



POLICY

Subject	Effective Date December 12, 2019	Number of Pages 2	No. 108
BERWYN POLICE DEPARTMENT LOBBY HOURS OF OPERATION	Distribution A	Amends	
Reference	Rescinds		

POLICY:

To establish guidelines for securing the Berwyn Police Department, while the front vestibule and lobby areas of the Berwyn Police Department are restricted to the public.

I. Hours

- A. The Berwyn Police Department lobby will be open to the public from 0700 hours until 2200 hours from Monday - Friday.
- B. The Berwyn Police Department front desk will be open to the public from 0800 hours until 1400 hours on Saturday.
- C. The Berwyn Police Department front desk will be open to the public from 0800 hours until 1200 hours on Sunday.
- D. The public will be able to utilize the Axis Communication System located at the east door in front of the police department to communicate directly with the communications center during restricted hours for emergency assistance.
- E. The Berwyn Police Department lobby will be closed on all observed City of Berwyn holidays.

II. Procedure

A. Supervisors

1. Midnight Shift
 - a) Assign a CSO to check the status of the desk at the beginning of the shift.
 - b) A supervisor must make sure the lobby, Community room, vestibule, and bathrooms are free of any persons. The supervisor will ensure the doors are locked prior to going out on the street at any time.
2. Day Shift
 - a) Assign a CSO to the desk for cover starting at 0700 hours.
 - b) Upon closing the lobby on Saturday and Sunday, a supervisor must check the lobby, Community room, vestibule, and bathrooms to ensure there are no persons remaining inside.
3. Afternoon Shift
 - a) A supervisor must check the lobby, Community room, vestibule, and bathrooms every night before the end of the tour of duty to ensure there are no persons remaining inside.

B. Desk Officers

1. Midnight Shift
 - a) Desk duties will be assigned by the Watch Commander based on the discretionary need for a desk officer.
 - b) An officer/CSO will be assigned to the front desk any time the lobby is occupied.
 - c) The CSO will check the lobby, Community room, vestibule, and bathrooms to ensure there are no persons remaining inside.
2. Day Shift
 - a) The desk officer/CSO will check the lobby, Community room, vestibule, and bathrooms to ensure there are no persons remaining inside.
3. Afternoon Shift
 - a) The desk officer/CSO will check the Community Room, vestibule, and bathrooms every night before the end of the tour of duty to ensure there are no persons remaining inside.
 - b) Ensure the lobby doors are secured and locked at 2200 hours.

C. Investigations - Criminal Investigations, Youth Investigations and Tactical Unit

1. In cases where civilians are expected at the police department for ongoing investigations, the Watch Commander will be notified by the investigator handling the case.
2. If the visitor is allowed access into the police department, the Investigator shall escort the visitor out of the building at the conclusion of the meeting.



CHIEF OF POLICE



POLICY

Subject	Effective Date December 9, 2019	Total Pages 2 pages, Appendix A	No. 305
Fitness Center	Distribution	Amends	
Reference	Rescinds		

POLICY

It is the policy of the Berwyn Police Department and the City of Berwyn to provide the best possible service to the citizens of Berwyn. In order for the Berwyn Police Department and the City of Berwyn to carry out this responsibility, it is important that each employee maintain a reasonable level of physical fitness and overall wellness. This will enhance the employee's ability to accomplish tasks or duties in their job description, while improving overall health and reducing the risk of injury or illness.

In order to aid employees in the effort to improve fitness and maintain wellness, the Berwyn Police Department will provide access to a Fitness center within the Berwyn Police Department. Usage of the Fitness center is a privilege available only to Berwyn Police Department employees according to the criteria listed in this policy.

I. PROCEDURE

- A. Use of the fitness center or the equipment contained therein is completely voluntary. The individual user assumes all risks of personal injury associated with their presence in the center or participation in any physical activity in the immediate area.
- B. The City of Berwyn Police Department highly recommends that all employees have regular physical examinations by a qualified physician to maintain general wellness. It is the sole responsibility of the individual employee to ensure that they are healthy enough to participate in any physical activity. Therefore, employees are encouraged to get a comprehensive medical evaluation before beginning an exercise program.
- C. It is the responsibility of the individual employee to inspect the equipment before using it to ensure that it is in proper working order.

II. ACCESS TO THE FITNESS CENTER

- A. Employees who elect to utilize the fitness center must sign a liability waiver form before being eligible to access the facility.
- B. Access to the fitness center will be made available on a 24 hours a day basis.
- C. Employees who fail to follow expected decorum or act in a manner that endangers the safety of themselves or others can have their access revoked at any time.
- D. Access to the fitness center is considered a privilege and no property use rights exist with respect to the facilities or equipment.

III. USE OF THE FITNESS CENTER

- A. The police department fitness center is authorized for access and use by only Berwyn Police Department employees.
- B. Under no circumstances will any individuals who have not met the requirements of this policy be allowed to use the facility.
- C. Neither the City of Berwyn nor Berwyn Police Department assumes responsibility or liability for the conduct of any person(s) using the fitness Center.
- D. Employees are expected to use the fitness center in a manner consistent with their knowledge level, physical fitness level, and skill level to ensure a safe and consistent environment for all other users.
- E. Employees shall use the facilities and equipment in a responsible manner and only for its intended purpose.
- F. Use of the fitness center is completely voluntary and optional. Use of the facilities is not considered a condition of employment and is specifically excluded as an expected job related activity unless expressly stated otherwise.
- G. The fitness center is not actively monitored for hazards.

IV. FACILITY RULES

- A. All individuals who use the facility are expected to comply with the rules and guidelines of this policy.
- B. The fitness center will be maintained and kept clean and orderly by those who utilize them.
- C. Prior to using any equipment, the employee shall inspect it for damage or excessive wear. Any damage or excessive wear should be reported to the Division Commander overseeing facility and grounds.
- D. Users of the facility are expected to report any unsafe behavior to a supervisor immediately.
- E. Weight selector pins must be fully inserted into the weight stacks before use. No additional weights are to be added to the weight stacks.
- F. Collars should be used on free weights at all times.
- G. Due caution should be used to insure all body parts are kept away from moving parts.
- H. Shirts and closed-toed shoes are required at all times while in the fitness center.
- I. Each employee must have a cotton towel in their possession and will wipe down the equipment immediately after using it.
- J. Any equipment exposed to perspiration or other bodily fluids shall be wiped down with an antiseptic after use.
- K. All exercise equipment will be returned to its proper location after use.
- L. When using the cardiovascular equipment, only athletic type shoes are permitted.
- M. The last employee using the weight room will turn off all lights, fans, televisions and radios.
- N. Abuse of exercise equipment is prohibited. This includes but is not limited to slamming or dropping weights and using equipment for other than its intended purpose.
- O. No food or beverages (including sports drinks) are allowed in the fitness center at any time. The only permitted beverage is water.
- P. Excessive noise is not permissible.
- Q. No personal property of any kind shall be left in the fitness center.
- R. Expectorating saliva and/or expelling any nasal discharge on the floors or any equipment of the facility is strictly prohibited.

V. HEALTH AND WELLNESS COMMITTEE

- A. The Berwyn Police Department hereby establishes a fitness committee which consists of appointed sworn members of the Berwyn Police Department who volunteer their time to assist in the planning and maintenance of the center.
- B. The fitness committee shall be an advisory panel that offers input and suggestions to the Division Commander overseeing equipment and facilities maintenance.



CHIEF OF POLICE



Mayor
Robert J. Lovero

BERWYN POLICE DEPARTMENT

"Serving with Pride"



Chief of Police
Michael D. Cimaglio

I, _____, being an employee of the Berwyn Police Department do hereby agree to hold harmless the Berwyn Police Department, City of Berwyn, and the Illinois Municipal Police Association, including all of their employees, directors, and agents, from any and all claims, suits, losses and/or damages of any kind, inclusive of legal fees and court costs arising, directly, or indirectly, from any known or unknown personal injury or property damage resulting from my use of the physical exercise equipment and facilities located at the Berwyn Police Department at 6401 W. 31st Street in Berwyn, Illinois, commonly known as the Berwyn Police Department FitnessCenter.

I acknowledge that my use of the facilities and equipment is completely voluntary and not a required condition of my employment or membership in any organization. I hereby assume all risks without limitation that may arise from the use of the facility and equipment, including, but not limited to negligence or carelessness; all acts or omissions; and failures to act on the part of the person(s) or entities being released from liability regarding the potentially dangerous or defective equipment owned, maintained, or controlled by them.

I certify that I am physically fit and have sufficiently prepared or educated myself on the proper use of the equipment. I recognize that the fitness center is not actively monitored to control the conduct of users or ensure the condition of the equipment or facility. It is the sole responsibility of each user to inspect each piece of equipment prior to use to ensure it is in proper working order. All users of the facility will be responsible to otherwise protect themselves from any other hazard that may exist or arise.

I have read Berwyn Police Department Policy 305 in its entirety and agree to abide by terms set forth therein.

Employee Signature _____ Date: _____

Witnessed by: _____

Witness Signature: _____



Berwyn Police Department Departmental Special Order

DSO
19-09

Effective Date:

January 1, 2020

Issued/Amended/Rescinded:

Issued December 6, 2019

Subject:

CITY OF BERWYN – DESIGNATED PATROL ZONES

In accordance with professional recommendations after the Police Department's assessment and analysis; a comprehensive review of Berwyn Police Department CAD system data was conducted, regarding the volume of calls for police service throughout the City of Berwyn, for the last three years. A review of the data determined that a restructuring of the City of Berwyn designated Patrol Zones was warranted.

Therefore; beginning January 1, 2020, the following six (6) patrol zones will be in effect.

- Zone (1) Roosevelt Road (south) to and include the north side of Cermak Road, Harlem Ave. (east) to and include the west side of Wesley Ave.
- Zone (2) Roosevelt Road (south) to and include the north side of Cermak Road, Wesley Ave. east side (east) to Lombard Ave.
- Zone (3) Southside Cermak Road (south) to the BNSF RR tracks, Harlem Ave. (east) to and include the west side of Wesley Ave.
- Zone (4) Southside Cermak Road (south) to the BNSF RR tracks, Wesley Ave. east side (east) to Lombard Ave.
- Zone (5) Including all BNSF RR tracks to the north, (south) to and including north side of Pershing Road, Harlem (east) to and include the west side of Wesley Ave.
- Zone (6) Including all BNSF RR tracks to the north, (south) to and including north side of Pershing Road, Wesley Ave. east side (east) to Lombard Ave.

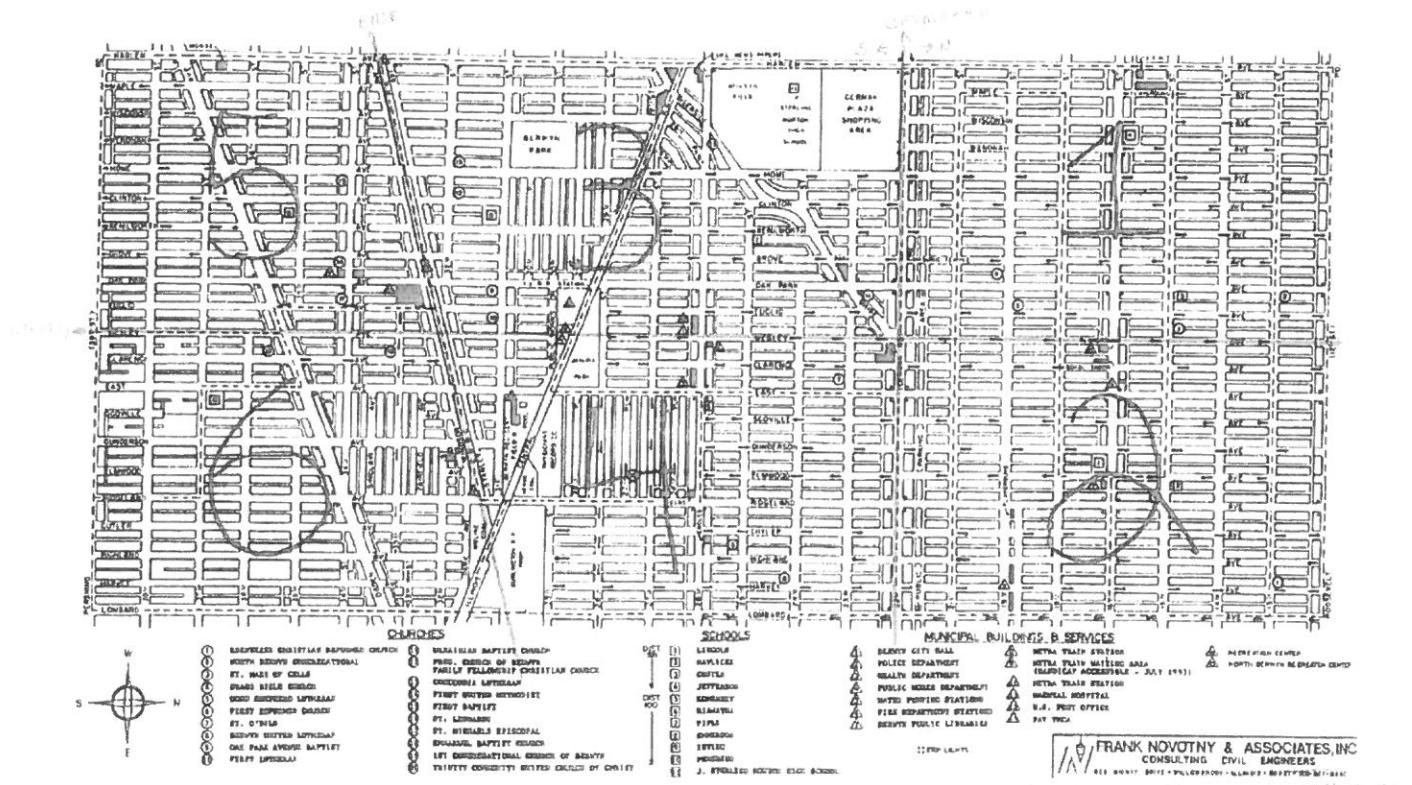
(A new City-Wide Zone map is being prepared and should be released prior to January 1, 2020)

This Department Special Order will remain in full effect until amended, modified or rescinded.

By Order Of:

Michael D. Cimiglia
Chief of Police

CITY OF BERWYN



	Berwyn Police Department Departmental Special Order	DSO 19-10
	Effective Date: January 1, 2020	Issued/Amended/Rescinded: Issued December 6, 2019
	Subject: PATROL DIVISION SHIFT STAFFING FOR 2020	

The optimal shift staffing for each of the three Uniformed Patrol Division Shifts is set ten (10) Officers, including Police Officers, Sergeants, Lieutenants, Watch Commander. There are incidents when staffing levels fall below the optimal number of officers and steps have been taken to address these incidents.

Effective January 1, 2020; a Civilian Community Service Officer will be assigned to staff the Front Desk.

Effective January 1, 2020; the Lobby of the Berwyn Police Department will be closed from 22:00 – 07:00 daily Monday – Friday and closed on Weekends and on ALL City Hall Observed Holidays.

Effective January 1, 2020; a new City of Berwyn Zone structure map will be implemented changing the total number of patrol zones within the City of Berwyn from seven (7) to six (6) zones.

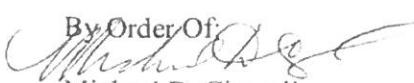
Therefore;

Effective January 1, 2020; the minimum number of on-duty Uniformed Police Officers on each of the three Patrol Division Shifts (including Police Officers, Sergeants, Lieutenants and Watch Commander) should not fall below eight (8). Additional on-duty Uniformed Police Officers (including those assigned to Training, Traffic, Booking, Courts, SRO, Records) who are not actively assigned to a Patrol Division Shift will not be counted in the minimum daily number of on-duty Patrol Officers unless they are assigned to work on a specific Patrol Shift for the day.

- Example: when a uniformed Police Officer is working a regular scheduled workday on a recognized City Hall, Federal, State or County Holiday when normal routine job assignments cannot be completed and the Officer is assigned to a Patrol Division Shift.
- Example; New Year's Day, Fourth of July, Thanksgiving Day, Christmas Day, etc...

Watch Commanders must notify the on-call Division Commander via email if any staffing overtime is incurred as a result of not meeting the minimum number of eight (8) Uniformed Police Officers per tour of duty and explain the reason for the overtime approval.

This Department Special Order will remain in full effect until amended, modified or rescinded.

By Order Of:

 Michael D. Cimiglia
 Chief of Police

	<p style="text-align: center;">Berwyn Police Department Departmental Special Order</p>	<p style="text-align: center;">DSO 20-12</p>
	<p>Effective Date: October 1, 2020</p>	<p>Amended:</p>
	<p>Subject: Uniforms</p>	

Purpose:

Uniforms.

Effective immediately the following uniform policy is in effect:

Transition months from winter to summer uniforms will be April 1st through May 31st. On June 1st we will completely transition into the summer uniform.

Transition months from summer to winter uniforms will be September 1st through October 31st. On November 1st we will completely transition into the winter uniform.

This order will remain in full force and effect until rescinded or amended by order of the Chief of Police.

By Order Of:



Michael D. Cimiglia
Chief of Police

	<p style="text-align: center;">Berwyn Police Department Special Order</p>	<p style="text-align: center;">DSO 20 - 16</p>
	<p>Effective Date: November 10, 2020</p>	<p>Amended:</p>
	<p>Subject: Dispatch Covid 19 Protocols</p>	

Due to increased covid 19 positivity rates and the need for enhanced safety procedures, the following dispatch protocol is hereby enacted, effective immediately and remaining in place until such time as the region returns to tier 4 or greater mitigation levels.

Call Taking:

1. All non-emergency report calls will be directed to the phone report line either by transfer or referral to call 708-749-6564. This information is already on the website and social media.
2. Lobby visits should be discouraged in exchange for the report line, online payments, the payment box, and other contactless services.
3. Those insisting on physical police response should be advised there is a mask requirement for all reporting parties. Additionally, officers will have to meet them outside the residence or business to take a physical report with mandatory physical distancing.
4. All police physical responses will require the below covid screening questions.
5. Calls requiring both police and fire responses shall include a broadcast of all relevant safety information to both departments.
6. All portions of DSO 20-15 and previously issued department orders are incorporated into this order where they relate to emergency communications.

Dispatching:

7. Only dispatch the number of officers needed to respond to a particular call for safety reasons.
8. Discourage officers from self-dispatching when you have sufficient resources available by informing the self-dispatching unit how many units you currently have assigned. Patrol shift supervision is expected to monitor the radio at all times and confirm if a self-dispatched unit is authorized to proceed to the call.
9. In order to assist supervisory personnel in limiting the amount of officers in the building at any given time, Telecommunicators will inform the Street Supervisor or Watch Commander when three (3) or more patrol units have reported that they are in the station concurrently.
10. Monitor CAD caution information to verbalize all response safety warnings and instructions on how to contact complainants for an outdoor meeting, when applicable.

Safety Questions:

11. Have you or anyone in your household been diagnosed with covid 19 in the past 30 days?

12. Are you or is anyone in your household experiencing covid 19 symptoms such as sore throat, fever, chills, shortness of breath, fatigue, loss of taste and smell, or other known symptoms?
13. Have you recently been directly exposed to anyone who has tested positive for covid 19?
14. Are you awaiting a covid 19 test result or subject to quarantine due to medical advice or travel to a restricted location?

Supervisor Responsibilities:

15. Watch Commanders and all shift supervisors are responsible to assist in the enforcement of this and all other department special orders.
16. Watch Commanders are encouraged to monitor their shifts and authorized to make reasonable exceptions or recommend additional restrictions for safety reasons.
17. Watch Commanders and all shift supervisors are responsible for monitoring radio traffic to ensure that officers are not self-dispatching to calls and that responding officers are staging when appropriate.
18. Watch Commanders and all shift supervisors are responsible for ensuring that back up officers are to stage at the scene and/or observe from a safe distance and let the business officer handle the public interaction rather than unnecessarily exposing multiple employees.

Officer Responsibilities:

19. Units that are not assigned to a call as primary are expected to stage at the scene and/or observe from a safe distance and let the business officer handle the public interaction rather than unnecessarily exposing multiple employees in non-emergency situations.
20. If the zone officer is not assigned to a call and no primary has been designated by dispatch, responding units are to communicate and determine who will serve as the primary/business officer prior to entering a scene.

By order of:



Chief of Police



DIRECTIVE: DEPARTMENT SPECIAL ORDER	NUMBER: DSO 20-02	PAGE: 1 of 1
DATE OF ISSUE: March 10, 2020	EFFECTIVE DATE: March 10, 2020	RECINDS: A
SUBJECT: Environmental Infection Control Measures	RELATED DIRECTIVES:	

Purpose:

The purpose of this Order is to establish environmental infection control measures to reduce the spread and exposures of the Coronavirus Disease (COVID-19)/Influenza at the workplace. The Centers for Disease Control and Prevention (CDC) recommend the following guidance for the workplace.

General Hygiene:

- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home when you are sick.

Hand Hygiene:

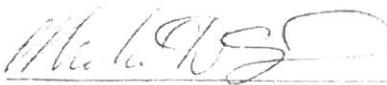
- Wash your hands often with soap and water, for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water is not readily available, use an alcohol based hand sanitizer with at least 60% alcohol. Always wash your hands with soap and water if your hands are visibly dirty.

Work Stations:

- Clean and disinfect your work station prior to utilizing any computer, desk or counter.
- Wipe the inside of your vehicle down with disinfecting wipes or Lysol before beginning your tour of duty and if possible spray the prisoner area with disinfecting spray.
- Please utilize hand sanitizers and/or soap dispensers throughout the Police Station. The best way to prevent illness is to use appropriate Personal Protection Equipment (PPE) and proper hygiene to reduce the spread of viruses.

This Department Order will remain in full effect until modified or rescinded.

By Order Of:


Michael D. Cimiglia
Chief of Police

	<p style="text-align: center;">Berwyn Police Department Special Order</p>	<p style="text-align: center;">DSO 20 - 10</p>
	<p>Effective Date: April 22, 2020</p>	<p>Amended:</p>
	<p>Subject: Masks</p>	

Purpose:

Personal Protective Equipment

Effective Wednesday April 22, 2020, all employees will be required to wear a safety mask while working. If you do not have a mask and you need one, please contact Division Commander Michael Ochsner or Control Exposure Officer Kayla Strejc.

This order is for all employees' personal safety and will be in effect until rescinded.

By order of:



Chief of Police

	<p style="text-align: center;">Berwyn Police Department Special Order</p>	<p style="text-align: center;">DSO 20 - 07</p>
	<p>Effective Date: March 26, 2020</p>	<p>Amended:</p>
	<p>Subject: Neck Ties and Hats</p>	

Purpose:

Uniforms are essential in Policing. The uniform depicts professionalism within the work force and commands the respect of police officers and citizens. Part of the uniform is a hat and a neck tie. These parts are non-essential parts of the uniform and typically are not washed regularly with the uniform shirt and pants. Because the hats and neck ties are not washed regularly they carry all the germs and viruses that the officer may come in contact with, risking the potential to contaminate other officers and family members.

Effective immediately, as of Thursday March 26, 2020, no Berwyn Police Officers are to wear a neck tie or a hat of any type.

In absence of the neck tie a Dickie is not mandatory, however if an officers chooses to wear a dickie, then they should make sure that the dickie that they wear is washed with their uniform on a regular basis.

I would also like to remind all officers to wash their outside vest covers on a daily or regular schedule to make sure that it is decontaminated.

By order of:



Chief of Police

	<p style="text-align: center;">Berwyn Police Department Special Order</p>	<p style="text-align: center;">DSO 20 - 09</p>
	<p>Effective Date: April 3, 2020</p>	<p>Amended:</p>
<p>Subject: Berwyn Police Department COVID-19 Exposure Safety Plan</p>		

Purpose:

The City of Berwyn police department is implementing guidelines for the health and safety of our personnel in response to COVID-19.

When the proper equipment is available, all personnel will have their temperature taken and logged when arriving for each shift and prior to leaving after the end of their shift. Names and temperatures will be logged by a supervisor on the daily line-up sheet. If an employee's temperature is at or above 100.4 F, the on-call Division Commander shall be notified and the following step taken:

- Isolate the individual from all other BPD personnel.
- Immediately have the member put on a surgical mask.
- Confirm that the employee is ok to drive home. The employee should monitor their symptoms and record their temperature twice daily while at home.
- Immediately begin decontamination of all equipment, personnel, vehicles, etc.
- Thoroughly document the incident by generating a To/From to the Division Commander on-call stating what actions took place and how the incident was handled.
- D/C on call will notify the Designated Infection Control Officer (DICO)

Employee's sent home should take the following steps:

- Continue wearing a surgical mask. Go directly home and isolate yourself from anyone living in the same house.
- Wash all clothing immediately.
- Practice home disinfecting guidelines as directed by the CDC.
- Contact your health care provider and follow the directions given.
- Follow and complete the post exposure/quarantine monitoring tracker form (Appendix A)
- If your symptoms worsen, call the hospital for direction.
- If applicable, call the Loyola Infectious Disease hotline to report your case (708) 216-3654.

General workplace guidelines:

- Personnel should review DSO 20-04 regarding call response protocols.
- Personnel should wash their hands for at least 20 seconds every time they enter the building from the outside.
- Personnel should avoid entering Dispatch when communications can be completed over the phone.
- Personnel should avoid being inside the police department during their shift, except when absolutely necessary.
- Personnel inside of the police department should minimize contamination by limiting the areas of the building they visit.
- Upon arriving to a call, personnel should meet the parties outside of the residence or business and keep a distance of at least six feet apart.

Work Area Precautions:

- You must check your work area and/or vehicle at the start of each shift and monitor it during your tour to maintain adequate disinfecting supplies are present. Report any deficiencies to your immediate supervisor.
- Personnel should wipe down all work surfaces with disinfectant prior to and after use to include, but not limited to: Desks, keyboards, optical mice, chairs, countertops, phones, doorknobs.
- Personnel should wipe down all exterior and interior touch surfaces of your vehicle to include, but not limited to: outer/inner door handles, steering wheel, gear shifter, buttons and nobs, arm rest, emergency equipment, radios, any/all other interior surfaces.
- There will be only one designated transport vehicle on the street at a time. Do not place anyone in your vehicle unless it is the designated transport vehicle or it is an emergency situation.
- Any vehicle contaminated by a non-employee will be taken out of service and designated for the next police squad disinfection rotation.
- Prisoner holding cells will be rotated and disinfected after use before being reused.
- Adhere to all directives regarding entrance closures.
- Wash your hands frequently and for at least 20 seconds each time.

PPE Guidelines:

- PPE is in very limited supply and will be distributed to personnel as it is available.
- Employees are asked to conserve their PPE and use it when it is absolutely needed according to current CDC guidelines.
- Employees will be responsible to conduct daily inspection of their assigned PPE to ensure it is available and in suitable condition.
- Maintaining a 6 foot or more distance from any other person including co-workers is the primary way to prevent the transmission of this disease.
- Gloves should be worn whenever possible when interacting with the public.

- Avoid the exchange of items such as driver's licenses and paperwork whenever possible.
- Always be conscious of cross contamination. Do not touch anything with your gloved hand that you will later touch without gloves such as your pens or the steering wheel in your car.
- If you must talk with people in close quarters, the recommended safety protocol is for the officer and the citizen to both wear a surgical mask, when possible.
- Employees will be issued a face shield that can be used as a supplemental protection item to prevent direct droplet contamination to the face.
- Face shields can be retained, sanitized, and reused under most circumstances.
- Re-use of any other PPE will follow the current CDC recommendation guidelines.
- A small amount of N-95 (or K-95 equivalent) masks may become available and made available for use.
- Use of N-95 masks is reserved for when in an unavoidable close contact situation with a known positive, a person exhibiting symptoms, or an individual declaring they are infected.
- All vehicles will be equipped with a biohazard collection bag for use of contaminated PPE.
- Contaminated PPE collection bags are to be deposited at a designated biohazard collection point (ambulance, hospital, or marked container outside of East entrance)
- Wash your hands for at least 20 seconds after every use of PPE.

COVID-19 employee exposure protocol:

- If an employee is exposed to a COVID-19 confirmed positive subject and the employee was not wearing proper PPE, then the employee should follow the latest CDC recommendations on first responders work exclusions related to exposure quarantine.
- If an employee is exposed to a COVID-19 confirmed positive subject and the employee was wearing all the appropriate PPE, the employee shall remain on active duty and be required to self-monitor for 14 days.
- If an employee is exposed to a suspected COVID-19 patient prior to that patient being diagnosed, the employee shall remain on active duty and be required to self-monitor for 14 days.
- If an employee who is required to self-monitor records a change in signs or symptoms, the employee should contact a medical professional immediately and notify department infection control officer.
- Upon returning to duty from a quarantine or illness, employees may be placed into any available shift vacancy as personnel shifting will have occurred to fill their absence. Seniority will be considered when possible, but emergency staffing protocols will prevail.

This order will remain in full effect until rescinded or amended.

By order of:



Chief of Police

	<p style="text-align: center;">Berwyn Police Department Departmental Special Order</p>		<p style="text-align: center;">DSO 20-16</p>
<p style="text-align: center;">Effective Date:</p>	<p style="text-align: center;">Amended:</p>		<p style="text-align: center;">Subject:</p>
<p style="text-align: center;">November 30, 2020</p>			<p style="text-align: center;">Court Procedures</p>

Due to the Coronavirus (COVID-19) and the Orders that were issued by Cook County Chief Judge Timothy Evans and 4th District Presiding Judge Cheryl Ingram the following Department Special Order will be in effect.

Effective Monday, November 30, 2020, any and all Misdemeanor or Felony court required appearances and Officer Testimony will be conducted through video conference from the Berwyn Police Department.

No Officer will appear in court in person or be required to use their own personal computer or cellular device to conduct court proceedings unless authorized prior to any hearings or appearances by an Administrator or the Court Officer.

This Department Special Order will remain in full effect until updated, modified or rescinded.

By Order Of:



Michael D. Cimiglia
Chief of Police



State of Illinois
Circuit Court of Cook County
Fourth Municipal District

Cheyrl D. Ingram
Presiding Judge

1500 Maybrook Drive
Suite 131
Maywood, Illinois 60153
(708) 865-6060
Fax: (708) 865-4852
TTY: (312) 603-6673

IN THE CIRCUIT COURT OF COOK COUNTY
FOURTH MUNICIPAL DISTRICT

GENERAL ADMINISTRATIVE ORDER: 2020-18

In light of the current ongoing Coronavirus Pandemic and the Chief Judge's General Administrative Order 2020-07 as amended,

IT IS HEREBY ORDERED:

The Fourth Municipal District will be closed for in-person hearings and in-person weddings until further order of court except in extraordinary or compelling circumstances:

Judges and persons performing essential court operations shall be available on-site to conduct business by videoconference.

Any litigant appearing in person shall be directed to join by videoconference from a location of their choosing.

Discretion is placed with the sheriff at the entrance of the building to determine if an extraordinary circumstance exists to admit a litigant for a court appearance.

No more than two self-represented litigants and other participants needing access to the internet are allowed into the building at one time to access the use of the Zoom Room provided by the Chief Judge's Office.

All in-person weddings shall be rescheduled for January or converted to a zoom wedding for the same day it was originally scheduled.

No Felony Bench trials are allowed until further order of court except where a motion is heard and ruled upon and proceeding to trial does not result in any additional evidence. No Misdemeanor Bench trials are allowed until further order of court except where a motion is heard and ruled upon and proceeding to trial does not result in any additional evidence or upon the agreement of all parties.

All scheduled in-person Misdemeanor or Felony hearings shall be converted to zoom hearings. Notification shall be made in advance that the hearing will no longer be in-person but will proceed via zoom. The conversion to a zoom hearing will not operate as a reason for a continuance. Continuances should be avoided at all cost. Parties who find it impossible to participate by zoom, must show a compelling reason for an in-person hearing supported by affidavit. If the judge presiding decides that an in-person hearing is necessary, that hearing shall be continued no more than 30 days. Zoom hearings shall be set for a specific time and parties who appear at the courthouse shall be directed to return to a safe place and zoom in at the specified time.

Village Prosecutors must inform the court at the beginning of the zoom call which officers are expected to be present on zoom. Cases of officers who are not expected to be present shall be disposed of immediately and zoom participants for those officers allowed to depart zoom. A determination shall be made as soon as possible regarding expected hearings. Those hearings shall be set for a specific time and the parties on zoom allowed to leave and return at the specified time.

All police officers are required to appear by videoconference.

Any continuances given shall be given a court date and a zoom number for the future date. Any continuances for trial shall be given a staggered time for trial no less than one hour after the start of the regular call (i.e. Starting at 10:00 a.m. for the morning call and 2:30 p.m. for the afternoon call).

The clerk's office shall provide the necessary files for the respective calls. All stakeholder agencies must be available to provide the services of their particular office during the video conferenced court call.

All agencies must work together to ensure that any supporting documentation required for a case is available in court when needed.

All Forcible Entry and Detainer cases in the Fourth Municipal District shall be conducted by video conference. Judges are expected to be available on-site when necessary. Evictions may be commenced in accordance with the Fourth Municipal District's Eviction Protocol but consistent with the Governor's Executive Order 202-72 and the Chief's Judge's General Administrative Order 2020-07.

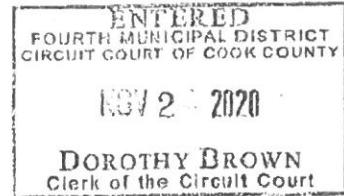
Municipal and Law Division cases will be conducted by videoconference. Bench trials may be conducted by videoconference in these matters.

Expungement and Sealing cases will be conducted by videoconference.

Anyone within the walls of the courthouse must wear masks at all times. Judges may remove their mask or other face covering when speaking on the record behind a plexiglass shield.

Dated this 24th day of November, 2020

ENTER:



Cheyrl D. Ingram

Cheyrl D. Ingram, Presiding Judge Fourth Municipal Division

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

GENERAL ADMINISTRATIVE ORDER No. 2020-07

SUBJECT: COVID-19 EMERGENCY MEASURES, MODIFICATION OF OPERATIONS

As a response to the measures necessitated by the evolving COVID-19 pandemic, including, but not limited to, executive orders of the State of Illinois, Cook County, the City of Chicago, and other local municipalities, and Interim Guidance on Management of Coronavirus Disease 2019 (COVID-19) in Correctional and Detention Facilities (Mar. 23, 2020) of the U.S. Centers for Disease Control and Prevention, it is evident that court operations require prompt modification, and, therefore,

In light of the global coronavirus pandemic (COVID-19) and in order to protect the health and safety of the general public, the court's judges and employees, and the staffs of elected officials, and after conferring with the offices of the Cook County State's Attorney, Cook County Public Defender, Cook County Sheriff, Cook County Circuit Clerk, Cook County Board President, the Cook County Circuit Court Executive Committee, and representatives of the private bar, and pursuant to Ill. S. Ct. R. 21(b) and pursuant to the court's inherent authority,

IT IS HEREBY ORDERED that, except in extraordinary or compelling circumstances, all matters in all Districts and Divisions of the court shall be conducted by videoconference, subject to the limitations imposed by the constitutions of the United States and the State of Illinois; at the discretion of the judge presiding, after considering party objections and upon finding that an alternative is justified by extraordinary or compelling circumstances, proceedings may be conducted by teleconference, videoconference, in person, or a combination of those means;

IT IS FURTHER ORDERED that, except as necessary for the purposes enumerated below or as otherwise directed by the chief judge, all judges and employees of the court, except those who are performing essential court operations, shall work remotely and conduct business telephonically or by videoconference; nothing in this order shall be interpreted to infringe on a judge's discretion to conduct a teleconference or videoconference from the courthouse;

IT IS FURTHER ORDERED that, in accordance with Illinois Supreme Court Rule 45 (eff. May 22, 2020), unless otherwise ordered by the judge presiding for good cause, all attorneys and self-represented litigants participating by teleconference or videoconference shall be permitted to do so from a location of their choosing; the sheriff shall provide self-represented litigants in the sheriff's custody with access to court proceedings by videoconference or in person, as ordered by the judge presiding;

IT IS FURTHER ORDERED that self-represented litigants and other participants without access to the internet or a telephone shall be encouraged by the court and the circuit clerk to make use of the spaces and equipment provided by the court in each courthouse to participate in court proceedings by videoconference;

IT IS FURTHER ORDERED that, pursuant to Ill. S. Ct. M.R. 30370 (eff. Aug. 27, 2020), all persons, including, but not limited to, judges, court staff, parties, attorneys, jurors, and witnesses wear masks or other face coverings in the courthouse at all times, including while in the courtrooms and when seated behind plexiglass shields, unless the person is otherwise instructed

by the judge or court personnel; notwithstanding the foregoing provision, judges may remove their mask or other face covering when speaking on the record behind a plexiglass shield, and sign language interpreters may instead wear plastic face shields while interpreting;

IT IS FURTHER ORDERED that official court reporters and interpreters shall be available for remote proceedings as they would be for in-person proceedings; broadcasting, transmitting or publishing audio or video recordings of teleconference and videoconference court proceedings are prohibited, except as authorized by Ill. S. Ct. Rs. 46 and 63;

IT IS FURTHER ORDERED that, except as permitted by the Governor's Exec. Order No. 2020-72 (Nov. 13, 2020), and as it may be amended from time to time, and until further order of the court, no residential real estate eviction action shall commence unless a tenant poses a direct threat to the health and safety of other tenants, an immediate and severe risk to property, or a violation of any applicable building code, health ordinance, or similar regulation;

IT IS FURTHER ORDERED that the sheriff of Cook County shall refrain from enforcement of eviction orders relating to residential real estate until further order of the court; the time period in which such orders must be enforced pursuant to 735 ILCS 5/9-117 is extended until further order of the court;

IT IS FURTHER ORDERED:

1. Effective immediately

a. ALL DIVISIONS AND DISTRICTS:

- i. Judges shall be available, either on-site or remotely, in each division and district to hear emergency matters;
- ii. The Presiding Judge of a District or Division may establish procedures for rescheduling cases by administrative order, as long as such procedures are consistent with this order;
- iii. Any in-person court dates found to be necessary shall be staggered, by date, time, and floor, to minimize the number of persons in the courtrooms and every other part of the courthouse until further order of the court;
- iv. The failure of a defendant in a criminal case who is not in custody to appear on the first return court date after entry of this order shall not result in the issuance of a warrant, and a continuance for a minimum of 30 days shall be ordered; the judge presiding over the matter shall have discretion to enter further continuances and to issue bond forfeiture warrants, taking into account the COVID-19 pandemic emergency and public safety considerations; the circuit clerk shall send notice of each court date to the defendant at the address on the defendant's bond or notice of change of address pursuant to 725 ILCS 5/110-12;
- v. No bench trials in criminal cases and no jury trials of any kind shall be held until further order of the court. When jury trials resume, the judge presiding shall schedule jury trials not less than 60 days after the date on which the parties are notified of the trial date;

- vi. Initial and responsive pleadings and responsive motions may be filed, in person or by electronic filing with the circuit clerk, as provided in Ill. S. Ct. R. 9 (eff. Jan. 1, 2020);
 - vii. Mandatory arbitration hearings, including those previously scheduled, shall be held only by videoconference;
 - viii. Except as ordered herein, procedures for the administration of court operations shall be determined by the Presiding Judge for the Division or District under his or her supervision;
 - ix. The sheriff, shall take necessary and appropriate measures to ensure the following:
 1. At no time shall there be more persons in the courtroom than the number established under guidance by the appropriate public health authorities;
 2. At all times, all persons in the courtroom shall maintain a minimum distance of 6 (six) feet from all other persons in the courtroom;
- b. **PRETRIAL DIVISION:** Bail hearings, including motions to review bail, shall be conducted daily;
- c. **CRIMINAL MATTERS, ALL DIVISIONS AND DISTRICTS:**
- i. Priority shall be given to the following matters, with additional priority given cases in which the defendant is incarcerated:
 1. arraignment;
 2. preliminary hearing or preliminary examination;
 3. motion to dismiss on speedy trial grounds;
 4. hearing on discovery status;
 5. evidentiary hearing on motion;
 6. conference pursuant to Ill. S. Ct. R. 402;
 7. entry of guilty plea;
 8. hearing on violation or termination of probation;
 9. hearing on violation of bail bond;
 10. hearing on fitness;
 - ii. Except as otherwise ordered by the judge presiding, the following matters shall be conducted by videoconference:
 1. initial bail hearing;
 2. waiver of a preliminary hearing;
 3. arraignment on an information or indictment to which a plea of not guilty will be entered;
 4. presentation of a jury waiver;

5. any status hearing;
 6. oral waiver of trial;
 7. entry of guilty plea;
 8. any hearing conducted under the Sexually Violent Persons Commitment Act at which no witness testimony will be taken; and
 9. any hearing, upon waiver of any right the person may have to be physically present;
- iii. Waivers of physical presence by persons who have been placed on electronic monitoring and are charged with violent felonies, such as murder or Class X violent offenses, must be approved by the judge presiding;
 - iv. For any hearing where the physical presence of the defendant(s) has been waived, the physical presence of victims and witnesses is excused;
 - v. Except as provided in § c(iii)herein, the defendant may waive his or her physical presence and appear by videoconference, unless ordered to be physically present by the judge presiding;
 - vi. **Bail review.** All prosecution and defense counsel shall review their cases upon entry of this order, and at appropriate intervals thereafter, to determine whether a change in circumstances may support a change in bail conditions that would enable a defendant to secure his or her release from the jail; priority shall be given to motions to reduce bail in the following order:
 1. Agreed orders: factors to be considered, include, but are not limited to:
 - a. persons at elevated risk of contracting COVID-19, either because of age or underlying health conditions
 - b. pregnant women
 - c. persons confined only on misdemeanor charges
 - d. persons confined on felony charges
 - i. non-violent Class 3 and 4 felony charges
 - ii. eligible for probation
 - e. persons confined because they cannot afford the monetary bond set in their cases
 - f. persons released on electronic monitoring who have been compliant with the conditions of their bail
 - g. persons confined on a warrant or allegation of violation parole or probation and who are not charged with or suspected of a crime of violence
 - h. persons sentenced to imprisonment in the Cook County Jail

- i. persons eligible for release on electronic monitoring who have no place to stay
 - j. agreed orders in other circumstances
 2. Contested orders: factors to be considered, include those set forth in § 1(e)(vi)(1) of this order:
 - vii. Any delays resulting from this order or from Cook County Cir. Ct. G.A.Os. 2020-01 and 2020-02 shall not be attributable to either the State or the defendant for purposes of section 103-5 (speedy trial) of the Code of Criminal Procedure of 1963 (725 ILCS 5/103-5);
- d. JUVENILE JUSTICE DIVISION:**
- i. Juvenile detention hearings, including all motions to review detention, and other emergency matters shall be conducted daily at 1100 S. Hamilton Ave., Chicago;
 - ii. Priority shall be given to the following matters, with additional priority given cases in which the respondent is incarcerated:
 1. arraignment;
 2. probable cause hearing;
 3. motion to dismiss on speedy trial grounds;
 4. hearing on discovery status;
 5. evidentiary hearing on motion;
 6. conference pursuant to Ill. S. Ct. R. 402;
 7. entry of guilty plea;
 8. hearing on violation or termination of probation;
 9. hearing on violation of pretrial release;
 10. hearing on fitness;
 - iii. Except as otherwise ordered by the judge presiding, the following matters shall be conducted by videoconference:
 1. initial detention hearing;
 2. arraignment on a petition to which a plea of not guilty will be entered;
 3. presentation of a jury waiver;
 4. any status hearing;
 5. any hearing conducted under the Sexually Violent Persons Commitment Act at which no witness testimony will be taken; and
 6. any hearing, upon waiver of any right the person in custody or confinement may have to be present physically;

7. Unless ordered by the judge presiding, the respondent's appearance is not required;
 - iv. Any delays resulting from this order or from Cook County Cir. Ct. G.A.O. 2020-01 (eff. Mar. 17, 2020, and as subsequently amended) shall not be attributable to either the State or the juvenile for purposes of section 5-601 of the Juvenile Court Act (705 ILCS 405/5-601);
- e. CHANCERY DIVISION:**
- i. The Presiding Judge shall establish procedures for hearing all matters, including, but not limited to, scheduling by administrative order, as long as such procedures are consistent with this order;
 - ii. All mortgage foreclosure actions may proceed to judgment of foreclosure. Consistent with Ill. Exec. Order 2020-72 (Nov. 13, 2020), residential and commercial foreclosure actions shall be immediately stayed upon entry of a judgment of foreclosure until further order of the court; notwithstanding the foregoing provision, vacant or abandoned properties may proceed to sale based upon sufficient proof as determined by the court;
- f. MUNICIPAL DEPARTMENT, CRIMINAL AND TRAFFIC CASES:**
- i. In Districts 2-6, the sheriff shall provide the equipment and location for defendants to participate in bail hearings by videoconference;
 - ii. Criminal proceedings normally heard at Branches 9, 23, 29, 35, 38, 43, and 44 located at 3150 W. Flournoy St., 5555 W. Grand Ave., and 727 E. 111th St. in the City of Chicago shall continue to be heard, by teleconference or videoconference, at those locations;
 - iii. All proceedings normally heard in Branches 42 and 50, including preliminary examinations or hearings, shall continue to be heard by teleconference and videoconference in the Second District;
 - iv. Unless otherwise ordered by the judge presiding, all misdemeanor and traffic matters shall be held by videoconference until further order of the court;
- g. ADULT PROBATION DEPARTMENT, SOCIAL SERVICE DEPARTMENT, AND JUVENILE JUSTICE AND COURT SERVICES DEPARTMENT:** Probation officers and social service caseworkers shall contact clients to schedule essential meetings, which are to be held only by videoconference or teleconference whenever reasonably possible; notwithstanding the foregoing, clients may be required to report in person to probation officers or social service caseworkers for the purpose of undergoing substance use testing or providing DNA samples;
- h. CIVIL MATTERS, ALL DIVISIONS AND DISTRICTS:**
- i. Except for oral depositions, discovery shall continue as scheduled; oral discovery may be taken by videoconference pursuant to Illinois Supreme Court Rule 206(h) (eff. Oct. 19, 2019).

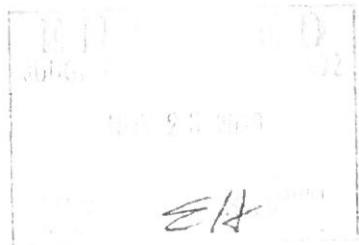
- ii. Where it is not reasonably possible to conduct an oral deposition for reasons related to the COVID-19 emergency, the parties shall use their best efforts to postpone the deposition by agreement and stipulation for a period not to exceed 60 days; absent such agreement, the proceedings shall be deferred until such later date as the court can review the matter and issue appropriate directives; nothing in this order shall be construed to limit the discretion of the judge presiding to determine the merits of an attorney's alleged inability to comply with a notice of an oral deposition;
 - iii. Except for good cause shown, participants in litigation shall not be penalized if discovery compliance is delayed for reasons relating to the COVID-19 emergency; this provision is to be liberally construed;
 - iv. The Presiding Judge of a District or Division shall establish procedures for hearing all matters, including, but not limited to, scheduling by administrative order, as long as such procedures are consistent with this order;
- i. **CIVIL NO CONTACT ORDERS, CIVIL ORDERS OF PROTECTION, FIREARMS RESTRAINING ORDERS, STALKING NO CONTACT ORDERS:**
- i. Notwithstanding a related case pending elsewhere in the court, all petitions for emergency orders filed at 555 W. Harrison St., Chicago, or in Municipal Districts 2, 3, 5, 4, or 6 shall be heard where they are filed;
 - ii. Proceedings subsequent to hearings on petitions for any of the following sought in connection with a related Domestic Relations or Probate case shall be heard at the Richard J. Daley Center, or the relevant suburban Domestic Relations or Probate courtrooms hearing such matters, or at a location as determined by the Presiding Judge of the Division in which the related case is pending:
 1. emergency civil no contact orders;
 2. emergency civil orders of protection;
 3. emergency stalking no contact orders;
 - iii. Petitioners and respondents for civil no contact orders, civil orders of protection, and stalking no contact orders may participate in hearings by videoconference from places of their choosing;
- j. **DOMESTIC RELATIONS DIVISION:**
- i. In child-support cases in which the state's attorney has filed an appearance, the circuit clerk shall notify the parties of new court dates scheduled pursuant to this order;
 - ii. Court ordered participation for litigants in programs such as mediation, evaluations, counseling, parenting classes, and classes for children shall continue, but are to be done by remote audio-visual means until further order of the court;

- iii. The administrative orders addressing access during COVID-19 entered by the Presiding Judge of the Domestic Relations Division shall remain in full force and effect until further order of the court;
- k. **DOMESTIC VIOLENCE DIVISION:** When a defendant in a criminal case at 555 W. Harrison St., Chicago, Ill., is denied bail or is unable to post required monetary bail at the conclusion of the bail hearing, the arresting agency shall transport the defendant to the Cook County Department of Corrections, 2700 S. California Ave, Chicago, Ill.;
- l. **CHILD PROTECTION DIVISION:** The Presiding Judge shall establish procedures for hearing all matters, including, but not limited to, scheduling by administrative order, as long as such procedures are consistent with this order;
- m. **COUNTY DIVISION:** The Presiding Judge shall establish procedures for hearing all matters, including, but not limited to, scheduling by administrative order, as long as such procedures are consistent with this order; except in actions in which the subject property is unimproved, abandoned, or vacant, prove-ups and subsequent proceedings in actions in furtherance of obtaining a tax deed pursuant to the Property Tax Code, §§ 35 ILCS 200/22-5, *et seq.*, are stayed until further order of the court; including any order for possession or deed;
- n. **LAW DIVISION:**
 - i. Except for jury trials, the Presiding Judge shall establish procedures for hearing all matters, including, but not limited to, scheduling by administrative order, as long as such procedures are consistent with this order;
 - ii. The Presiding Judge shall establish procedures for pretrial proceedings in cases that are ready for trial but are not permitted to proceed due to the COVID-19 pandemic;
 - iii. The Presiding Judge shall establish procedures for mediation of cases by agreement of the parties as an alternative to pretrial proceedings;
 - iv. The Presiding Judge shall establish procedures for cases to be heard by bench trials to be conducted by video conference;
- o. **PROBATE DIVISION:** The Presiding Judge shall establish procedures for hearing all matters, including, but not limited to, scheduling by administrative order, as long as such procedures are consistent with this order;
- p. **GRAND JURY:** Grand juries shall continue to meet a maximum of three times per week, and be impaneled from time to time as ordered by the Chief Judge;
- q. **FORENSIC EXAMINATIONS:** In criminal cases, all forensic examinations of defendants, both adult and juvenile, shall be conducted via videoconference;
- r. **BAIL, FEES, COURT COSTS, AND PENALTIES, CRIMINAL CASES:**
 - i. Charitable Bond Funds
 - 1. Pursuant to Cook County Code § 18-19.

- a. The circuit clerk shall not deduct any fees, court costs, or penalties from bail bond funds posted by a Charitable Bond Fund without the surety's voluntary, written consent;
 - b. The circuit clerk shall not use bail bond funds posted by a Charitable Bond Fund to pay attorney fees, including reimbursement for representation by the public defender, without the surety's voluntary, written consent;
2. At the conclusion of the case, the circuit clerk shall return all available funds posted by a Charitable Bond Fund to the surety;
- ii. Pursuant to 705 ILCS 105/27.3B, where a charitable bond fund or other third-party surety posts cash bail for a defendant, the clerk shall accept payment by credit card, debit card, or other electronic funds transfer and shall not collect the service fee authorized by said statute;
- s. **MARRIAGES:** Marriages shall be performed only by appointment;
 - t. **HELP DESKS.** All help desks, including, but not limited to, the Guardianship Assistance Desk for Minors, 69 W. Washington St., Chicago, shall operate only by videoconference;
 - u. **OTHER:** Non-essential gatherings, meetings, and travel are canceled, and orders to attend programs, including, but not limited to, Traffic Safety School and SWAP, are entered and continued until rescheduled; as needed, further information shall be published on the court's website:
<http://www.cookcountycourt.org>.
2. **IT IS FURTHER ORDERED** that this order supersedes Cook County Cir. Ct. G.A.O. 2020-02 (eff. Oct. 17, 2020); and
 3. **IT IS FURTHER ORDERED** that this order is effective immediately.

Dated this 23rd day of November, 2020.

ENTER:



Timothy C. Evans
Timothy C. Evans
Chief Judge