



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
Property and Evidence Control	500.01
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
All Commissioned Personnel, Property/Evidence (P/E) Technicians	June 24, 2018
<u>CALEA REFERENCE</u>	<u>SUPERSEDES</u>
84.1.1, 84.1.2, 84.1.3, 84.1.4, 84.1.5, 84.1.6	General Order 122-90; GO 500.01 11/6/95; 500.02 property evidence retention and disposition; 500.09 property/evidence recording and packaging procedures; 2/28/18
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u>
	725 ILCS 5/108-10-11 and 765 ILCS 1030/0.01 et. seq.
	Loren Marion III Chief of Police

I. POLICY

It is the policy of the Peoria Police Department to ensure that evidence and all property that comes into its custody can be properly secured and accounted for. The Peoria Police Department is legally responsible for safeguarding and properly disposing of, releasing, and maintaining all property that comes into its custody, and ensuring that any changes in its custody have been properly and fully documented.

II. DEFINITIONS

- A. *Evidence*: Any substance, material, or item found, recovered or seized in connection with a criminal investigation. A provable chain of custody must be maintained.
- B. *Non-evidence*: Any property or item whose ownership is known, is not evidence or related to any criminal activity, and is being held for safekeeping.
- C. *Found Property*: Any property or item whose ownership is unknown, recovered as a result of a police action, or found on the street or other location within the city and delivered into police custody for safekeeping.
- D. *Stolen Property*: Any property taken in the commission of a criminal offense which has been reported stolen. Stolen property subsequently recovered will be classified as evidence, provided the officer recovering or receiving the property knows the name of the complainant or owner of the property.
- E. *Chain of Custody*: A record of persons having charge, control, or possession of evidence from the time it was received until disposal.

- F. *Property/Evidence (P/E) Technician:* A person hired or assigned to the Property Room with the responsibility for the proper care and control of property/evidence, and for all records pertaining to such in the custody of the Peoria Police Department
- G. *Property Area Clearance:* Persons entitled to enter the Property Room area without supervision and to have access to items contained therein.
- H. *Need to Access:* Access for an explicit purpose, which cannot be accomplished in any other way. No one shall enter the Property Room area unless this need exists.

III. PROCEDURES

- A. Intake of P/E
 - 1. Personnel coming into possession of evidence or property must complete a police report listing the property/evidence (P/E) and property tag number(s) in the property section, and explain the circumstances under which it came into custody. The P/E is then to be placed into the designated secure location. Officers shall be responsible for ensuring the P/E is secure before departing. (84.1.1a,b,c)

All physical evidence and property shall be logged and secured in the P/E Room by the end of the officer's shift.

 - a. In instances where the property/evidence cannot be fully processed before the end of the officer's shift, the officer shall secure the P/E in an approved temporary locker/bin or bike cage area. If the item requires a larger area, the garage bay of the Crime Scene Unit approved for that purpose.
 - b. Property that can be released during the same shift in which it was recovered does not need to be logged into P/E and secured.
EXAMPLE: Bicycle, wallet, keys, license plates, etc.
 - 2. Any P/E submitted to the Property Room must have a property tag.

If the evidence is going to be processed by the Crime Scene Unit, then the officer would not tag it with a property tag. The property report/supplemental report will still be completed. Such property shall be submitted via a secure processing locker.

 - a. Tags are available in the packaging area beside the Property Room. They are kept in numerical order.
 - b. Officers must sign tags out of the Property Room Log Sheet. If the property tag is voided, the officer shall write "void" in the Log Sheet.
 - c. Officers shall complete the required areas of the property tags. If not completed properly, the property will be held until a correction is made.

- d. All property tags shall identify all items as evidence, non-evidence, found property, or stolen property, and shall contain the following information:
 - 1) Incident number
 - 2) Date
 - 3) Officer's name and badge number
 - 4) Owner of the property, if known
 - 5) Description of the property, including the brand name and serial number, if available. See specific instructions identified in Items Requiring Special Consideration below.
 - 6) Any other information the officer may have in order to fully complete the tag
- e. Property tags shall be placed on all items, on the outside of packaging, so they can be easily read. Tags should not be placed over the seal of the package if possible.
- f. The property tag number(s) shall be entered into the property section of the report by the officer submitting the P/E.

B. Packaging of P/E (84.1.1d)

All items collected shall be packaged using materials available in the packaging area. The package shall be proportional to the size of the property. Officers securing items that will not fit the standard packaging materials available should use common sense, keeping safety and security in mind.

- All guns, money, drugs, and valuables must be packaged and tagged separately.
 - Evidence/non-evidence/found property shall not be packaged together.
 - Evidence from more than one defendant shall not be packaged together.
1. Sealing of Packages

All packages must be sealed with the heat sealer (plastic), package sealing tape (boxes/paper bags), or self-sealing narcotics bags with the officer's initials and badge number across all seals.

2. Items Requiring Special Consideration (84.1.1e, 84.1.4))

Guidelines for packaging and securing items requiring special consideration are:

a. Bicycles

Property tags should be placed on the bicycle seat if possible. The tag shall contain the make and serial number and description of the bike. Bicycles shall be placed in the chain link enclosure behind 542 SW Adams. Keys to the enclosure are available on the transport wagon key ring and from the desk sergeant.

Note that motorized bicycles, go-carts, scooters, or any item containing a VIN, should not be tagged. These items are to be towed.

b. Biohazards

Officer shall label any items contaminated by dried human blood or other potentially hazardous material with a biohazard label available in the packaging area. When the property is blood-soaked and in need of drying, it shall be turned in to the CSU for the drying process.

c. Drugs/narcotics

All drugs shall be packaged in clear plastic, described by weight and type. Exceptions include:

- 1) If the product is too large for plastic, the P/E should be packaged in a paper bag or box, clearly labeled.
- 2) Cannabis that is not yet dried shall be packaged in a box, clearly labeled with the reason, such as "due to moisture."

3. Explosives

No explosives or explosive devices will be placed in the Property Room under any circumstances. A member of EOD shall be notified in the event an explosive device is located, prior to any contact. Refer to General Order 400.93 (EOD Explosive Ordnance Disposal).

4. Flammables

Gas cans, gas-powered lawn mowers, fireworks, or other flammables shall be tagged and placed in the chain link enclosure behind 542 SW Adams.

5. Jewelry/Valuables

Jewelry, rare coins, etc., shall be packaged in clear plastic. They should be described by color, shape, and size. Jewelry shall not be labeled as gold, silver, diamonds, etc., without a jeweler's appraisal.

6. Money

- a. Money shall be counted by the officer in the presence of a witness. The money shall be separated by denomination, and the number of bills of each denomination shall be listed on the tag with the total amount of money. The officer and the witness both shall sign the tag. The officer shall complete and attach a Seized Currency Record form.
- b. Money shall be packaged in clear plastic. Bills should not be taped, stapled or folded.
- c. If an officer confiscates or collects found currency over \$500, a sergeant shall be notified. The sergeant shall go to the evidence packaging area with the officer and verify the money count. The sergeant and confiscating officer both shall sign the tag. The sergeant shall remain until the money is deposited in the drop slot into the Property Room.

7. Weapons

a. Knives/sharp objects

Knives shall be described by blade length and handle color. All knives and sharp objects shall be packaged in a knife box, if possible.

b. Guns

All firearms shall be rendered safe before packaging, unless being submitted for processing. All should be placed in clear plastic when possible; however, if containing biohazardous material, package in a box or paper bag, clearly labeled and including a biohazard sticker.

- 1) Guns shall be described by make, caliber, and serial number.
- 2) If stolen, a printout of the stolen hit shall be submitted with the weapon.

8. Alcohol

If it is determined that opened alcohol is needed as evidence, the container shall be properly sealed and packaged.

9. Wet/Damp items

Any items that contain excessive moisture and require drying shall not be packaged in plastic.

C. P/E Retention

A P/E technician is responsible for transferring evidence from the receiving area to permanent storage. Only a P/E technician has access to permanent evidence storage areas. Others needing to view evidence must make arrangements with and be accompanied by a P/E technician. The property log book must be updated each time P/E is checked in or out of the Property Room.

The P/E technician shall make every effort to locate the owners of found property in custody, inform them of its status, and ensure a return of the property as expeditiously as possible. (84.1.1f)

D. Release of P/E (84.1.1g)

1. Release of P/E to an officer or department personnel
 - a. Officers or other department personnel requesting the release of P/E for court use, identification purposes, processing, or other reasons shall:
 - 1) Notify a P/E technician in advance of the P/E needed
 - 2) Request P/E by case number or property tag number
 - 3) Sign the Property Room inventory book for each item
 - b. P/E technicians shall not deliver any evidence to court or other place, as such action would lengthen the chain of evidence and would not be consistent with the duties of the officer or P/E technician.
 - c. Officers shall return any P/E to the Property Room immediately following a court appearance. A property disposition form shall be turned in with the property.
 - d. If an item is held by the court as evidence, the officer shall make a supplementary report.
2. Release of evidence to other law enforcement agencies
 - a. P/E technicians shall verify the credentials of the requesting agent/officer.
 - b. The P/E technician shall ensure that the agent/officer signs the inventory book for each item released.
 - c. Evidence signed out by another law enforcement agency becomes the responsibility of that agency once it is logged out of the Peoria Police Department.

3. Release of evidence to owner

- a. Evidence shall not be released to the owner before prosecution until the investigating officer and the prosecuting attorney approve the release. Property must be photographed and documented if it is released before it could be logged into P/E.
- b. If a citizen comes to request their P/E, the Information Office shall direct the citizen to call the P/E Technician using the public phone (8263) to give a description and further details of the P/E. The technician will obtain the necessary information to determine if the P/E may be released.
 - 1) If the P/E may be released, the P/E Technician will bring it to the lobby.
 - 2) If the item is too large to take to the lobby, or is a firearm, the citizen shall be directed to the back door to collect their property, and a sergeant or above will be notified to stand by during the release.
- c. If a citizen complains of property lost or damaged while in custody, the P/E technician shall refer to General Order 200.17 Civil Liability Procedures.

E. P/E Disposition

1. A P/E technician is responsible for clearing evidence items. Evidence may be cleared when:
 - a. Prosecution is completed and the applicable appeal time has elapsed and the disposition from the State's Attorney's Office is attached to the report.
 - b. The statute of limitations has expired.
2. Disposition of drug evidence
 - a. At least one officer and the professional standards lieutenant must be present for the entire destruction process.
 - b. The plastic evidence bags must be carefully inspected to determine that tampering has not taken place. If there is any indication that the package has been tampered with, the substance must be retested in a manner determined by Professional Standards.

- c. If the weights of the substance or numbers of pills/capsules are not equal to the amount taken into custody, the discrepancy must be reported immediately through the chain of command to the chief of police, and the evidence retained so that the matter can be investigated by Professional Standards.

3. Drugs for K9 training

- a. Definition: For the purposes of this section drugs/substances used for K9 training shall be referred to as “training aid.” This includes all quantities.
- b. Procurement Process:
 - 1) The P/E technician shall identify drugs selected for disposal that can be used as training aids for K9 personnel. All training aids received from outside agencies shall be processed through the property room before being issued.
 - 2) The professional standards lieutenant and CID property sergeant will review, inspect, and confirm the weight of each identified drug property PRIOR to being authorized as a training aid for K9 training purposes. P/E technician shall change the ADSi Property and Evidence status of all training aids to “For Department Use” to formally track all training aids.
 - 3) K9 officers will be issued only training aids that their K9 partner is certified to train.
 - 4) The K9 sergeant shall communicate with the P/E technicians regarding additional training aids or quantities needed for training purposes.
- c. Issuance Procedure:
 - 1) All training aids must be procured by the K9 officer, who will inspect and sign the K9 Training Aid Form in the P/E Room.
 - 2) The training aids shall be maintained within secured K9 vehicle safes, mounted and bolted to the body of their respective police units. Access shall be limited to the K9 officer. Additionally, K9 officers may place training aids into airtight containers to preserve the quality of the training aids until they are replaced on an annual basis.

- 3) All large quantities of training aids must be procured by the K9 sergeant for training purposes and will ensure its return to the property room within 48 hours after any training event.

d. Inventory Process:

- 1) Each Training Aid shall be “checked out for department use” in ADSi. The K9 Training Aid Form shall be used to track when and to whom the Training Aid was issued.
- 2) At the conclusion of each training session, the K9 sergeant shall account for all training aids.
- 3) Large quantities of training aids shall be accounted for and inspected by the K9 sergeant monthly. During the inspection the sergeant shall verify the weight of the training aid on the K9 Training Aid Form.
- 4) On a quarterly basis, the professional standards lieutenant and the property room sergeant shall conduct an audit of all training aids. This audit shall include verification of package integrity and K9 Sergeant Training Aid inspection logs.

e. Damaged aids and repackaging procedure:

- 1) If a training aid is damaged, or the integrity of the aid is compromised, the K9 officer shall document the damage in an inter-departmental memo and secure the damaged training aid into the Property Room lockers. P/E technicians shall notify professional standards and CID property sergeant to inspect the training aid.
- 2) Inspection of the training aid shall include package integrity, weight, and repackaging before being returned to the K9 officer.
- 3) If the training aid is too damaged, a new training aid will be issued if available. All changes shall be documented on the Training Aid Form along with the officer signature.

f. Destruction of training aids:

If a training aid is old or no longer effective, the training aid shall be returned to the P/E room and surrendered for disposal. The property room sergeant and the professional standards lieutenant shall be notified so they can initiate the inspection and destruction process.

The training aid weight shall be confirmed, with signatures documented on the Training Aid Form.

4. Disposal of guns and weapons

Guns and weapons that are not picked up by the lawful owner shall be disposed of in the following manner:

- a. The P/E technician shall sign out all guns and weapons that are to be disposed of from the Property Room Logbook.
- b. Cross-reference the serial numbers on the guns with the reports and the property tags to make sure they match.
- c. A P/E technician, Professional Standards, and the witness shall transport the weapons to a facility where they can be melted down.
- d. Professional Standards shall keep a record of all guns that are melted down in a file for future reference.

5. Disposition of unclaimed currency

When the owner of P/E currency cannot be contacted, has neglected to pick up unclaimed currency, or an owner cannot be determined, said unclaimed currency shall be released to the office of the City Treasurer after a period of six (6) months. This is to include currency that is held within the Property Room that was entered as "found property." This is not to include currency seized through asset forfeiture (refer to asset forfeiture guidelines under General Order 401.06 Money Procedures).

- a. Totals over \$500.00 will be counted in the presence of the Property Room supervisor (currently a CID sergeant). The dollar amount written on each tag is verified with the actual amount of money. A total of all unclaimed currency to be delivered to the office of the City Treasurer is tabulated on a Seized Currency Form which will accompany the money.
- b. The delivery is made by at least 1 P/E technician and 1 commissioned supervisor. A receipt for the currency is given to the P/E technician by the City Treasurer and kept on file in the Property Room as a written record of the transaction.
- c. All individual tagged amounts are then marked as released from the records management system and the Property Room Logbook, and reflect the date they were removed from our inventory.

6. Disposal of hazardous material

Disposal of hazardous material shall be supervised by the technical services lieutenant. All material that is disposed of that is considered to be a risk to life or health shall be done in accordance with federal guidelines. A hazardous material container shall be kept at the Property Room for disposal of items to be taken to an authorized site to be disposed of once it has been determined they are no longer valued as evidence. The disposal process shall be documented, with copies forwarded to the support services captain.

F. Disposal Report

Professional Standards shall provide the chief and assistance chief of police a report regarding the destruction of evidence. The report shall include the time, date, location of destruction, type of P/E, inventory count, irregularities/problems encountered, personnel who assisted, and other pertinent information.

Illinois State Statute **725 ILCS 5/108-10-11 & 765 ILCS 1030/0.01 et. seq.**

All release and disposition of property must meet the guidelines of the above statutes.

IV. SECURITY (84.1.2)

A. Property Room Entry

1. No person without Property Room clearance is to be admitted without having an appropriate and explicit need to access. The person must sign the admission log book with the date and time of admittance and departure.
2. No person shall be left unattended or unwatched by a P/E technician for any reason unless there is an inventory team designated and logged in the entry log book as such.
3. A P/E technician shall report in writing any approach by any department employee or any other person who solicits the technician to violate the rules of security.
4. Noncommissioned employees, by accepting the position of P/E Technician, accept and agree to submit to periodic urine tests for the presence of drugs and understand that a confirmed positive test will lead to an investigation. P/E Technicians accept and agree to be polygraphed randomly and without notice as to their performance of duties, their adherence to rules and procedures, and whether they have taken anything from the facility or the custody of the department.

B. Unannounced Inspections (84.1.6d)

The chief and/or his designee shall conduct inspections without advance notice to any P/E person. The inspection is accomplished by random comparison of computer inventory to ensure that:

1. Record keeping procedures have been followed
2. Evidence retention procedures have been followed
3. Evidence is disposed of in a timely fashion

A written report must be submitted to the chief of police. The inspection will be conducted in the presence of a P/E technician.

C. Annual Inspection (84.1.6c)

Annually the chief of police will assign Professional Standards to conduct an inspection of the status of agency controlled evidence. The inspection is to ensure that:

1. Evidence held by the department is accounted for.
2. Record keeping procedures are being followed.
3. Evidence retention procedures are being followed.

The inspection shall be conducted in the presence of a P/E technician.

D. Transfer of Responsibility (84.1.6b)

When a P/E technician changes, each P/E technician assuming responsibility and the supervisor will conduct a joint inspection. A written report must be made to the chief, with both technicians signing off on it.

E. Contents of Safes, Lockers, Locked Rooms (84.1.1e, 84.1.4)

1. Log records are to be stored in a fireproof cabinet except when entries are being made.
2. Money shall be kept in the large safe which shall be locked at all times except when money is actually being removed or added.
3. Jewelry shall be kept only in a safe and secure area to be locked at all times except when actually being removed or added.
4. Drugs shall be kept in a separate room which shall be locked at all times except when actually being removed or added.
5. All firearms shall be kept in the locked gun room except when actually being removed or added.
6. Neither records nor any other kind of property shall be stored in areas reserved for money, jewelry, drugs, or guns for any reason or period of time.

F. Card Entry/Emergency Entry

1. The Property Room main entry key is maintained in a lock box in the Information Office. The P/E technicians and the support services captain have one of the two keys needed to open the lock box. The other key is maintained by the desk sergeant, and shall remain in the Information Office. The main key shall only leave the building in circumstances where P/E technicians must leave the Police Department for management of evidence (i.e., City Finance, South Garage, etc.) and no other P/E technician is on duty.
2. P/E personnel shall not remove Property Room area keys (garage, bike cage, locker, etc.) from the Property Room or P/E areas. These keys are maintained in a lock box in the Property Room.
3. In the event of an emergency, the support services captain or his designee may use a designated emergency key card and the main entry lock box key to gain access to the Property Room. A P/E technician should be notified as soon as possible. A special report shall go to the chief documenting the reason for the emergency entry.
4. No copies shall be made of entry cards or keys. The penalty for doing so or having such cards or keys in unauthorized possession is immediate dismissal from employment with the Peoria Police Department.

G. Record Keeping (84.1.5)

1. A P/E technician shall not go off duty at the end of a tour with any property:
 - a. Received but not booked properly into the records system and placed in its proper storage location.
 - b. Releases or returns not entered properly into the records system.

The intent of these provisions is so that at all times, including during surprise inspections, the location and status of all property and the records system is in complete conformity with the actual location.

2. The lieutenant in charge of the Property Room can authorize a P/E technician's departure for home without full record completion for the specific occasion only if the property is clearly segregated and labeled as to its status so there can be no doubt as to its circumstances and an inspector can easily check its authorized status as part of the inspection.

H. Process Review (84.1.6a)

The P/E sergeant shall perform an inspection semi-annually to determine adherence to the procedures outlined here

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



GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u> 500.03
	<u>EFFECTIVE DATE</u> January 2, 2019
<u>DISTRIBUTION</u> Commissioned Personnel	<u>NUMBER OF PAGES</u> 15
	<u>SUPERSEDES</u> 360-81; GO 500.03 Prisoner Security 9/20/00; 8/18/17; 10/29/18
<u>CALEA REFERENCE</u> 42.2.8, 71.1.1, 71.2.1, 71.3.1, 71.3.3, 71.4.1, 71.4.3	<u>OTHER REFERENCE</u> GO 400.10 (Infectious Materials and Exposure Control) State of Illinois Municipal Jail and Lockup standards; Illinois Juvenile Court Act (705 ILCS)
<u>AUTHORITY</u>	Loren Marion III Chief of Police

I. POLICY

To ensure the safety of all department personnel and citizens, the following guidelines shall be followed for the transportation, processing, and detention of prisoners.

II. DEFINITIONS

- A. *Abused Minor*: Any minor under eighteen years of age whose parent or immediate family member, or any person responsible for the minor's welfare, or any person who is in the same family or household as a minor, or any individual residing in the same home as the minor, or a paramour of the minor's parent:
1. Inflicts, causes to be inflicted, or allows to be inflicted upon such minor physical injury by other than accidental means which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.
 2. Creates a substantial risk of physical injury to such minor by other than accidental means which would be likely to cause death, disfigurement, impairment of emotional health, or loss or impairment of any bodily function.
 3. Commits or allows to be committed any sex offense against such minor, as such sex offenses are defined in the Criminal Code.
 4. Commits or allows to be committed an act or acts of torture upon such minor.
 5. Inflicts excessive corporal punishment.

6. Whose environment is injurious to his welfare.
- B. *Custody*: Whenever a minor is transported to the police station for some police purpose.
- C. *Delinquent Act*: Violation of any federal or state law by a juvenile (seventeen years of age or younger) except for those minors who fall under the automatic transfer section of Chapter 705 - 405/5-4.
- D. *Delinquent Minor*: Any minor who prior to his eighteenth birthday, has violated or attempted to violate regardless of where the act occurred, any federal or state law or municipal ordinance.
- E. *Dependent Minor*: Any minor who is under the age of eighteen years and:
 1. Is without parent, guardian, or legal custodian.
 2. Is without proper care because of the physical or mental disability of his parent, guardian, or custodian.
 3. Is without proper medical or other remedial care recognized under state law or other care necessary for his well-being through no fault, neglect, or lack of concern by his parent, guardian, or custodian.
 4. Has a parent, guardian, or legal custodian who has but wishes to be relieved of custody, and who desires the appointment of a guardian who can consent to the adoption of the minor under Illinois law.
- F. *Secure Custody*: Detention or secure custody means placing a juvenile in a locked room, office, or cell, or handcuffing to a cuffing ring or stationary object, or placed in a juvenile detention center.
- G. *Emancipated Minor*: Any minor sixteen years of age or over who has been granted adult status.
- H. *Limited Custody*: A type of temporary custody wherein a law enforcement officer takes a minor into custody for not more than six hours if the minor is believed to be absent from home without parental consent or beyond control of his parent and in danger. A juvenile in limited custody may not be held in secure custody.
- I. *Lockout*: A minor aged eleven to seventeen who is not allowed access to his home.
- J. *Neglected Minor*: A minor under eighteen years of age whose parent or other person responsible for the minor's welfare does not provide the proper or necessary support,

education as required by law, or medical or other remedial care recognized under state law as necessary for a minor's well-being, or other care necessary for his well-being, including adequate food, clothing, and shelter, or who is abandoned by his parent or other person responsible for the minor's welfare, or whose environment is injurious to his welfare, or any newborn infant whose blood or urine contains any amount of a controlled substance.

- K. *Status Offender*: Any minor who commits any act which if committed by an adult, would not be a crime.
- L. *Status Offense*: Any violation of any federal or state law or local ordinance that would not be an offense if the juvenile were an adult (curfew violations, truancy, running away, underage drinking, etc.).
- M. *Temporary Custody*: Temporary placement of the minor out of the custody of his guardian or parent. Taking of a minor into temporary custody is not an arrest, nor does it constitute a police record.

III. TEMPORARY DETENTION PROCEDURE

- A. Escorts to Temporary Detention (71.1.1)

Temporary detention cells within the Peoria Police Department are intended for the temporary holding (typically less than 6 hours) of detainees awaiting transport to a jail or other holding facility. Only during exigent circumstances should prisoners awaiting transport be held in a temporary detention cell longer than 6 hours. The temporary detention cells within the Peoria Police Department are identified as: Adult cells 184, 185, 186, and 188; Juvenile cells 162 and 163; and DUI processing cells 36 and 37.

Secure interview/interrogation rooms within the Peoria Police Department are intended for the temporary detention of suspect/arrestees for the purpose of interview and interrogation. These rooms may also be used for the temporary holding of arrestees awaiting transport to a jail or other holding facility, or the non-custodial interview of witnesses and victims. The secure interview/interrogation rooms are identified as: Adult rooms 173, 174, 175, 178, and 187. Juvenile rooms 160 and 164.

Access to the Temporary Detention Cells and Secure Interview/Interrogation rooms is controlled by proximity card authorization. Sworn officers will have access the detention/interview areas as needed to carry out their official duties. Selected civilian employees will have access to the detention/interview areas as needed to carry out their official duties.

The following procedures apply to individuals being brought to the station by officers for investigative purposes. This may include arrestees or prisoners.

1. Officers may bring arrestees to the station to complete the arrest procedure (e.g. a DUI arrest or any arrest requiring verification of identity through photos, records, or warrant verification).

All arrestees shall be searched and have their hands cuffed behind their backs. An arrestee may be handcuffed in front only when there are associated medical problems or prisoners are handcuffed to each other (as in a lineup).

2. All officers bringing arrestees or prisoners into the department shall do so through the sally ports located at the rear of the station.
 - a. Officers shall call ECC for additional assistance if there are multiple prisoners so as to not leave any prisoner unattended.
3. If it is necessary to take a prisoner to the uniformed operations (traffic unit) temporary detention area, interview room, or the intoxilyzer room, the officer shall lock his weapon in one of the available lock boxes.
 - a. A subject arrested for DUI can be placed in the intoxilyzer room if he is cooperative, but should be secured to the restraining bench or placed in a temporary detention cell until the intoxilyzer operator arrives. The arrestee must be kept under surveillance by an officer or a monitored surveillance camera until the subject is either released or transported out of the facility (71.3.1d)

4. Adult and juvenile prisoners to be taken to the main floor CID or juvenile temporary detention area shall be escorted from the sally port entrance to the elevator. Handcuffed prisoners shall not be taken by way of the stairs unless circumstances direct otherwise.

Adult and juvenile prisoners shall not be within sight or sound of each other, and prisoners shall not be taken directly into SID or the adult or juvenile squad bays.

5. It shall be the desk sergeant's responsibility to handle any subject who comes into the lobby of the department and wishes to turn himself in for either a warrant arrest or a situation where there is probable cause for his arrest. The subject shall be removed immediately from the lobby and placed in the appropriate detention area until the arrival of the transporting officer.

If the subject is wanted for questioning, the desk sergeant shall contact the appropriate unit and request that they come to the lobby to take control of the subject.

6. Officers shall not enter a temporary detention cell unless they are being monitored by another officer.
 7. Prisoners placed in temporary detention shall be logged in and out of the detention cell log book.
 8. No prisoners shall be taken into any other area of the department except interview rooms, detention cells, or the intoxilyzer room.
- B. Placing Adult/Juvenile Prisoners in Temporary Detention Cells and Secure Interview Rooms (42.2.8, 71.3.3).

The Peoria Police Department has temporary detention cells in secure areas of SID, CID, and Traffic.

1. Perform security check of the cell/interview room.

A security check (including a search for weapons and contraband) should be made of each unoccupied cell/interview room prior to and after use. Officers shall notify a supervisor of any contraband found and make the proper report.

2. Search suspect or persons under arrest.

Suspects or persons under arrest shall be thoroughly searched and their possessions placed in a wall locker located adjacent to the cells. It is highly recommended that when taking personal property or large amounts of currency from a prisoner, two officers count the currency in the presence of the prisoner. Adult and juvenile prisoners taken from a temporary detention cell for questioning or other purposes shall be searched before being placed back in the cell.

As part of the search process, officers shall utilize the hand held metal detection wand as part of the check for contraband. (42.2.2f)

- a. If a strip search is necessary, the officer shall contact a supervisor and the search shall be executed according to General Order 400.71 (Strip Searches).
 - b. Property removed from prisoners shall be documented in the inventory section of the Daily Detention Cell Form, and any unauthorized items or confiscated contraband shall be properly seized and reported.
3. Secure weapons before entering a detention cell (71.3.3a).

Officers entering the temporary detention cell areas shall not be armed except under exigent circumstances.

- a. Several lock boxes are located outside the adult detention cells and secure interview room entrances for secure storage of weapons.
 - b. The weapon lockups for the juvenile detention cells and interview rooms are located outside the door leading from the juvenile squad bay to the detention cells.
4. Placement in the cell/secure interview room.
- a. Prisoners brought in from the Peoria County Jail or the Peoria County Juvenile Detention Center may be placed directly in a cell or secure interview room after being searched.
 - b. Officers have the option of removing the handcuffs prior to entering the cell or, if the prisoner is uncooperative or poses a safety risk, the officer may place the prisoner in the cell handcuffed, and remove the cuffs through the opening provided on the cell door.
 - c. A prisoner may be placed directly in a secure interview room after being searched but only with the knowledge and approval of an officer or supervisor assigned to the investigation. If no one is present in investigations, the detaining officer must remain with the person being detained.
5. Document required information.

Immediately after securing the prisoner, officers shall document all pertinent information requested on the daily detention cell form (See Daily Detention Forms section below) and notify the appropriate personnel of the prisoner's status.

IV. ADULT/JUVENILE TEMPORARY DETENTION CELL REGULATIONS (71.3.1b)

- A. Designated and Separate Locations (71.3.1e, 71.3.1f)
 1. Juveniles should not be detained in adult detention cells or adult interview rooms, unless exigent circumstances exist and then only if the juvenile can be separated by sight and sound from adult prisoners.

2. Male and female arrestees/detainees shall be housed in such a manner to maintain sight and sound separation by gender. If a female arrestee is being detained in the Temporary Holding Cell area, no male detainee(s) will be placed in the surrounding cells.

The cell for female prisoners is distinguished by the privacy wall in front of the toilet area. When there is a need for all cells to be used, male prisoners may be placed in the cell designated for female prisoners; however, female prisoners take precedence.

3. Violent prisoners shall be separated from other prisoners.

A prisoner shall not be left in a cell or secure interview room when CID personnel are not on duty. The second shift CID supervisor shall ensure both adult and juvenile cells and interview rooms are empty at the end of the shift.

B. Minimum Physical Conditions of Temporary Detention Cells (71.4.1)

1. Each detention cell shall comply with the Municipal Jail and Lockup Standards as set forth by the State of Illinois for minimum physical conditions, and prisoners are to be given access to water, restrooms (in the cell) and other necessary items.
2. Each detention cell/secure interview room should be free from contraband and weapons, as verified by the security check.
3. The detention cells and secure interview rooms shall be kept clean.
4. Detention cells and secure interview rooms are not to be used as storage. This includes the secure area which contains the cells. Lockers are only to be used for prisoner's personal items and items required for the operation of the detention cells.
5. First aid/CPR/trauma gear is available in a detention cell locker for anticipated emergencies. (42.2.8f)

A supervisor shall be notified of any prisoner injury, and the circumstances surrounding the injury shall be documented. If advanced medical care is needed, the proper notifications shall be made.

6. The doors shall remain open if unoccupied. The door keys to the detention cells are maintained in the lock boxes located in the detention cell areas.
7. Panic alarms will be maintained near the secure doors of the areas containing temporary detention cells. (71.3.3b)

8. Responsibilities

All personnel responsible for monitoring temporarily detained individuals shall be provided training on the use of the detention rooms/areas, and shall receive refresher training at least once every three years to include safety, tactics, and updated policies and procedures identified during the mandatory administrative review of this policy. (71.2.1)

- a. The first shift property crimes sergeant is responsible for the daily operation of the CID adult detention cells and secure interview rooms, to ensure the forms are maintained, and to provide quarterly reports to the IDOC.
- b. The traffic sergeant is responsible for the uniformed operations detention cells.
- c. The first shift juvenile sergeant is responsible for the daily operation of the juvenile detention cells and secure interview rooms, to ensure the forms are maintained, and to provide monthly reports as required by the IDOC.
- d. The on-duty 2nd shift CID sergeant shall visually inspect each detention cell and secure interview room at the end of the shift (71.4.3)

Any problems encountered with the adult or juvenile detention cells and secure interview rooms shall be reported through the chain of command to the CID captain. The above sergeants shall maintain files of all personnel they have trained on the operation of the adult and juvenile detention cells and secure interview rooms.

D. Monitoring/Supervision (71.3.1c, 71.3.3e)

Prisoners/Arrestees/Detainees shall not be left unattended in any part of the building if not secured in a temporary detention cell or secure interview room. (71.3.3e)

1. Adult requirements

All adult prisoners/arrestees/detainees shall be checked a minimum of every thirty minutes during the time the adult prisoner is in the detention cell or secure interview room, noting the time and initialing the check. Video monitors of the cells are available in the CID Adult squad bay. These are meant to supplement, not replace, the in-person thirty minute checks (71.3.3f)

2. Juvenile requirements

The Juvenile Court Act requires that a Daily Detention Cell Form be kept for all juveniles who are securely detained in a lockup. The juvenile officer is

responsible for completing the Secure Detention Log for every juvenile, and to record all information listed on the form, per requirements of the Illinois Department of Corrections (IDOC).

The IDOC also mandates that **visual checks of juvenile prisoners be conducted at least every fifteen minutes** (periodic supervision), noting the time of check, signature of the responsible person, and additional relevant remarks. This information is captured on the adult and juvenile Daily Detention Cell Forms.

3. Daily Detention Forms (71.3.1a)

It is necessary to maintain Daily Detention Cell Forms for adult and juvenile prisoners who have been detained in their respective detention cells. The forms are located directly outside the detention cells. The completed forms of detainees are confidential and shall be disseminated only to the proper agency.

- a. The following is to be recorded:
 - 1) Prisoner's name, race, and personal property taken and/or returned, and by whom.
 - 2) Offense which is the basis for the detention and/or reasons and circumstances for the decision to detain.
 - 3) Time the juvenile was securely detained and time the juvenile's detention was terminated.
 - 4) Officer placing an arrestee in the detention cell and the officer assigned to the interview.
 - 5) Prisoners who were provided meals when detained during meal times while in an adult or juvenile detention cell or during transport.

b. Storage and review of the forms

- 1) Uniformed Operations Detention Cell

The patrol administrative specialist is responsible for maintaining the daily detention cell forms for the uniformed operations detention cells.

- 2) CID Adult and Juvenile Detention Cells

The CID administrative specialist is responsible for maintaining the daily detention cell forms for the CID detention cells.

A second shift CID sergeant shall review the Daily Detention Cell Forms (both adult and juvenile) at the close of the shift for completeness of appropriate entries. If any entries were made, he shall sign off on the form.

4. In case of an assault on a prisoner, the persons involved shall be immediately separated and an investigation started.

E. Emergency/Disaster Plan

1. In the event of a tornado or similar disaster, the CID supervisor on duty shall ensure that prisoners being held in the adult or juvenile detention cells and/or secure interview rooms are evacuated immediately to the lower level and placed in uniformed operation detention cells until the threat is past. Adult and juvenile prisoners need to be kept separate, both visually and audibly.
2. In case of fire within the building, adult and juvenile prisoners shall be removed from their detention cells and/or interview rooms and transported as quickly as possible to the Peoria County Jail or Peoria County Juvenile Detention Center until the building has been cleared of smoke and deemed safe to reoccupy.

F. Custody of Juvenile Offenders

In general, detectives shall refer to the Juvenile Procedures Handbook for guidance regarding detaining juveniles. All effort shall be made to contact the local Comprehensive Community Based Youth Services (CCBYS) network or appropriate child advocacy agency to limit police custody of juveniles as much as possible.

1. Juvenile Referrals—A juvenile referral must be completed in the following circumstances:
 - a. A juvenile offender is given a station adjustment and released with no further action necessary.
 - b. A juvenile offender is released to a parent/guardian with later referral to the juvenile unit.
 - c. A juvenile offender is detained and brought to the juvenile unit for counseling.

- d. A juvenile suspect is brought to CID for follow-up and/or processing.
- e. A juvenile offender is arrested and sent to the Juvenile Detention Center.

Referral forms shall be filled out completely and accurately, and shall be distributed consistent with current CID procedures.

2. Secure Custody Standards (71.3.1c)

- a. Juveniles ten years of age or older accused of committing criminal type offenses may be securely detained for a maximum of six hours in a lockup.
- b. Juveniles under ten years of age shall not be held in secure custody.
- c. Secure custody (detention) begins once the minor has been placed in a locked room or cell, or handcuffed to a stationary object (desk, rail, non-movable item).
- d. The period for securely detaining accused delinquent offenders is limited to the absolute minimum time necessary to complete identification, processing, release to a parent or guardian, or transfer to court officials or to a juvenile facility. Such detention of juveniles should not exceed six hours, and in no case overnight.
- e. Any juvenile being securely detained under this Order shall have no contact by sight, sound or otherwise with adult offenders. Separation may be accomplished through time phasing the use of an area in an effort to prohibit simultaneous use by juveniles and adults.

3. Non-secure Custody Standards (71.3.1d)

- a. Any area where the juvenile is held must be in an unlocked multi-purpose area such as a lobby, office, or unlocked interview room.
- b. The juvenile cannot be physically secured to a cuffing rail or any other stationary object. If a chair is not secured to the floor, it is not considered to be a stationary object. Juveniles may be cuffed to themselves or to a non-stationary object. Consideration must be given to whether cuffing a juvenile to a non-stationary object poses a safety risk to the juvenile or others.

- c. The use of the area is limited to providing non-secure custody only long enough for the purposes of identification, investigation, processing, or release to a parent or guardian or a juvenile facility (a children's home).
 - d. The juvenile must be under continuous supervision until released.
 - e. Juveniles in custody for status offenses must be held non-securely until release.
4. Custody of Minors Requiring Authoritative Intervention (status offenders)
- a. A law enforcement officer can take a youth who may be a minor requiring authoritative intervention (MRAI) into limited custody if the youth is:
 - 1) Absent from home without the consent of a parent or guardian.
 - 2) Beyond the control of a parent or guardian and in circumstances which constitute a substantial or immediate danger to the physical safety of the minor.

An MRAI cannot be involuntarily kept in limited custody for more than six hours.

 - b. When MRAIs are placed in custody, the following steps must be taken:
 - 1) The minor must be informed of the reason for limited custody.
 - 2) A reasonable effort must be made to contact a parent or guardian.
 - 3) A reasonable effort must be made to provide for the return home of the minor or for a placement that is agreeable to a parent or minor.
 - 4) If reunification cannot be accomplished, a crisis intervention agency should be notified (Emergency Response Services, Crisis Intervention, a children's home, etc.).

An MRAI cannot be placed in secure custody.

5. State Fingerprint Cards for Juveniles

State fingerprint cards must be completed for all juvenile arrests which result in petition requests or incarceration at Peoria County Juvenile Detention Center for offenses listed in 705 ILCS 405/1-7B2:

- a. Unlawful use of weapons
- b. Class X or Class 1 felony
- c. Forcible felony
- d. Class 2 or greater felony under the Cannabis Control Act, Illinois Controlled Substances Act, or the Methamphetamine Control and Community Protection Act
- e. Chapter 4 of the Illinois Vehicle Code, pursuant to Section 5 of the Criminal Identification Act

A new set of fingerprints shall be taken each time a juvenile is arrested in the above circumstances; juveniles detained for status offenses are excluded.

Nothing prohibits the fingerprinting of a minor taken into custody or arrested before his 18th birthday for an offense other than those listed above.

V. SECURE INTERVIEW/INTERROGATION ROOMS

In addition to the above procedures governing the use of temporary detentions cells/secure interview rooms, the following guidelines shall be followed specific to the use of secure interview rooms when used for the purpose of interviews or interrogations of victims, witnesses, suspects, and prisoners:

1. Only the number of officers/detectives needed to safely conduct the interview/interrogation shall be present in the interview room during the investigation. Current case-law should be considered when determining the number of officer's present for the interview/interrogation. (42.2.8c, 71.3.3c).
2. Use of video/audio recording in interview rooms will be governed by state statute and General Order 400.97 Electronic Recording of Interviews, Interrogations, Evidence, and Search Warrants. (42.2.8e)
3. Officers and detectives using the interview rooms may use their prep radio as a means for summoning assistance in an emergency situation. Officers shall inform dispatch of the nature of the emergency, their location by cell or room number, and any additional resources needed (i.e. ambulance/medical) (42.2.8d)

4. Firearms shall be secured in a lockbox or other secure location prior to entering the interview room to conduct an interview/interrogation of a suspect or prisoner. (42.2.8a)
5. Officers monitoring prisoners shall occasionally offer water and restroom breaks to the prisoner/suspect. Suspects and prisoners held in a secure interview room shall be escorted to a secure detention cell when requesting to use the restroom. (42.2.8g)

VI. PRISONER RELEASE FROM ADULT/JUVENILE DETENTION CELLS AND INTERVIEW ROOMS

A. Procedures

When the prisoner is ready to be transported from the facility, the arresting officer shall notify the ECC and request that the wagon driver come to the detention area to pick up the prisoner. The arrestee shall be handcuffed and removed to the sally port and placed in a secured vehicle prior to opening the overhead doors to the sally port.

It shall be the responsibility of the transporting officer to make the jail authorities aware of any prisoner transported to the Peoria County Jail or Peoria County Juvenile Detention Center who exhibits a sign of illness, injury, a medical or psychological problem, or violence toward police, or who is an escape risk.

1. Court appearance

When a prisoner is scheduled to appear in court, arrangements shall be made with personnel at the Peoria County Jail or Peoria County Juvenile Detention Center and the Peoria County State's Attorney's Office to provide sufficient time for preparation.

2. Personal belongings

Adult and juvenile prisoners released shall have their personal belongings returned to them, with the exception of weapons, contraband, or evidence. Officers shall complete the Daily Detention Cell Log, indicating the time the prisoner was released and the property was returned. Currency being returned shall be counted in the prisoner's presence with another officer as witness.

- a. It shall be the responsibility of the transporting officer to take the prisoner's personal belongings to the Peoria County Jail or Peoria County Juvenile Detention Center, with the exception of contraband, weapons, or evidence.

3. In case of an escape from department, the officer discovering the escape shall immediately cause the information to be put out over the department's telephone paging system (56), or Prep 1, with all descriptive information on the escapee. All police personnel in the building shall guard the closest escape route and remain at that location until relieved or the search for the escapee is completed. Once the desk sergeant is notified of an escape, all area police agencies are to be notified of the escape, with a description of the escapee. An investigation shall be conducted by the CID captain to determine how the escape occurred.

VII. ADMINISTRATIVE REVIEW (71.4.3)

The CID captain or his designee shall conduct an annual administrative review of the temporary detention areas and procedures, and provide the report and recommendations to the Chief of Police.

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



GENERAL ORDER

<u>NUMBER</u>	500.04
<u>EFFECTIVE DATE</u>	August 18, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>

Building Security	6
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
All Personnel	General Order 231-76; GO 500.04 4/17/94
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
	Forms Manual
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

All visitors to the Peoria Police Department shall enter the building through the front doors, and shall be required to sign in and receive visitor badges. They must be accompanied at all times while in the building, with the exception of City employees. For individuals in police custody, see General Order 500.03 (Temporary Detention Procedures).

II. DEFINITIONS

- A. *Public*: Visitors, officials, witnesses, victims, vendors, delivery people, City employees, etc.
- B. *Prisoners*: Individuals in custody, including suspects and hostile witnesses/victims.
- C. *Staff*: Employees of the city including both sworn and non-commissioned personnel.

III. SECURITY

A. Public Access

Securing escorts from the lobby to a particular unit will be the desk sergeant's responsibility.

Return escorts will be the responsibility of the unit visited.

1. The general public will be directed to the front lobby.
2. The exterior doors to the lobby shall always be unlocked.
3. The interior access doors to the department are electronically controlled from the front lobby work stations.

4. Entry into the building properly shall be the responsibility of the desk sergeant.
5. Lobby area restrooms are the only building restrooms provided for public use and shall always remain accessible. They are locked between 10:00 p.m. and 6:00 a.m., and the desk sergeant can open them for visitors.
6. The lobby doors to the classroom are typically locked except when in use.
7. The public shall be required to sign a log book maintained at the front desk before building access is permitted.
8. The public shall be required to wear one of two visitor identification tags before being allowed entry.
 - a. A visitor's tag with the large letter "V" and a blue background are to be issued to individuals well-known to staff who do business on a regular basis (i.e. City Hall officials, dignitaries, vendors, service representatives, etc.)
 - b. A visitor's tag with the large letter "V" and a yellow background are to be issued to individuals who are there to pick up evidence, speak with an officer, view a lineup, etc.
 - c. Officers in uniform from other jurisdictions should never be required to wear a visitor's tag.
9. Visitors with blue ID tags are not required to be escorted. Those with yellow ID tags are required to be escorted at all times within the building.
10. When a witness or victim checks in at the front desk for a unit interview, the unit shall be notified. The front desk will be informed to either have the party wait in the lobby for the officer, or escort the individual.
11. Notification shall be made by phone to the property room clerk when an individual requests property returns. The information technician or desk sergeant shall communicate the property details, and either go retrieve the property or have the property technician deliver the property.

B. Escorting Prisoners

Prisoners are to be brought into the building through the sally port doors. A suspect shall never be left unsupervised.

1. The sally port has key pads for both the overhead and service doors.
 - a. Combinations will be supplied to sworn personnel.
 - b. Overhead doors are activated from the driveway posts.

- c. Doors are to be closed using the inside sally port switch prior to removing prisoners from vehicles.

The interior door from the sally port to the building is electronically sequenced to deny entry unless all sally port doors are secured.

2. Removal of prisoners from the sally port requires a reverse process:
 - a. Secure the prisoner in the vehicle.
 - b. Open the door and exit.
 - c. Re-secure the door, using the driveway switch.
3. An officer using the sally port should secure his prisoner in the appropriate area and return to the sally port to remove his vehicle as soon as possible, making access for other vehicles possible.
4. Adult and juvenile prisoners shall be escorted from the sally port entrance to the elevator. Handcuffed prisoners shall not be taken by way of the stairs unless circumstances direct otherwise, see General Order 500.03 (Temporary Detention Procedures).
5. A suspect turning himself in at the front desk shall be escorted by sworn personnel to his appropriate destination.
6. Prisoner handling and holding cell procedures are explained in General Order 500.03 (Temporary Detention Procedures).

C. Staff Access

1. All staff personnel, sworn and civilian, are requested to use the rear employee doors to and from work. These doors are to be kept locked and all employees shall be given electronic card access.
2. All sworn and civilian personnel encountering unauthorized individuals are to provide escort.

D. Control Consoles

Two control consoles monitor all doors, surveillance cameras and staff distress alarms. The desk sergeant is responsible for answering and resetting alarms, and periodically monitoring the building security cameras. The patrol lieutenant's office also has a control console.

1. Controlled Doors - The front building entrance doors can be activated from the control console touch screen or remote switch.

25 doors in the department have alarms. They may be turned off during the day, but shall be activated after business hours.

2. The building is covered by multiple surveillance cameras.
3. Staff distress alarms are provided at various locations throughout the building. The desk sergeant and/or patrol shall immediately respond to the alarm site to check on the welfare of employees.

E. Key Control

All key control within the Peoria Police Department is the responsibility of the technical services lieutenant.

1. Fleet keys
 - a. Each unit will maintain its own fleet keys. A duplicate of each key, properly labeled, will be held in reserve by the technical services lieutenant.
 - b. The duplicate fleet key bank maintained by Technical Services will be wall-mounted in the desk sergeant work area.
 - c. The desk sergeant is responsible for the logging out and retrieval of duplicate keys.
2. Building keys
 - a. Each unit will maintain and disperse unit keys as needed to conduct business.
 - b. Logged key control within a unit is the commander's responsibility.
 - c. A duplicate of all properly labeled building keys will be maintained by Technical Services.
 - d. A duplicate key bank will be wall-mounted in the desk sergeant work area.
 - e. The desk sergeant is responsible for the logging out and retrieval of all issued keys.
3. Property Room keys

The integrity of Property Room access keys is paramount. A double-lock key storage box system will be employed.

- a. Property Room access keys will be stored daily in the double-lock storage box located in the desk sergeant work area.
- b. The desk sergeant will retrieve one key from the building key bank. The property technician will insert their issued key and with the desk sergeant present, the property room access key will be removed for that day's entry.
- c. The property room key will be replaced at the end of each workday. The property room access key shall never leave the building, except in exigent circumstances outlined in General Order 500.01 (Property and Evidence Control).

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PEORIA POLICE DEPARTMENT VISITOR'S LOG





GENERAL ORDER

<u>SUBJECT</u>	<u>NUMBER</u>
In-Car Computers	500.05
<u>DISTRIBUTION</u>	<u>EFFECTIVE DATE</u>
All Personnel	August 18, 2017
<u>CALEA REFERENCE</u>	<u>SUPERSEDES</u>
N/A	500.05 Dated 6/1/95; 6-13-01 MDCs (Mobile Data Computers)
<u>AUTHORITY</u>	<u>OTHER REFERENCE</u>
	IWIN User's Manual
	Jerry E. Mitchell Chief of Police

I. PURPOSE

To establish policy, procedures, and minimum guidelines for the operation and use of the in-car computers.

II. POLICY

Only sworn members and authorized civilian employees of the department who have received the applicable training on the use and operation of the in-car computer will operate the equipment. Training and instruction will be given in the use of the Illinois Wireless Information Network (IWIN), as well as on the use and maintenance of the in-car computer.

III. PROCEDURES

A. Operation

Officers shall adhere to IWIN users' manual for operating procedures, as well as all city and department regulations governing general computer usage.

1. Personnel using the in-car computers will log on and off at the beginning and end of each tour of duty. Each officer will use only his identification number and password. Under no circumstances will an individual utilize another's identification code.
2. Officers shall not operate the in-car computer when their vehicle is in motion.
3. When an officer receives a hit via IWIN, he will notify the ECC for verification/notification as early as possible.

4. Information received via the in-car computer will be disseminated only to authorized law enforcement personnel. Officers shall not allow the in-car computer screen to be viewed by citizens and/or offenders.
5. Profanity, street jargon, derogatory terms, and personal communications will not be utilized or transmitted via the in-car computer.
6. Malfunctions and problems with the in-car computer shall be brought to the attention of the Information Systems (IS) Help Desk, who will coordinate repairs and programming of all in-car computers. Officers shall not attempt to repair or correct problems with the in-car computer. Under no circumstances will officers alter the programming of an in-car computer, including hardware removal and/or configuration.

B. Criminal History Record Information (CHRI)

1. No officer shall acknowledge the existence or nonexistence of a criminal history record to any person, group, or organization that is not authorized access to CHRI.
2. An officer who receives a criminal history record via the in-car computer shall not disseminate this information to anyone other than authorized law enforcement personnel.
3. An officer shall not run a criminal history record via the in-car computer when citizens are in a position where they may observe the information displayed on the screen.
4. An officer shall clear CHRI from the terminal screen after reading it and before leaving his or her vehicle unattended.
5. Officers are advised that federal regulations and laws of the state of Illinois, Chapter 20 ILCS 2635, provide a criminal penalty and civil action against an individual who improperly disseminates CHRI.

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



GENERAL ORDER

<u>NUMBER</u>	500.06
<u>EFFECTIVE DATE</u>	August 18, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>

Report Writing

6

DISTRIBUTION

Commissioned Personnel

SUPERSEDES

**GOs 427-89, 286-88;
GO 500.06 8/10/00**

CALEA REFERENCE

82.1.5, 82.2.1, 82.2.2, 82.2.3

OTHER REFERENCE

N/A

AUTHORITY

**Jerry E. Mitchell
Chief of Police**

I. POLICY

The Peoria Police Department maintains a formally organized records component within the administrative division to aid in the effective delivery of law enforcement services.

II. RECORDS UNIT FUNCTIONS

It is the central repository for all department records, reports, and registrations. It is responsible for records maintenance, records retrieval, dissemination of information from records, report control, quality control of reports, and ensuring the reports are completed in compliance with administrative directives and state and federal laws.

III. CRIME REPORTING PROCEDURE

A. Incidents Requiring Reports (82.2.1)

A report shall be completed on every incident in one or more of the following categories: (82.2.1a, 82.2.2)

1. Citizen reports or complaints of crime (82.2.2a,b)
2. Citizen requests for service when (82.2.2c):
 - a. An officer is dispatched
 - b. An employee is assigned to investigate
 - c. An employee is assigned to take action at a later time
3. Criminal and non-criminal cases initiated by officers (82.2.2d)
4. Incidents involving arrests, citation, or summons (82.2.2e)

B. Report Components (82.2.1c)

1. All original reports shall contain the following information:
 - a. Date and time of the initial report.
 - b. The location of the incident.
 - c. Name of the citizen requesting the service, or the name of the victim or complainant. Crime reports shall name a victim and an offender even if the person is unknown.
 - d. Basic nature of the incident.
 - e. Nature, date, and time of any action taken by law enforcement personnel.
2. Department employees shall use the appropriate field report type to document incidents and investigations.
3. A police report writing manual is provided each employee for detailed reporting instructions (82.2.1b,d)

C. Case Numbering System (82.1.5,82.2.3)

1. The department uses a computer aided dispatch system (CAD) that automatically assigns a sequential incident number to every incident or activity entered.
2. The assignment of case numbers is the responsibility of the Emergency Communications Center (ECC) or Information Office personnel.
3. The report numbering system:
 - a. The assignment of a different sequential number to every reported incident is required.
 - b. The first two numbers of the report numbering system represent the year.
 - c. The first report of the year is assigned number 00001. Each incident thereafter, regardless of type, would be assigned the next sequential number (e.g. 17-00001).
4. Master Project Tracking

A Master Case Project number relates several incident reports, crash reports, citations or other records together for tracking, budgeting and analyzing purposes.

- a. A master project number may be assigned to help track related incidents or major projects or events.
- b. The numbers are assigned by the patrol shift commander.
- c. The numbers will be assigned in date sequential order, similar to the incident case numbering system.
- d. Each number will begin with a P to distinguish it from an incident reporting number (e.g. P17-001).

All handwritten reports of incidents shall be forwarded to the Records Unit for recording and maintenance. All electronic reports shall be submitted into the records management system for storage and maintenance.

IV. REPORT REVIEW AND APPROVAL PROCEDURE

A. Responsibilities (82.2.1e)

- 1. Personnel shall submit their completed reports by the end of their designated shifts.
 - a. If officers have incomplete reports that are non-emergency in nature at the end of their shift may complete the report during their next shift. (Ex: an investigation with no leads). Officers should notify supervisors of this circumstance, and should utilize good judgement in determining if a report fits this criteria.
- 2. Officers should finish all reports before going on extended leave or days off.

The desk sergeant will review reports submitted by Bradley University campus police, the Park District police, Peoria Public Schools campus security, code enforcement personnel, and off-duty officers.

- 3. Information sergeants will check in Custom Reporting Module in ADSi for reports pending approval or un-submitted (82.1.5)
- 4. Unit supervisors shall review all reports submitted by employees of the department. All reports submitted will be carefully reviewed by the supervisor and checked for the following:
 - a. Elements of crimes are detailed
 - b. Proper coding
 - c. Criminal procedures are documented
 - d. Proper victim, offender, and offense relationships

- e. Accuracy and completeness
- f. Correctness
- g. Legibility
- h. Clarity
- i. Grammar and spelling
- j. Compliance with department directives

The report writer will code all reports and sign all handwritten reports in the appropriate boxes.

5. Supervisors shall take appropriate corrective action regarding incomplete, incorrect, and inappropriate reports, and incompetent or inefficient report writing performance. *A supervisor's signature on the report verifies that he has checked the report and found its content to be complete.* Reports are also reviewed by Quality Control, and will be returned to the supervisor if corrections are needed.
6. If a report is not approved by the sergeant it shall be returned to the officer with a detailed explanation of corrections needed.

The officer will have five days to make the needed corrections.

7. Unit commanders will maintain a file for each officer assigned to them, containing records of all unacceptable reports written by the individual officers.

B. Handwritten Reports

1. Information office personnel shall process every handwritten report submitted to them to ensure they are complete:
 - a. Ensure every report is time and date stamped.
 - b. Ensure every handwritten report is coded and copied for distribution.
 - c. The desk sergeant will mark off case numbers of incident reports in the case number log. The desk sergeants shall notify officers of any report incident numbers that are not accounted for in the number log and take action as needed to ensure the reports are completed and submitted.
 - d. The desk sergeant will review all reports and sign and code any reports from outside agencies, as mentioned above.
 - e. Information office personnel will turn the original reports in to the Records Unit after coding and copying are complete.

- 1) Records unit processing of the original report includes but is not limited to:
 - a) The handwritten report are entered into the computer database.
 - b) The report is reviewed for proper UCR codes.
 - c) The Records Unit will conduct quality control checks of reports coming in to the unit.
 - d) When errors are identified, a quality control form detailing the errors will be sent to the officer for corrections. Upon notification, the employee will **have five days to** make the needed corrections.
 - e) If corrections are not made, records personnel will notify **a** supervisor who will instruct the employee to complete the corrections.
 - f) After processing, the handwritten reports will be filed in the Records Unit in sequential order by year in the designated files.

C. Original Reports

1. All incidents assigned a unique incident report number by the CAD system.
2. All case documentation must be reviewed by supervisors according to the requirements mentioned previously.
3. All original copies of handwritten or electronic reports shall be maintained in the Records Unit.
4. Original reports will be removed from the Records Unit only at the direction of the police chief, the records unit administrator, or by court order.
 - a. In the event an original report is removed from Records, a copy of the report will be made.
 - b. The person removing the document will complete a report log-out form. The log-out form will include the report number, date and time checked out, and name of the person removing the document.
 - c. The log will remain with the copy of the report in the Records Unit until the original report is returned.

- d. The log will be checked on a daily basis for overdue reports.
 - e. When the original report is returned, the log form will be completed, noting the date and time the report was returned.
5. CID and SID commanders may authorize an original record be stored in their case file.
- a. The record with the case number, will be filed with the Records Unit.
 - b. The unit commander will ensure the original record is forwarded to records in a timely fashion.
- D. Review of Reporting Process
- 1. On an annual basis the support services captain shall direct a documented audit and evaluation of the requirements of the reporting procedure, which shall include but not be limited to:
 - a. Solicited input from representatives from each unit regarding needs or changes to existing reports.
 - b. Listings of significant report writing errors and repetitive report writing problems for all employees to review.
 - c. Changes to the police report instruction manual. - 2. The purpose of the evaluation and audit is to improve the overall quality of police reports.

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



GENERAL ORDER

<u>NUMBER</u>	500.07
<u>EFFECTIVE DATE</u>	August 18, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Records Privacy and Security	4
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
All Personnel	8/22/01-records access
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
82.1.1, 42.1.3	GO 500.08
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

The Peoria Police Department Records Unit maintains and regulates access to civil and criminal information, in conformance with Chapter 28 CFR, Illinois Uniform Conviction Act, Illinois Local Records Act, LEADS/NCIC requirements, and other applicable federal law and state statutes.

II. DEFINITIONS

- A. *City*: City of Peoria.
- B. *Copying*: Reproduction of any public record by means of any photographic, electronic, mechanical or other process, device, or means.
- C. *Direct Access*: Direct physical contact with department records, files, or copies of such files in the area where the files are normally secured.
- D. *Department*: Peoria Police Department.
- E. *Department Records Officer*: The individual designated by the police chief with the responsibility for receiving and responding to requests for public records.
- F. *Indirect/Electronic Access*: Access to department records through electronic methods, including laptop computers, desktop computers, the Internet, mobile computer units, microfilm, optical disks, or compact disks.
- G. *Need to Know*: The necessity to obtain department records or any other type of information on file with this department to execute official responsibilities.

H. *Records:* All records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilm, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information, and all other documentary materials, regardless of physical form or characteristics, having been prepared or having been or being used, received, possessed, or under the control of a public body.

I. *Right to Know:* The authority to have information.

III. RECORDS SECURITY POLICY

A. Direct Access to Department Records and Files (82.1.1a)

1. Any employee who has unsupervised access to any department record shall successfully complete a background check through fingerprints before any access to the record is allowed.
2. All department records, files, and information shall be maintained within a two-tiered security system, as required by federal and state laws (41.1.3d):
 - a. Access to records maintained in the building is restricted to authorized personnel only.
 - b. Records in the building shall be kept in a locked room or in locked filing cabinets.
 - c. Access to the door or file keys or combinations shall be strictly monitored.
3. Authorized access to Records Unit files is limited to records unit and information office personnel, and staff authorized by the police chief, or his designee, or the records unit administrator.
4. Authorized access to Juvenile files is limited to juvenile officers and CID clerical personnel, and staff authorized by the records unit administrator or the criminal investigations commander.
5. Authorized access to administrative, training, and employee personnel files is limited to administrative staff, training unit staff, and designated clerical personnel, and staff authorized by the police chief.
6. A department employee requesting to remove original department records, files, or copies of such files from the area where they are normally stored must:
 - a. Have the right to know the information.

- b. Have a legitimate need to know the information.
- c. Sign for the information to be removed from the area

B. Indirect Access to Department Records

- 1. Any employee who has unmonitored access to any department record through electronic or indirect means shall successfully complete a criminal background check through fingerprints before any access to the record is allowed.
- 2. Security for department electronic records or files (82.1.1a,b)
 - a. All computer terminals or mobile laptop computers will have security levels assigned to control access to view or modify records.
 - b. A terminal password is required to sign on any department computer or mobile laptop computer.
 - c. Each member of the department will have security levels assigned to control access to view or modify records.
 - d. Each member of the department will have an exclusive user ID and a unique personal password to access information on any department computer terminal or mobile laptop computer.
- 3. It is the responsibility of each individual user to ensure he has properly closed all files and logged off his computer terminal when he has concluded his research or finished his tour of duty. Failure to properly close out and log off the system allows unauthorized persons access to confidential department records and information, and possible intentional or unintentional altering of that information.

C. Access to Department Records by Other Agencies (82.1.1 c)

- 1. Access to department files is limited specifically to authorized criminal justice agencies and their agents.
- 2. Authorized department staff providing records access to agents from other criminal justice agencies shall ensure the following criteria are met:
 - a. A bona fide criminal justice agent or agency.
 - b. Has a right to know the information.

- c. Has a legitimate need to know the information.
- d. Department employees shall refer to General Order 500.08 (Release of Information) when handling all other requests for department records.

D. Compliance

Unauthorized access to department records and files conflicts with department policy, local ordinances, and state and federal laws, and may subject the employee to civil and criminal sanctions or department disciplinary action up to and including termination.

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



GENERAL ORDER

<u>NUMBER</u>	500.08
<u>EFFECTIVE DATE</u>	
August 18, 2017	
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Release of Information	8
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
All Personnel	8/17/00
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
82.1.1, 26.2.2	IFOIA 5 ILCS 140
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

To outline procedures for the public to request and obtain department public records, and for the department response.

It is the policy of the department to provide full and complete access to records and information regarding the official acts, policies, decisions, and functions of the Peoria Police Department, while protecting an individual's right to privacy, confidentiality of information, and security of the department's information system, in accordance with all federal and state laws, municipal ordinances, and City of Peoria policies.

All procedures herein are in compliance with the provisions of the Illinois Freedom of Information Act (IFOIA) (5 ILCS 140).

II. DEFINITIONS

The terms in this policy shall have the same meaning as in the IFOIA:

- A. *Administration of Criminal Justice*: Detection, apprehension, detention, release pending trial or after trial, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. Includes criminal identification activities and the collection, storage, and dissemination of records of criminal history.
- B. *City*: City of Peoria.
- C. *Criminal Justice Agency*: Any court or governmental agency which performs a function which is designated as "administration of criminal justice," pursuant to a statute or executive order, which allocates a substantial part of its budget to a function in the administration of criminal justice.

- D. *Commercial Purpose:* The use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.
- E. *Copying:* The reproduction of any public record by means of any photographic, electronic, mechanical or other process, device or means now known or hereafter developed and available to the public body.
- F. *Department:* Peoria Police Department.
- G. *IFOIA:* Illinois Freedom of Information Act (5 ILCS 140).
- H. *Department Records Officer:* The individual designated by the police chief with the responsibility for receiving and responding to requests for public records.
- I. *News media:* A newspaper or other periodical issued at regular intervals whether in print or electronic format, a news service whether in print or electronic format, a radio station, a television station, a television network, a community antenna television service, or a person or corporation engaged in making news reels or other motion picture news for public showing.
- J. *Recurrent requester:* as used in Section 3.2 of this Act, means a person that, in the 12 months immediately preceding the request, has submitted to the same public body (i) a minimum of 50 requests for records, (ii) a minimum of 15 requests for records within a 30-day period, or (iii) a minimum of 7 requests for records within a 7-day period.

For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered in calculating the number of requests made in the time periods in this definition when the principal purpose of the requests is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

- K. *Person:* Any individual, news media representative, corporation, partnership, firm, organization, or association acting individually or as a group.
- L. *Private Information:* Unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and

personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.

- M. *Public Records*: All records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.
- N. *Requestor*: A person who submits a written request for public records, in accordance with this policy. A request means a written document (or oral request, if the public body chooses to honor oral requests) that is submitted to a public body via personal delivery, mail, telefax, electronic mail, or other means available to the public body and that identifies the particular public record the requester seeks. One request may identify multiple records to be inspected or copied.
- O. *Voluminous request*: A request that:
 - (i) includes more than 5 individual requests for more than 5 different categories of records or a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or
 - (ii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages. "Single requested record" may include, but is not limited to, one report, form, e-mail, letter, memorandum, book, map, microfilm, tape, or recording.
 - (iii) "Voluminous request" does not include a request made by news media and non-profit, scientific, or academic organizations if the principal purpose of the request is: (1) to access and disseminate information concerning news and current or passing events; (2) for articles of opinion or features of interest to the public; or (3) for the purpose of academic, scientific, or public research or education.
- P. *Working Days*: Calendar days other than Saturdays, Sundays, and legal holidays.

III. PROCEDURES

A. Requesting Public Records

All requests for public records submitted to the department shall be in writing, and shall be signed by the requestor.

- 1. Requests for public records can be placed on a form provided by the department, the City of Peoria, or in writing via fax or mail or email to the department records officer.

The requestor shall include the following information in any request for public records:

- a. A description of the public records being sought, with as much specific information as possible, including the police incident number if available to identify the record requested.
 - b. Whether the request is for commercial purposes, inspection of public records, copies of public records, certification of records, or any combination of the above.
 - c. The preferred format of the record (email, fax, paper).
2. Requests for copies of public records received by any department employee shall be submitted to the department records officer either by mail, fax, email, or hand delivery.
 3. All written requests for information shall be date and time stamped by the staff person receiving the written request.
 4. Requests for copies of state laws and local ordinances, or information publicly available through other means, are not considered an IFOIA request.
 5. Release of Illinois traffic crash reports shall comply with the Illinois Vehicle Code (625 ILCS 5/11, Article IV, Accidents) unless the release of the report would:
 - a. Obstruct an ongoing criminal investigation
 - b. Violate the Juvenile Court Act

B. Department Response to Requests for Public Records

1. *Any* department employee receiving a written request for public records shall immediately forward such request to the department records officer for review.
2. The department records officer shall enter written requests in the City FOIA Index. This entry shall include:
 - a. The sequential tracking number of the request.
 - b. The name and address provided for response.
 - c. The date the request was received and the date the response is due.

- d. The response date, type, and the IFOIA sections used to deny or redact the record.

The request, response, and released record shall then be scanned into the appropriate folder located on SharePoint.

3. A citizen may be granted immediate access to a record if:
 - a. The record is already available to the public through other platforms (Ex: information published on the City of Peoria website).
 - b. The department records officer determines that the requested records are not exempt from the requirements of the IFOIA.
4. The department is required by law to respond to the written request for public records within five working days after the receipt of the request by the department records officer.

If the department records officer cannot respond to the request for public records within five days for one of the reasons provided in Section 3(d) of the IFOIA, he shall:

- a. Have an additional five working days to respond.
 - b. Provide the requestor written notice of the extension of time to respond.
 - c. Provide specific reasons why the extension is necessary and requested.
 - d. If more than five days are needed to complete the request, the department records officer shall contact the requestor to discuss the request.
5. Commercial Requests
 - a. The Peoria Police Department shall respond to a request for records to be used for a commercial purpose within 21 working days after receipt.
 6. Recurrent Requestor
 - a. The Peoria Police Department shall respond to a request from a recurrent requester, as defined, within 21 business days after receipt.
 - b. The records officer shall notify the requester that the department is treating the request as a recurrent request, the reasons why under subsection (g) of Section 2, and that the department will send an initial response within 21 business days after receipt.

7. The department records officer shall review all requests for public records and shall redact any exempt or confidential information before the requestor is permitted access to the record.
8. Any redactions or full denial of the record shall be in writing and shall provide:
 - a. The reasons for the redaction or denial.
 - b. A reference by section number and letter to the specific section of the IFOIA used to authorize the redaction or denial.
 - c. The names and titles of individuals responsible for the decision to redact or deny.
 - d. A statement that the requestor may appeal the redaction or denial to the Public Access Counselor (PAC) of the Illinois Attorney General's Office.
9. Once the public record has been approved, or redacted as needed, the record shall be released to the requestor.
10. City policy and the IFOIA provide for fees and copy costs.
 - a. There is no fee for the first 50 pages of information. There is a 10 cent per page fee for additional pages.
 - b. There is no fee for records released digitally, except if a voluminous request is for electronic records and those records are not in a portable document format (PDF), the public body may charge up to \$20 for not more than 2 megabytes of data, up to \$40 for more than 2 but not more than 4 megabytes of data, and up to \$100 for more than 4 megabytes of data. If a voluminous request is for electronic records and those records are in a portable document format, the public body may charge up to \$20 for not more than 80 megabytes of data, up to \$40 for more than 80 megabytes but not more than 160 megabytes of data, and up to \$100 for more than 160 megabytes of data. If the responsive electronic records are in both a portable document format and not in a portable document format, the public body may separate the fees and charge the requester under both fee scales.
 - c. The labor costs of city employees cannot be included in the copying fees, unless the request is for commercial purposes.
11. Redactions of the record shall comply with Section 3(f) or Section 7 of the IFOIA.

12. Failure of the department to respond to a written request for public records within five working days can be considered a denial of the request and can be appealed to the PAC.
13. Categorical requests for records that create an undue burden upon the department shall be denied, but only after extending to the requestor an opportunity to narrow the request to manageable proportions, in accordance with Section 3(f) of the IFOIA.

C. Release of Arrest and Criminal History Records

1. Arrest records
 - a. Chronologically maintained arrest and criminal history information maintained by local criminal justice agencies shall be furnished as soon as practical, but in no event later than 72 hours after the arrest.
 - b. This includes information that identifies the individual, including the name, age, address, and photograph, when and if available; information detailing any charges relating to the arrest; the time and location of the arrest; the name of the investigating or arresting law enforcement agency.
2. Criminal history records

Court records that are public; records that are otherwise available under State or local law; and records in which the requesting party is the individual identified, are subject to inspection and copying.

D. Department Response to Requests for Public Records from Criminal Justice Agencies

1. Employees shall handle requests for records or information from criminal justice agencies as soon as reasonably possible.
2. Requests can be made by mail, fax, email, telephone, or in person.
 - a. If there is any question of the identity of the requestor or agency, the request shall be forwarded to the department records officer.
 - b. Employees shall not release information or records received from other criminal justice agencies without the consent of that agency.
 - c. Department personnel who release records, reports other than traffic collision reports, or criminal history information to other criminal justice agencies from the Records Unit are required to complete an information log for printed copies. The records management system automatically tracks access and printing of electronic records.

E. Release of Professional Standards Records

Court Orders or Court Subpoena's for the inspection or copies of any Professional Standards files or documents shall be:

1. Copied in its entirety into a digital format to include any photographs, audio files, and any other relevant material.
2. Forward digital format and relevant legal demands to City Legal for their review and/or ability to file appropriate Motions with the court.
3. City Legal or their designee will coordinate the release of relevant materials directly to the jurisdictional court for inspection and decision of relevancy.
4. Records shall monitor and document all disclosures in accordance with Illinois Personnel Records Review Act.

F. Release of Information from LEADS

1. Do not create, modify, or delete any system data base records without supporting documentation or authorization to do so.
2. Data accessed through LEADS shall be restricted to the use of duly authorized law enforcement and/or criminal justice agencies for the performance of their criminal justice duties. The data will not be sold, transmitted, or disseminated to any non-law enforcement agency, non-criminal justice agency, or unauthorized persons.
3. Destroy all confidential hard copy printouts when no longer needed.

VI. COMPLIANCE

The unauthorized release of records is contrary to federal and state laws, local ordinances, and city and department policies, and may subject the employee to civil and criminal sanctions, or department disciplinary action up to and including termination.

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



GENERAL ORDER

<u>NUMBER</u>	500.10
<u>EFFECTIVE DATE</u>	December 6, 2019
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>

Department Fleet	5
Commissioned Personnel	<u>SUPERSEDES</u> 369.86; GO 500.10 4/8/96; 8/18/17
<u>CALEA REFERENCE</u> 11.1.1, 41.3.2	<u>OTHER REFERENCE</u> City of Peoria Take Home Vehicle Policy
<u>AUTHORITY</u>	Loren Marion III Chief of Police

I. POLICY

The department operates and maintains a fleet of vehicles for police business.

II. RESPONSIBILITIES

A. The Technical Services Lieutenant shall:

1. Manage the fleet, including vehicle equipment, assignment and rotation.
2. Maintain current vehicle status reports for the chief of police, or designee, as directed.
3. Maintain the patrol division key box
4. Coordinate with the Public Works Fleet Manager to ensure fleet vehicles are maintained.

B. Shift Supervisors

1. Shift and unit commanders are responsible for vehicle inspections.
2. A designated sergeant from first shift patrol and CID shall be responsible to the technical services lieutenant for daily liaison between the police department and the city's Public Works Fleet Manager.

III. UNIT/DIVISION VEHICLES

A. Traffic

Vehicles assigned to the traffic division will be the responsibility of the traffic lieutenant.

B. Administration/Support Services Road Vehicles

1. The technical services lieutenant shall maintain an adequate number of road vehicles for use by employees attending out of town training and other transportation needs as they arise; a vehicle status board and key box for road cars shall be maintained in the administrative offices.
2. Road cars shall only be used with the authorization of the technical services lieutenant, or his/her designee, and only after it is signed out with the information desk sergeant.
3. Employees needing a road car shall coordinate via email with the technical services lieutenant or the administrative officer in advance in order for a vehicle to be reserved for the time frame needed.
4. The vehicle shall be returned to the station clean and with a full tank of gas; the keys shall be turned into the information desk sergeant who shall indicate in the log the car was returned, return the keys to the lock box and update the vehicle status board.

C. CID/Juvenile Vehicles

1. CID shall pool its assigned vehicles and delegate use based on operational needs.
2. CID vehicles shall not be used by other department divisions without prior approval of the CID shift commander.
3. CID shall maintain a key box and log for all vehicles assigned to the division, keys shall be kept in the key box when vehicles are not in use.

D. Patrol Vehicles

1. The patrol division shall maintain a vehicle status board showing the following:
 - a. Vehicle number
 - b. Primary assignment (district, reserve, other)
 - c. Vehicle status (garage, Information Services, etc.)

- d. Any other information pertinent to the vehicle and its operational status
2. Shift lieutenants shall ensure the vehicle status board is correct and properly maintained on their shift and that vehicles are deployed accordingly.
3. Patrol vehicles permanently assigned to police districts shall be equipped, at a minimum, with the following items (41.3.2):
 - a. Laptop computer and associated hardware to establish connectivity
 - b. Printer
 - c. VHF/UHF Car to Car radio
 - d. In car video camera system
 - e. Fire extinguisher
 - f. Stop sticks
 - g. AED
 - h. First aid kit

Officers shall inventory these vehicles each shift to assure this equipment is present and in working order; deficiencies shall be brought to the attention of their supervisor who shall notify technical services via email in cases of missing equipment or the appropriate entity for repair, i.e. fleet management, Information Services.

4. The technical services lieutenant shall coordinate the inventory of permanent district cars the first week of September every year to assure the required equipment is in each vehicle.

IV. PROCEDURES

- A. Vehicle Key Control
 1. Unless authorized by the technical service lieutenant, personnel shall not duplicate keys for any police department motor vehicle.

2. Only the technical services lieutenant or shift commander may obtain police department vehicle keys from the Public Works Department.
3. Personnel shall not take police department vehicle keys home unless the vehicle is assigned to the employee per City take-home policy.
4. Personnel who inadvertently take a set of police department keys home shall immediately notify the shift sergeant or commander on duty, or their immediate supervisor if on duty, and promptly return the keys to the station; employees will not be entitled to overtime pay for the error.

B. Emergency Key Control

The technical services lieutenant shall maintain an inventory of secondary sets of keys for all police department vehicles for use in the event of an emergency. These keys shall be maintained in a secured key cabinet in the Information Office. The information sergeant shall be responsible for maintaining and issuing these keys.

C. Vehicle Maintenance & Deadlining Vehicles

1. All employees are responsible for the care and maintenance of the city vehicle they are operating. If the vehicle is in need of repair, they shall take the vehicle to the City Garage for inspection.
2. When a vehicle is deadlined at the City Garage, the operator shall notify his supervisor and complete a Vehicle Trouble Report Form providing a detail description of the problem. The original copy of the report form shall be given to the garage mechanic and a duplicate copy shall be left for the technical services lieutenant in the designated box located in the patrol sergeants' desk. Operators shall utilize the after-hours drop box if the facility is closed.
3. Vehicles deadlined due laptop computer issues shall be referred to Information Services via a detailed help desk request.
4. Vehicles deadlined due to installed equipment issues, i.e. emergency lights, radios, sirens, in car video system, shall be referred to the vendor currently under contract with the City.
5. When deadlining a vehicle, the supervisor shall adjust the patrol vehicle status board accordingly, noting the physical location of the vehicle and the reserve vehicle number that is assigned as a replacement.

6. The sergeant liaison shall check the status of deadlined vehicles on a daily basis, and arrange for their return.
7. Each officer shall transfer all special equipment from the deadlined vehicle to the assigned replacement prior to continuing duties.

D. Take Home Vehicles

Employees issued take home vehicles shall strictly adhere to the City of Peoria's Take Home Vehicle Policy.

E. Non-Commissioned Personnel

Civilians may be authorized to use marked or unmarked police vehicles.

F. Jurisdiction Rules

All units/divisions shall remain within the City of Peoria boundaries, unless on official business (follow up investigations, mutual aid, case work, etc.).

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GENERAL ORDER

<u>NUMBER</u>	500.17
<u>EFFECTIVE DATE</u>	August 18, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Radio Communication Procedures	8
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel, ECC	GO 400.66-district car reassignment; 500.12-emergency radio communication; 500.15-ten codes; 500.17-radio call numbers 7/20/03; 500.20-ISPERN
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
81.2.4	ETSB Procedures
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

To outline the radio communication procedure. This includes, outlining the 10 codes authorized for use on both P25 and ISPERN radios to lessen the amount of time necessary to relay information to ECC and other officers, emergency communication procedures, and radio call signs.

Radio communications are restricted to police operations.

II. 10 CODES AUTHORIZED (81.2.4b)

The Peoria Police Department shall use the below listed 10 codes when applicable. Other transmissions shall remain as common language, i.e. informing ECC or other officers in a short precise verbal communication as to what action the officer is taking.

10-4	Okay
10-7	Out of service
10-8	In service
10-9	Repeat
10-19	At station
10-20	Location
10-28	Rolling 10-28
10-32	Man with a gun
10-99	Wanted/stolen indicated

II. CALL SIGNS (81.2.4c)

Commissioned personnel will be identified by a specific radio call sign when using police radios, consisting of a numeric shift designator and a corresponding alpha-numeric designator based on the officer's specific division, unit or district assignment.

Captains may assign radio call signs to civilian employees based on the unit's operational needs.

As an example, all officers assigned to the violent crime unit will be designated by the 73 series, the unit supervisor will be designated Adam-73 and subsequent supervisors/officers receiving the next letter designation in sequential order, Boy, Charles, David and so on.

A. Chiefs of Police

The Chief and Assistant Chief of Police will be identified by the prefix "Command" followed by numerical identifiers in sequential order.

Chief of Police	Command 1
Assistant Chief of Police	Command 2

B. Uniformed Services

1. Uniformed services will be identified with a shift designator followed with an alpha-numeric designator based on specific assignments. The primary unit assigned to a police district will use the designator A, such as 1A01, 1A02, and so on. Fourth shift units will use the alpha indicator F, such as 4F01, 4F02 and so on. Secondary patrol units in a district will follow the same format using a sequentially different letter indicator; for example 1B01, 1C01, and so on.

2. Neighborhood Services will use the N designator.

3. K-9

K-9 units will be assigned sequential radio identifiers, beginning with K901, for use when not assigned to a specific police district, training, emergency call-in, or assignments to assist outside the city. When assigned to a patrol district they will use the appropriate shift/district designation as established in this order.

4. Patrol Operations (20 & 80 Series)

Uniform Services Captain	Adam 20
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Patrol

Shift Lieutenant	21 Series
Patrol Sergeant	Adam 22 – Adam 26
Information Sergeant	27 Series
Report Car	28 Series
Prisoner Transport Van	29 Series

Special Response Team

SRT Lieutenant	Adam 81
SRT Sergeant	82 Series
SRT Officer	83 Series
SRT Rifle	84 Series
Negotiator Sergeant	Adam 85
Negotiator	86 Series

C. Administration (40 Series)

Support Services Captain	Adam 40
Technical Services Lieutenant	Adam 41
Professional Standards Lieutenant	Adam 42
Training Lieutenant	Adam 43
FTO Sergeant	Adam 44
PIO/Administrative Officer	Adam 45

D. Special Operations/Traffic (60 Series)

Lieutenant	Adam 61
Traffic Sergeant	62 Series
Traffic Officer	65 Series

E. Criminal Investigations (70 Series)

CID Captain	Adam 70
CID Lieutenant	Adam 71
Violent Crime	73 Series
Property Crime	74 Series
Juvenile	75 Series
Auto	76 Series
Fraud	77 Series
CSU	78 Series

F. Special Investigations (90 Series)

Lieutenant	Adam 91
Sergeant	92 Series
Officer Dayshift	93 Series
Officer Second Shift	94 Series
Liquor & Asset Forfeiture	95 Series

G. Explorers/Cadets

Police Explorers shall utilize the designator “X-ray” followed by a number sequentially assigned by their command, i.e. X-ray 1, X-ray 2, X-ray 3, and so on.

Police Cadets shall utilize the designator “Paul-Charles” followed by a number sequentially assigned by their command, i.e. Paul-Charles 1, Paul-Charles 2, and so on.

H. Task Force-Special Details

Captains may authorize the use of temporary sequentially numbered radio identifiers when operational needs require the establishment of intra-departmental or multi-jurisdictional task forces. The designator “Tom-Frank” should be used.

When the department initiates temporary special assignments, a uniformed services lieutenant may authorize the use of “Special” designation.

In cases where either a Task Force or Special Detail radio identifiers are established the Information Sergeant and ECC shall be notified so the appropriate adjustments may be made in the CAD system.

I. Mobile Field Force

In the event a Mobile Field Force is deployed, each squad will have a radio identifier with the squad sergeant and a designated officer responsible for communications.

Commander	Mobile Force 1
Administrative Sergeant	Mobile Force 2
Squad 1	Mobile Force 10 and 11
Squad 2	Mobile Force 20 and 21
Prisoner Van	Mobile Force 29

As additional squads are deployed, the radio identifiers will follow the same pattern, with Squad 3 designated as Mobile Force 30 and 31, and so on.

J. Off Duty Officers

An off duty officer will identify themselves utilizing their last name and location, i.e. Officer Smith, Civic Center.

K. Call Sign Directory

The department will keep a current radio call sign directory available on the server.

L. District Car Reassignment

1. Whenever a police unit is reassigned to patrol a district, that car shall assume the next sequential number.
2. The patrol lieutenant or sergeant shall instruct ECC to notify the unit of the change.
3. When notified by dispatch of this order, the officer shall move to the designated district and assume patrol duties until instructed otherwise. This change will be reflected in CAD.
4. This procedure does not apply to the dispatch of a car for a single dispatch into another district.

III. GENERAL COMMUNICATION

A. Leaving City Boundaries

Officers shall notify ECC if they are leaving the City for official business. If it is routine business, the officer shall request permission of the patrol sergeant through ECC; if it is urgent business, ECC shall advise the shift commander.

IV. EMERGENCY COMMUNICATION PROCEDURE

In an emergency situation, the air shall be cleared using a 3 second two-tone signal marker. A toner will be broadcast every 10 seconds while the air is cleared. Only officers directly involved should use the radio talkgroup handling the incident

A. Clear Air Procedures

1. The clear air tone may be initiated by either the ECC or upon request by an officer who encounters an emergency situation.

2. The air will remain clear for the duration of the emergency or until such time as an officer or supervisor on-scene authorizes the ECC to resume normal radio operations.
3. PREP_1 is the designated emergency talkgroup unless officers are otherwise instructed by ECC or their supervisor.
4. Officers not directly involved in the emergency shall move their radio transmissions to PREP_2 where ECC will continue normal dispatch operations; officers may scan PREP_1 to maintain situational awareness of the emergency.
5. The air will be cleared automatically for the following reasons:
 - a. Armed robbery in progress or just occurred
 - b. A person has been shot or stabbed
 - c. Commercial hold-up alarm (refer to number 6 below)
 - d. Vehicle or foot pursuit
 - e. When situations require an over-the-air roll call
 - f. Activation of police department installed alarms
 - g. Home invasion or burglary in progress
 - h. Upon officer request
 - i. Any situation where an officer is in immediate danger or in need of assistance
6. Officers responding to commercial hold up alarms will have the discretion to request the air return to normal operations until the first officer is on scene, at which time the air will again be cleared.
7. In all cleared air circumstances, ECC shall check with officers on the scene to verify the situation is secured before returning the air to normal operations

8. In cases where multiple emergencies occur when the air is already cleared, a supervisor shall make the determination whether or not to move one of the incidents to an alternate talkgroup.
9. In situations where a talkgroup is authorized for a special event, surveillance, drug operation, etc., it will be the responsibility of the authorizing supervisor to notify the ECC when appropriate, and if needed, request the talkgroup be monitored by the ECC.

B. L_Alert Broadcast Procedures

In addition, law enforcement agencies using the Peoria County P25 radio system have the option to utilize the L_ALERT notification broadcast feature. L_ALERT broadcasts are used when an incident requires immediate notification to multiple police agencies throughout Peoria County by pre-empting all police main dispatch talkgroups. The criteria for incidents qualifying for L_ALERT broadcast is outlined in the Peoria County Emergency Telephone System Board (ETSB) procedures.

1. An officer may request the ECC to initiate the L_ALERT notification process when an ***on-going high priority emergency incident*** requires the immediate notification of more than one police jurisdiction in Peoria County; examples of such incidents may include a mobile active shooter who is crossing jurisdictional boundaries, a mobile hostage situation crossing jurisdictional boundaries or a confirmed severe weather event that poses an imminent threat to human life.
2. L_ALERT broadcasts will only be heard when an officer is operating their P-25 radio on PREP_1, or while operating their radio in scan mode on a bank programmed with the L_ALERT talkgroup.
3. L_ALERT messages will be preceded by a unique marker tone alerting all law enforcement radio users of a forthcoming message.
4. L_ALERT broadcasts will pre-empt main dispatch talkgroups of all police agencies in Peoria County, therefore, the final decision as to whether a L_ALERT message will be broadcast rests with the ECC.
5. Officers shall respond to broadcast L_ALERT incidents that have moved into the jurisdiction of the Peoria Police Department. Supervisors shall coordinate the department's response and allocate the appropriate resources as the situation dictates.

6. If deemed necessary, supervisors may coordinate with the ECC the use of countywide talkgroups to enhance communication between agencies involved, i.e., LAW_ALL.

C. Use Of Illinois State Police Emergency Radio Network (ISPERN)

1. Multi-Jurisdictional Incidents
 - a. Coordinating radio traffic with police units of other departments regarding any crime or police action in progress.
2. Pursuits
 - b. Radio messages regarding pursuits which might go out of the City will be initiated by the pursuing officer using only ISPERN 1. There is no base station at ECC so they can only listen to follow the pursuit.

3. Itinerant traffic

Includes any legitimate purpose furthering the mission of the officer while traveling outside our jurisdiction (reporting police incidents observed while passing through another jurisdiction).

4. State Police Emergency Messages

The state police will broadcast emergency messages such as bank robbery descriptions, etc., if the information is received in a timely manner. The state will not broadcast 49s as routine procedure. 49s will continue to be broadcast by the ECC according to current policy.

Officers shall complete their message traffic by using the call sign KN3600.

The pamphlet *Rules for Use, Operation of Equipment, Illinois State Police Emergency Radio Network (ISPERN)* is in effect unless any written agreement or deviation from these rules is secured from the governing board of ISPERN 1.

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GENERAL ORDER

NUMBER
500.21
EFFECTIVE DATE
August 18, 2017

<u>SUBJECT</u> Juvenile Records	<u>NUMBER OF PAGES</u> 2
<u>DISTRIBUTION</u> Commissioned Personnel	<u>SUPERSEDES</u> GO 314-84; GO 500.21 8/17/00
<u>CALEA REFERENCE</u> 82.1.2	<u>OTHER REFERENCE</u> Juvenile Court Act
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PROCEDURES

A. Maintenance of Juvenile Records (82.1.2a,b,c)

1. Department arrest records concerning all minors under eighteen years of age shall be maintained separately from records of adult arrests. This includes fingerprint cards, juvenile referral sheets, photographs, and disposition sheets.

The CID lieutenant shall be responsible for maintaining the juvenile files in accordance with the Juvenile Court Act. Access to these hard copies is restricted by building security, limited after-hours personnel access, and filing cabinets are locked.

2. Electronic records are protected per policy in General Order 500.07 (Records Privacy and Security). Incident reports regarding juveniles are distinguished in the records management system according to the age of the subject at the time of the incident by color.

Any electronic record shall be the responsibility of the records unit administrator.

B. Release of Information

Juvenile records may not be open to public inspection or their contents disclosed to the public, except by order of the court. No officer or employee shall disclose the identity of any minor in regard to the arrest, investigation, or disposition of any case, pursuant to the Juvenile Court Act.

C. Dissemination of Juvenile Records (82.1.2c)

Inspection and copying of department records relating to a minor who has been arrested or taken into custody before his eighteenth birthday shall be restricted to the following:

1. Any governmental law enforcement officers when necessary for the discharge of their official duties during the investigation or prosecution of a crime that would be a felony if committed by an adult.
 2. Prosecutors, probation officers, social workers, or others assigned by the court to conduct pre-adjudication or predisposition investigation of the minor.
 3. Individuals responsible for supervising or providing temporary or permanent care and custody for minors when essential to performing their responsibilities, pursuant to the order of the juvenile court.
 4. Prosecutors and probation officers in connection with the charging, trial, or disposition of an adult criminal prosecution authorized under the Juvenile Court Act.
 5. Adult and Juvenile Prisoner Review Board.
 6. Authorized military personnel.
 7. Persons engaged in bona fide research, with written permission of the juvenile court judge and the police chief.
- D. Disposition of Juvenile Records (82.1.2d,e)
1. Whenever a juvenile attains the age of eighteen or when all juvenile court proceedings relating to that person have been transmitted (whichever is later), the CID lieutenant shall contact the records unit administrator to coordinate the storage, retention, and disposal of that individual's file.
 2. The records unit administrator shall coordinate the storage and the dissemination of information from those files in accordance with the standards set forth above and as required under the Juvenile Court Act.
 3. Expungement of juvenile records by order of the court shall comply with the Juvenile Court Act and Illinois state law. Records Unit personnel shall follow the steps outlined on the Expungement Completion Sheet.

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GENERAL ORDER

<u>NUMBER</u>	500.22
<u>EFFECTIVE DATE</u>	August 18, 2017
<u>SUBJECT</u>	<u>NUMBER OF PAGES</u>
Storing/Destroying Department Documents	2
<u>DISTRIBUTION</u>	<u>SUPERSEDES</u>
Commissioned Personnel	GO 388-85; GO 500.22 8/17/00
<u>CALEA REFERENCE</u>	<u>OTHER REFERENCE</u>
82.1.3, 42.1.3	State of Illinois Records Retention Act
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

To preserve all original official documents of the Peoria Police Department for access in the future, and to safeguard confidentiality by destroying all documents that contain confidential information in the appropriate manner according to the department's State Records Retention Schedule

II. POLICY

A. Records Retention Schedule

The department has a records retention schedule which is consistent with the State of Illinois Records Retention Act schedule.

B. Preservation/Storage (41.1.3e)

1. No original, official police documents shall be destroyed by anyone under any circumstances, except with authorization of the state archives advisor and the police chief.
2. The records unit administrator shall store all original incident reports, all documents related to criminal history information, bike registrations, gun registrations, and such other documents that must be kept according to state archive guidelines.
3. Each division commander shall be responsible for filing all special reports pertaining to their division for such time as they are needed by the police department. When they are no longer needed on a continuing basis, the commander shall contact the records unit administrator for the proper disposition of the records.

4. When CID case files and juvenile records are no longer needed in CID, the division commander or his designee shall contact the records administrator to coordinate the storage, retention, and disposal of the records.

C. Shredding

1. All paperwork that contains confidential information such as computer reports on arrest information, copies of incident reports, etc., shall be shredded to safeguard the privacy and confidentiality thereof.
2. Each division commander shall inspect the material to be shredded to ensure no original documents are accidentally included.
3. Commanders shall consult the records unit administrator and/or the police chief if there are questions about the disposal of records.

D. Memory Storage Units

All personnel shall arrange for the proper destruction of any equipment that has the capacity for memory storage. This includes, but is not limited to, copy machines, fax machines, laptops, tablets, cell phones, flash drives, etc.

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