☐ **Other (Specify reason)** _____

Police Department property returned:

Police patches: ____ **Hat Shield:** ____ **Badge(s):** ____ **#:** _____ **Cell Phone:** _____

Identification Card: ____ **Key(s):** ____

Radio and Microphone: _____ **Charger:** _____ **Batteries:** _____

Poor		Average		Excellent
1	2	3	4	5

Please rate the following conditions of your employment at the Cicero Police Department. Circle the number that most accurately describes your opinion.

1) **Training environment: (1 2 3 4 5) Additional Comments:** _____
_____
_____
_____

2) **Supervisory Personal: (1 2 3 4 5) Additional Comments:** _____
_____
_____
_____

3) **Job Duties & Responsibilities explained: (1 2 3 4 5) Addition Comments:** ___
_____
_____
_____

4) **On the job training availability: (1 2 3 4 5) Addition Comments:** _____

_____

_____

_____

5) **Opportunity for advanced job skills: (1 2 3 4 5) Addition Comments:** _____

_____

_____

_____

6) **Provided with the necessary equipment/tools to do your job: Additional Comments:** _____

_____

_____

7) **If voluntary resignation please explain reason for leaving:** _____

_____

_____

_____

Equipment returned to: _____

_____ _____

Employee Signature **Date**

_____ _____

Supervisor Signature **Date**

By Order of:

_____

Superintendent of Police